

## Message from WCCC

Washington County Community College is committed to assisting all who wish to acquire the knowledge and skills to be gainfully employed and to continue their postsecondary education.

Obtaining a college credential requires a partnership between college employees and students – a partnership of shared responsibility. WCCC will provide a high quality experience for all who enter the doors of this college. The creativity and energy of WCCC's student-centered employees and a modern campus offer an experience like few others. In order to obtain the skills and knowledge for success students not only need to attend classes and complete assignments but also become actively involved and caring college citizens. You must dedicate yourself fully to being the best student and person possible. Expect to be challenged and supported as you pursue educational and personal goals. You will find the effort worthwhile.

Savor the warmth of WCCC, and experience campus life and recreational activities in a beautiful natural environment of ocean, forests, and land, providing opportunities that few colleges offer.

Enjoy our quality instruction.

Be inspired by our personal commitment to your success and your education.

Form a lasting relationship with learning.

The President and Employees of  
Washington County Community College

## 2016 -2017 Academic Calendar

### SUMMER 2016 SEMESTER

Monday, May 16	First Day of Summer 1 Classes
Saturday, May 21	Last Day of Add/Drop, last day for 100% Refund
Wednesday May 25	Last day for 50%, no refund after May 28
Monday, May 30	Memorial Day – College Closed
Friday, June 24	Admitted Student Day
Friday, June 24	Last day of Summer 1 Semester
Monday, July 4	Independence Day – College Closed – No Classes
Sunday, July 10	Move-In Day for Welding Technology
Monday, July 11	First Day of Summer 2 Classes including Welding Technology
Saturday, July 16	Last Day of add/drop classes Welding Technology and 100% refund
Wednesday July 20	Last day for 50%, no refund after July 23
Friday, July 22	Last Day to charge or return charged books
Friday, August 19	Last day of Summer 2 Classes
Sunday, August 21	Move-In Day Heavy Equipment Operation/Maintenance Residence Halls (12 – 3pm)
Monday, August 22	First Day of Classes Heavy Equipment Operation/Maintenance
Friday, August 26	Last day of Add/Drop for HEO/HEM
Friday, August 26	Admissions Application Deadline for Fall Semester

### FALL 2016 SEMESTER

Wednesday, August 31	New Student Move-In and Orientation
Wed & Thurs, Aug 31 & Sept 1	New Student Orientation – Required for All New Students
Wed & Thurs, Aug 31 & Sept 1	Faculty Professional Development Day
Monday, September 5	Move-In Day for Second Year Students. Residence Halls Open at Noon.
Tuesday, September 6	First day of Classes
Sunday, September 11	Last day for 100% refund
Tuesday, September 13	Last Day of Add/Drop
Thursday, September 15	50% refund; no refund after September 18
Friday, September 16	Last Day to charge or return charged books
Monday, October 10	Columbus Day – College Closed – No Classes
Friday, October 14	Staff Professional Development
Friday, October 28	Last Day to Withdraw from a Course
Friday, October 28	Mid-term Warnings, Attendance and Spring 2016 Incomplete Grades Due
Friday, November 11	Veterans Day – College Closed – No Classes
Mon-Friday, November 14-18	Pre-registration Week
Wednesday, November 23	Noon College Closing
Thurs & Friday, November 24-25	Thanksgiving Break – College Closed – No Classes
Friday, December 2	Staff Professional Development
Friday, December 16	Last Day of Classes
Friday, December 16	Residence Halls Close at 3pm
Mon- Friday, December 19-January 6	Semester Break
Monday, December 26	Christmas Staff Holiday – College Closed

### SPRING 2017 SEMESTER

Monday, January 2	New Year's Day (Observed) – College Closed
Friday, January 6	Admissions Application Deadline for Spring Semester
Sunday, January 8	Move-In Day for Residence Halls Open at Noon
Monday, January 9	First Day of Day/Evening Courses
Saturday, January 14	Last Day of Add/Drop, last for 100% refund
Monday, January 16	Martin Luther King, Jr. Birthday – College Closed – No classes
Wednesday, January 18	50% refund, no refund after January 19
Friday, January 20	Last Day to charge or return charged books
Friday, February 17	Residence Halls Close at 3 pm
Monday, February 20	President's Day-College Closed – No Classes
Monday-Friday, February 20–24	Winter Vacation – No Classes
<b>Friday, March 10</b>	<b>Last Day to Withdraw from a Course</b>
Friday, March 10	Mid-term Warnings, Attendance and Fall 2016 Incomplete Grades Due
Friday, March 10	Faculty Professional Development Day – No Classes
Monday - Friday, March 20–24	Pre-Registration Week
Friday, March 24	Residence Halls Close at 3p.m.-Spring Break
Monday–Friday, March 27 – 31	Spring Break – No Classes
Friday, April 14	Admitted Student Day
Monday, April 17	Patriot's Day College Closed – No Classes
<b>Thursday, May 11</b>	<b>Last Day of Classes for the Spring Semester</b>
Friday, May 12	Commencement
May 15– June 23	Residential and Commercial Electrical Program Final Semester
Monday, May 29	Memorial Day – College Closed

Washington County Community College is accredited by the New England Association of Schools and Colleges, Inc., through the Commission on Institutions of Higher Education. The college is a member of the American Association of Community Colleges, the American Council on Education and the Maine Higher Education Council.

Inquiries pertaining to the accreditation of Washington County Community College can be directed to the New England Association of Schools and Colleges, Inc., 209 Burlington Road, Suite 2014, Bedford, MA 01730-1433, telephone 781-271-0022, fax 781-271-0950, and internet <http://cihe.neasc.org>.

Washington County Community College expressly reserves the right to change in any manner, including terminating or eliminating, the courses and programs offered or otherwise presented in this catalog. The Maine Community College System expressly reserves the right to change in any manner, including increasing, tuition or any other fees. While, where practicable, the college will attempt to give as much notice as each situation allows, the college reserves the right to make any such changes without notice.

### **Notice of Non-Discrimination**

The Maine Community College System (MCCS) 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 Colleges' compliance with, and policies that prohibit discrimination on these bases may be directed to: the Affirmative Action Officer at the respective College or the MCCS Human Resources Director, 323 State Street, Augusta, ME 04330, telephone 207.629.4000, fax 207.629.4048, internet [www.mccs.me.edu](http://www.mccs.me.edu) or [aao@mccs.me.edu](mailto:aao@mccs.me.edu); United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), Internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>; 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 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, Internet <http://www.eeoc.gov/>.

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## **ATTENTION**

Assistance in interpreting the information in this catalog is available to French-and Spanish-speaking persons. Please contact the college for assistance.

Pour l'aide pour interpréter l'information de ce catalogue veuillez vous adresser a WCCC au bureau au nom de "Admissions."

Si usted encuentra adentro de este catalogo, puede usted llamar el departamento de Admissions.

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# WASHINGTON COUNTY COMMUNITY COLLEGE

## GENERAL INFORMATION

Washington County Community College (WCCC), founded in 1969, is located in Calais, a small city and rural community on the international border between the United States and New Brunswick, Canada. The college has modern classrooms, labs, and residential buildings situated on a hillside overlooking the St. Croix River, a tidal river. It is within walking distance of Calais. The college is located on a 400-acre campus of woods, fields, and outdoor adventures. Housing on campus is apartment-style with accommodations for up to five students per unit. Residential students are required to purchase a meal plan that provides one balanced meal per day in the campus Dining Hall. The Dining Hall provides breakfast as well. Apartments have small kitchens for students who wish to prepare the remaining meals, and residential life staff provides cooking classes. St. Croix Hall houses an auditorium for concerts, presentations, and other community activities as well as a gymnasium with basketball, volleyball and a state of the art rock-climbing wall. One of Maine's best snowmobile trails is located behind the residence halls, providing miles of outstanding winter recreation opportunities including snowshoeing and x-country skiing. The Outdoor Adventure Center, located in the residential complex, has a range of equipment available for student use, from kayaks to canoes and camping gear to mountain bikes for spring, summer, and fall.

The college currently offers 33 programs of study at the associate degree, diploma and certificate levels. Certificates are "stackable"; students have the option to gain skills in a specific technical area and return for a subsequent year to obtain another technical certificate in order to maximize employment opportunities by becoming multi-skilled technicians. Technical and career programs provide both in-class instruction and practical skill development taught in laboratories and clinical/training sites. Application-based learning in real life situations is the hallmark of this instruction. For example, Heavy Equipment Operations students develop skills in equipment operations by working in the Moosehorn Wildlife Refuge adjacent to the college; and construction trades students train on actual projects for non-profit organizations in the community.

A wide range of credit and non-credit courses are offered in the evening, during the summer term, and through various electronic delivery methods such as the internet. Programs are designed to provide the technical knowledge and skills as well as the essential general education with which to pursue a career after graduation. The Liberal Studies program offers students the opportunity to obtain the first two years of a baccalaureate credential at WCCC before transferring to another college or university. WCCC has a number of program transfer agreements with four-year institutions throughout Maine to assist students to transfer upon meeting the necessary course requirements.

WCCC is one of seven community colleges that operate under the authority of the Maine Community College System and the State of Maine. WCCC is a non-profit, residential,

post-secondary institution supported, in part, by appropriations from the Maine State Legislature. Members of the college community are proud of the education provided at WCCC and look forward to many more years of providing quality post-secondary education at Washington County Community College.

## **THE MISSION OF THE COLLEGE**

Washington County Community College serves as an educational, community, and economic development resource for Washington County and beyond by providing educational opportunities with individualized attention to all who desire to gain technical skills, develop career specializations, engage in self-improvement, and/or prepare for transfer.

## **INSTITUTIONAL ACCREDITATION**

Washington County Community College is accredited by the New England Association of Schools and Colleges, Inc., through the Commission on Institutions of Higher Education. Accreditation of an institution by the New England Association of Schools and Colleges indicates that the college meets or exceeds criteria for the assessment of institutional quality, which is periodically applied through a peer group review process. Inquiries pertaining to the accreditation of Washington County Community College can be directed to the New England Association of Schools and Colleges, Inc., 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803, telephone 781-425-7700, fax 781-425-1001, and internet <http://www.neasc.org>.

## **ACADEMIC CREDENTIALS**

The college awards the Associate in Applied Science, the Associate in Science, and the Associate in Arts degrees, as well as diploma and certificate credentials.

## **PROGRAM CERTIFICATIONS**

**Automotive** – National Automotive Technicians Education Foundation – Automotive Service Excellence (NATEF-ASE), 101 Blue Seal Drive, SE, Suite 101 · Leesburg, VA 20175

**Building Construction** – National Center for Construction Education and Research (NCCER), 3600 NW 43rd Street, Bldg. G, Gainesville, FL 32606

**Engine Specialist** - National Automotive Technicians Education Foundation – Automotive Service Excellence (NATEF-ASE), 101 Blue Seal Drive, SE, Suite 101 · Leesburg, VA 20175

**Medical Assisting** - Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763

**Powersports** – Engine & Equipment Training Council (EETC), Two Stroke Engines & Four Stroke Engines, 3880 Press Wallace Drive, York, SC 29745

**Welding** – American Welding Society, 8669 NW 36 Street, #130, Miami, Florida 33166-6672

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# ADMISSION

## ADMISSION POLICY

Washington County Community College maintains rolling admissions, allowing applicants to complete the application requirements and be considered for acceptance throughout the year. However, due to competition for acceptance into certain programs and the strict enrollment capacity established for each, early application is encouraged. An official high school diploma or equivalent (GED or HiSET), as well as official college transcripts for any prior post-secondary study, are required for admission to all programs.

Most programs run on a semester basis and begin on the same date for fall and spring semesters. However, because Welding and Heavy Equipment Operations and Maintenance technologies have starting dates different from other technologies, the applicant should check the WCCC academic calendar or contact the Admissions Office to find out when a particular program is scheduled to begin.

Washington County Community College is an equal opportunity college and as such, does not restrict program enrollment to applicants of a specific gender. Students are encouraged to enroll in programs considered to be non-traditional for their gender. Qualified disabled students are also encouraged to apply and are provided appropriate support services.

For an application or additional admission information, e-mail [admissions@wccc.me.edu](mailto:admissions@wccc.me.edu) or visit [www.wccc.me.edu](http://www.wccc.me.edu).

## APPLICATION PROCEDURE

The following procedures constitute the admission process.

- A. A WCCC application form must be completed and submitted to the Admissions Office. There is no fee to apply.
- B. A complete high school transcript for all years attended must be submitted to the Admissions Office. Current high school seniors must include grades for the ranking periods completed at the time of the application. A final transcript, which indicates the date of graduation, with final grades, must be submitted as soon as it is available.
- C. If the applicant has prior college, an official college transcript must be submitted to the Admissions Office.
- D. Applicants who have not earned a high school diploma must submit official copies of their HiSET or GED test scores.
- E. Applicants must submit immunization documentation and the health form.
- F. Prior to enrollment, all incoming students are required to take a placement test. The college uses test results and transcripts for academic counseling and appropriate course placement and scheduling.

All applicants are strongly encouraged to visit WCCC prior to enrollment. Testing and campus tours are conducted regularly throughout the year. Please contact the Admissions



Office for a visitation schedule. To schedule an appointment at your convenience, call the Admissions Office at 207-454-1000 or 1-800-210-6932.

## **ADMISSION PROCEDURES**

Applicants are usually notified of admission decisions within two weeks of the submission of the completed application packet. To accept the offer of admission, applicants must forward an admission deposit of \$75 within 30 days of receipt of the offer in order to reserve a seat in the program. Placement in the program is not secure until the admission deposit has been received. The admission deposit is credited toward semester charges, but, with a written request, it will be refunded to applicants who formally withdraw from the college prior to 120 days before semester start date.

Applicants requesting on-campus housing must forward a \$150 residence security deposit to reserve space in the residence halls. The residence security deposit is maintained as a security/damage deposit; it is not applied to residence charges. The deposit is refundable if the student withdraws; no damage charges are assessed; keys are returned; and all student accounts are paid in full. As a security precaution, background checks of residential students may be conducted.

All students who have been accepted to WCCC will be required to complete a health history form. This form must be completed and signed as a condition of enrollment. All students born after 1956 must also furnish proof of immunization against measles, mumps, rubella (German measles), diphtheria, and tetanus in order to attend classes. A physician, nurse, or other health care provider should complete and sign the documentation; or the student should present a copy of an immunization certificate in its place. The certificate must contain the dates immunizations were given, as well as the signature of the health care provider. Students born before January 1, 1957 are exempt from proof for measles, mumps, and rubella. Tetanus immunization must have been given within the last ten years. Students residing in the residence halls must have a meningitis vaccination.

Enrollment is contingent upon satisfactory completion of high school, HiSET, GED, or any other current program of studies, receipt of the appropriate health documents, and other admissions office requirements.

## **Placement Testing**

As part of the admissions and enrollment process and to ensure academic success, WCCC uses the Accuplacer Placement Assessment to provide information for enrollment in the appropriate courses which meet student skill and knowledge level. The assessment determines placement in mathematics and English courses, and may determine placement in other courses.

The Accuplacer Placement Assessment is a computer assessment that is not timed. Students answer questions in the areas of arithmetic, elementary algebra, reading

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comprehension, and sentence skills. Participants are not allowed to use a calculator on the math sections of the assessment except when the test provides an on-screen calculator for certain problems.

While preparation is not required to take the assessment, it is highly encouraged. The results of the assessment are used to determine which courses are most appropriate for a student in order to prevent taking courses that are either too easy or too difficult. The tests are **not** graded on a scale of 100. The college uses various cut-off scores to determine whether a student will need refresher courses or test directly into college math and English courses.

Based on the results of the assessment, a student may be required to complete math and/or English courses that are not part of the chosen program curriculum. As a result, programs may be extended to better prepare for program-specific courses. This means that enrollment in program-specific/technology courses may be delayed by one year. Questions or concerns regarding this policy should be directed to the Admissions Office.

Each year, the college reviews Accuplacer cut-off scores for placement of students in appropriate courses. These cut-off scores may change during the year as new information and courses are added. Individuals wishing to know the cut-off scores for mathematics and English are directed to the Admissions Office for the current Accuplacer scores for their programs of study

*Important Note:* Refresher math and English courses with course number lower than 100 will not count towards graduation.

The following sites offer preparation assistance for the Accuplacer test:

[www.testprepreview.com/accuplacer\\_practice.htm](http://www.testprepreview.com/accuplacer_practice.htm)

[www.studyguidezone.com](http://www.studyguidezone.com)

[www.collegeboard.com/student/testing/accuplacer/accuplacer-tips.html](http://www.collegeboard.com/student/testing/accuplacer/accuplacer-tips.html)

## **Academic Credit for Prior Learning**

Washington County Community College recognizes the value of learning acquired outside a college setting. Students are encouraged to explore all of the credit options that WCCC has available to them. It is possible to earn credit through many venues such as; CLEP examinations, prior military service, Portfolio Assessment, WCCC course challenge examinations, and credit for college level learning gained through paid or unpaid employment and/or internship or independent study. For further details regarding prior learning options, please visit WCCC's website under Prior Learning Assessment or contact your advisor.

## **INTERNATIONAL STUDENTS**

Admission procedures for international students are the same as those for applicants from the United States, with the exception of two additional requirements.

Because instruction is given in English, prospective students with a native language other than English are required to demonstrate proficiency in the English language. The Test of

English as a Foreign Language (TOEFL), administered by the Educational Testing Service, will be made part of the applicant's file. Minimum scores required are 61 for the IBT (Internet-Based Test) or 500 for the PBT (Paper-Based Test). For information on dates and locations for the test, write TOEFL, Box 899, Princeton, NJ 08540, USA.

International students are also reminded that in order to obtain their Certificate of Eligibility, Form I-20, they must provide the Financial Aid Office with a valid affidavit of support from personal funds, family funds, or funds from another source (type/source specified). To comply with this request, the applicant must complete the College Board *International Student Certification of Finances*. This form is available through the Admissions Office.

# TUITION AND FEES

## TUITION AND FEES

The following section summarizes estimated expenses for Washington County Community College students for the 2016-2017 academic years. All expenses are subject to change, without notice, by the Maine Community College System's Board of Trustees. Since charges are subject to change, applicants are advised to inquire about charges beyond the 2016-2017 academic years.

## TUITION

Maine Resident Students	\$92 per credit hour
New England Regional Students	\$138 per credit hour
New Brunswick Students	\$138 per credit hour
Non-Resident Students	\$184 per credit hour

## RESIDENCY

A student is classified as a Maine resident or non-resident for tuition purposes at the time of admission to the college. No student, once having registered as a non-resident student, is eligible for resident classification unless he/she has been a bona fide domiciliary of the State of Maine for at least one year immediately prior to registration for the term for which resident status is claimed. If the student is enrolled for a full academic program, as defined by the college, it will be presumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident: thus the burden will be on the student to prove that he/she has established a Maine domicile by the time of such registration. The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or legally appointed guardian of the student. If a student classified as a non-resident marries a person who is domiciled in Maine and asserts the establishment of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student's next registration. Members of the Armed Forces and their dependents are normally granted resident status during the period of active duty.

## HOUSING & RELATED FEES

Charges for housing are prorated for longer or shorter programs and/or semesters. Typical fall/spring semester charges are shown in the table below. All residential students must maintain full-time status to reside on campus.

Number of Occupants	Charge per Semester per Occupant	
	Fall/Spring Semester	Summer Semester
5 occupants	\$1,810	\$679
Meal Plan	\$785	N/A

## **Meals**

\$785 per semester (Fall and Spring only). All on-campus residence hall students are required to purchase a meal plan. The campus Dining Hall serves breakfast, lunch, and dinner Monday through Thursday; breakfast and lunch only are served on Friday. Sandwiches, soups, salads, bottled drinks and tea/coffee are also available in the Dining Hall snack bar, which is open most of the day Monday through Friday. Unused meals purchased as part of a meal plan are forfeited if not used in the semester in which they were purchased.

## **Communication Fee**

A mandatory communication fee is charged, \$75 during the fall and spring semesters; \$30 for the summer semester to all students living in the residence halls. This fee supports computer services, cable television, and provides in-room Internet access and e-mail.

## **Room & Security Deposit**

The \$150 refundable security deposit is held until the end of the academic year. In the event of unpaid damages to the resident unit or unmet financial obligations, the security deposit will be used to pay for the cost of damages. Any damage or cleaning charges assessed as a result of housing inspections will be calculated and invoiced, and must be paid within seven days of invoice date.

## **GENERAL AND SERVICE FEES**

### **FEES**

All fees listed are based on full-time attendance, unless otherwise indicated. Charges for students who attend less than full-time will vary depending upon the number of credits the student is taking.

### **Admission Deposit**

A \$75 admission deposit, non-refundable within 120 days of the start of the semester, is required upon enrollment in the college. The deposit is applied to the student's first semester charges.

### **Comprehensive Fee**

The comprehensive fee is 10 percent of the total credit hour tuition. This fee supports various student and administrative services at the college.

### **Student/Transcript Document Fee**

The student document fee of \$10 is charged annually and supports the cost of student IDs and transcripts. There is a \$10 charge for all on-demand transcripts.

## **Parking Fee**

The parking fee is \$1 per credit hour and is charged to all WCCC students. The parking fee is used to support maintenance of the college's roads and parking areas.

## **Student Senate Activity Fee**

A \$25 activity fee is charged to all WCCC students each semester. This fee supports activities that are sponsored, planned, or promoted by the Student Senate for the benefit of all WCCC students.

## **Recreation Fee**

A \$25 recreation fee is charged to all students each semester. The proceeds of the recreation fee are administered by the Student Life Department and are used to purchase and maintain recreational equipment for students to use, to defray expenses of student awards programs, and to assist in funding other activities for student recreational purposes. Students who have suggestions for recreational purposes, initiation of clubs, or other activities are encouraged to contact the Director of Residential and Student Life Activities for assistance in funding. A \$20 summer recreation fee is charged to all students enrolled in the summer semester.

## **Liability Insurance Fee**

Liability insurance coverage is required for all students participating in courses that require practicum/co-op experience. The fee is \$22 per course. This coverage is in addition to student accident and sickness insurance. Certain programs require a higher cost.

## **Graduation Fee**

A non-refundable \$75 graduation fee is charged to all graduating students the semester of graduation. This fee supports activities that are planned by the graduation committee for the benefit of all WCCC students and helps defray the costs of caps and gowns, academic awards, announcements, and the graduation reception. The fee is required of all graduating students regardless of whether the student plans to attend commencement.

## License Testing Fees

A fee is charged in certain programs requiring licensing exams. The license fee includes any required certification fees. This fee is determined annually by the appropriate licensing agencies. When the student's account has been paid in full, the certification fee will be remitted to the licensing agency.

License Testing Fees	Course Fee
Natural Gas and Propane - Basic Principles and Practices for Propane	\$85
Natural Gas and Propane – Appliance Service	\$110
Natural Gas and Propane - Appliance Installation	\$85
Basic Welding Test	\$275
Advanced Welding Test	\$225
Electrician Helpers License	\$60

## ALTERNATIVE CREDIT FEES

WCCC recognizes that learning may be realized through a number of means. The evaluation of learning acquired outside a standard collegiate setting may be obtained through portfolio assessment, standardized examinations, WCCC course challenge examinations, and independent study.

\*\*Examples included in this section are based on WCCC's In State per credit hour tuition rate, other tuition rates apply as applicable.

### Credit by Examination Fee

A \$100 fee is charged to all students who attempt to "test out" of a course by taking a WCCC Course Challenge Exam.

### Portfolio Assessment Fee

WCCC-administered portfolio assessment and/or course challenge examinations usually take significant amounts of administrative time and paperwork. A fee of \$125 will be charged to all students for each portfolio reviewed.

### Directed/Independent Study Fee

Directed/independent study is available to students at WCCC under certain circumstances. A 50 percent surcharge will be assessed. Per credit hour charge is calculated as follows:

$$2016-2017 \text{ credit hour charge} = \$92.00 + (50\%) \$46 = \$138.00 \text{ per credit}$$

## **Experiential Credit Fee**

Experiential credit is available for students who have prior work experience directly related to a discipline area of a program's internship, cooperative or practicum credit course. The fee associated with this credit assessment is the standard recording fee for prior learning evaluation based on 20 percent of the WCCC credit hour charge:

$$\$92 + (20 \text{ percent of } \$92.00/\text{credit hour} \times 3 \text{ credits}) = \$55.20 = \$147.20 \text{ per credit}$$

## **PROGRAM RELATED FEES**

Program fees are used to support the cost of materials and supplies for instructional purposes.

### **Academic Course Fee**

The academic course fee is 10 percent of total credit tuition for all academic or general study courses (example: math, communications).

### **Technical Course Fee**

The technical course fee is 20 percent of total credit tuition for all courses that are technical in nature (example: electricity, engine specialist).

### **Course Technology Fees**

In recognition that certain programs/courses have a higher than normal instructional materials cost due to the nature of the technology, an additional fee is charged as indicated below. This fee covers the cost of additional equipment rentals and consumable materials.

### **Course Fees**

<b>Course Name</b>	<b>Course Fee</b>
Scuba	\$195
COM200 – Environmental Interpretation	\$200
Wilderness First Responder	\$200



## MISCELLANEOUS COSTS

### Books, Supplies, and Tools

Books and supplies are available at the WCCC Bookstore. The cost of books and supplies vary according to the individual program and schedule. Tools are not available for purchase from WCCC. Cash, personal check, Visa, MasterCard, and Discover, as well as training vouchers, are accepted for bookstore purchases. Checks for the amount purchased should be made payable to the WCCC Bookstore. There is a \$30 fee for any returned checks. The bookstore can advance credit against a student's financial aid for students whose financial aid process is completed 10 days before the start of the semester. Items purchased in the WCCC Bookstore may not be charged against a student's account in the business office.

Textbooks may be returned for a full refund during the first two weeks of class only if all of the following conditions are met: original receipt; the plastic wrap, if any, has not been removed; there is no writing in the text; and any software has not been used or removed from its original packaging. Textbooks returned after the two-week period are considered used and may be purchased at the current buyback price.

The WCCC Bookstore conducts a textbook buyback at the end of the fall and spring semesters. Books must be in resalable condition with no writing in or on the textbooks and software intact.

The WCCC Bookstore is open Monday through Friday, 10:00 a.m. to 2:00 p.m. Students who have questions regarding the Bookstore may call 207-454-1056 or 1-800-210-6932, extension 1056 for assistance.

For a listing of required text and cost by program, visit the Bookstore page on our web site at <http://www.wccc.me.edu/>.

### Fines

Fines are charged for overdue library materials, parking violations, and various other infractions. If a fine is imposed, the appropriate department will notify you. All fines are to be paid to the WCCC Business Office.

## PAYMENT OF BILLS/REFUNDS/WAIVERS

### PAYMENT OF BILLS

Enrolled students are billed each semester for tuition, housing, and fees. Bills are payable in full by the first day of class unless arrangements have been made with the Business Office in advance. Failure to pay a bill within the prescribed period may keep a student from attending classes.

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### **Room and Board**

- 100 percent, withdrawal prior to semester start
- 80 percent, withdrawal prior to end of semester's second week
- 60 percent, withdrawal prior to end of semester's third week
- 40 percent, withdrawal prior to end of semester's fourth week
- 20 percent, withdrawal prior to end of semester's fifth week
- No refund after end of semester's fifth week

Notification of withdrawal or cancellation and requests for refund must be made in writing and addressed to the Registrar's Office. Notification is effective on the date received in the Registrar's Office.

Refund levels may vary for special or short-term courses depending upon the circumstances. No refunds are given for termination resulting from academic, disciplinary or financial dismissal. Refunds for Title IV financial aid shall follow federal guidelines. Students who feel that individual circumstances warrant exceptions from the published policy may appeal to the college President or his/her designee.

The application, student accident and sickness insurance, liability insurance, graduation, license and program related fees (academic, technical, and program/course technology fees) are not refundable. Resident students may also have housing damage or cleaning charges. If a withdrawing student is receiving federal or state financial aid, that amount is prorated in accordance with the above schedule and federal regulations, and returned to the appropriate federal or state account. Please see "Financial Aid Information" for additional information regarding refunds.

## **NEW ENGLAND REGIONAL STUDENTS**

Students who are legal residents of any New England state may be eligible for admission consideration under the New England Regional Student, or "Apple" program. The Regional Student Program, administered by the New England Board of Higher Education, enables residents of any New England state to attend an out-of-state institution within New England programs not available in their home state public institutions. Students in this program will pay 150 percent of Maine resident tuition. More information is available from the Registrar's Office.

## **Native American Tuition/Housing Waiver**

Washington County Community College (WCCC) is committed to assisting Native American students in obtaining financial assistance to meet their college costs.

**To qualify for a waiver for tuition or housing, Native American students must be matriculated in a program of study at Washington County Community College, and have completed the FAFSA.**

Our goal is to provide support for all Washington County Community College (WCCC) Native American students who wish to obtain an academic credential that will assist them personally and professionally as they plan for the future.

### **Student Eligibility/Criteria**

The program covers tuition and housing charges for:

#### **I. Members of Maine Tribes**

- A. Students whose names are included on the current tribal census, or who have at least one parent or grandparent included on the current tribal census of the Passamaquoddy Tribe, the Penobscot Nation, the Houlton Band of Maliseet, and Aroostook Band of Micmac, *and*
  - 1. *Who are residents of the State of Maine for a minimum of one year prior to enrollment and*
  - 2. *Who provide WCCC with official proof directly from the tribe, Nation or band within the first month of the semester in a sealed envelope, similar to the process used for official transcripts, and meet additional requirements stated below in section IV.*

#### **II. Members of Other North American Tribes**

- A. *Must be included on the current tribal census or enrolled in a federally recognized tribe. Must provide an original letter or certificate from the tribal official who certifies membership, or a certificate of degree of Indian blood issued by the United States or Canadian government is required. Additionally, must provide documentation of Maine State residency for the past twelve months immediately prior to application and meet additional requirements stated below in section IV.*

#### **III. Descendants of a Tribal Member**

- A. *Descendant of a Tribal Member who has the responsibility to obtain clear documentation that proves descendancy from a member of a North American Indian Tribe. Proof can be provided in the following manner:*
  - 1. *An original document from a federally recognized tribal office stating that a parent or grandparent is an enrolled member of that tribe, or has enrollment on the tribal census, must be presented for eligibility. An original letter or certificate from the tribal office who certifies membership or certificate of degree of Indian blood issued by the United States or Canadian government is required.*
  - 2. *If a parent or grandparent is from a Canadian tribe, you must provide an original document showing their band number.*
    - a. *Once enrollment documentation of the parent or grandparent has been provided, documentation from the applicant showing state residency for the past twelve months prior to enrollment must also*

be provided. Examples of forms of documentation include rental receipts, lease agreements, proof of home ownership and utility bills.

- b. To trace descendancy, the applicant must present original birth certificates naming the parent and possibly another birth certificate tracing the parent to the grandparent.
- c. The documents will be photocopied and the originals will be returned to the applicant.

B. Descendants must also meet requirements stated below in section IV.

#### IV. Other Additional Eligibility Requirements for the program to cover tuition and housing charges:

- A. Continuing students who sign this Agreement and apply for financial aid. (Assuming documentation from the tribe was previously provided.)
- B. Students who provide a statement of support identifying all financial assistance provided by the tribe, Nation, or band. (This must be official documentation provided by the Tribal office responsible for assisting students with the cost of education.)
- C. Students who meet with a financial aid office staff member to:
  1. Submit their application and supporting materials.
  2. Discuss the relationship between the waivers and other federal or state financial aid, and
  3. Sign the required Agreement.
- D. Matriculated students, enrolled in academic, credit-bearing courses at Washington County Community College:
  1. Who remain academically eligible to register for classes, and
  2. Who complete a Free Application for Federal Student Aid (FAFSA) for financial aid by October 1<sup>st</sup> for the fall semester and/or academic year, or February 15<sup>th</sup> for spring semester, and
  3. Who maintain Satisfactory Academic Progress in compliance with Title IV Federal Financial Aid policies in the Student Financial Aid Handbook on the college web site [www.wccc.me.edu](http://www.wccc.me.edu).
    - a. Students who *have only one major program of study* at WCCC may not receive financial aid or the Native American Waiver if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of the active program. Withdrawals and repeat courses are considered attempted credits.
    - b. Students who graduate from a WCCC associate degree program may not receive an additional Native American waiver.
    - c. Students who graduate from a WCCC certificate/diploma program may receive the Native American waiver for one additional certificate/diploma program.
    - d. Students who *change their major or add another major* at WCCC may not receive financial aid or the Native American Waiver if the total

number of attempted credits in combination with accepted transfer credits is equal to or more than the 150% of the credit length of their active program. Withdrawals and repeat courses are considered attempted credits.

- e. Students will be able to receive the Native American waiver for the equivalent of two certificate/diploma programs and/or one associates degree program within a related program, but not two certificate or associate degrees in an unrelated program; (e.g., a student who successfully completes a certificate in Heavy Equipment Operations may receive a Mechanical Technology Associates Degree, but would not be eligible for the Native American waiver to pursue another unrelated certificate or associates degree program such as Medical Office Procedures or Medical Assisting.)
4. Students who are NOT employed by the Maine Community College System on a half-time or greater basis, and who are not carried on the MCCS employee payroll.

### **Native American Indian Tuition/Housing Waiver**

- A. An eligible student's bill will be credited with a Tuition and Housing (if applicable) Waiver after initial authorization from WCCC's Financial Aid Office.
- B. The total funds received by the student from all sources including the waiver may not exceed total cost of attendance.
- C. All sources of gift, grant and scholarship assistance from federal, state, institutional and outside agencies will be used to pay the student's bill for institutional charges, *prior* to determination of the amount of the Tuition and Housing Waiver each semester.
- D. The Tuition Waiver will be awarded using a budget established by the Financial Aid Office. In the event of over-award, the tuition waiver will be adjusted first.
- E. All other charges will be the responsibility of the student.

#### ***Addendum:***

Matriculated students at Washington County Community College enrolled in five or less credit hours in credit-bearing courses are considered less than half time at WCCC. Students considered less than half time may be granted a Native American Waiver based on the Student Eligibility/Criteria.

## APPEALS

A student who disagrees with a decision made under this program agreement may appeal through the appropriate campus appeals process. A student who disagrees with the decision made under this program agreement may submit an Appeal Form to the appropriate appeals committee for review. The Appeals Committee decision on the appeal will be final.

### **VETERANS' SERVICES**

WCCC's programs are approved for the education and training of military personnel, veterans and their dependents by the state approving agency for veterans' education programs. The registrar counselor serves as liaison to the Veterans Administration and the State of Maine's approval agency. Students who wish to apply for VA educational benefits should contact the Registrar's Office when applying for admission.

A student who is eligible for veterans' educational assistance and who has had previous post-secondary educational experiences will have these experiences evaluated by the WCCC registrar for possible transfer credit.

WCCC is an approved Serviceman's Opportunity College (SOC). Prior military learning experiences will be reviewed for credit. The amount of credit awarded depends upon course equivalents and the technology in which the student enrolls.

### **VETERANS' DEPENDENTS EDUCATIONAL BENEFITS**

Under Maine law, children and spouses (including widows and widowers) of persons who died as a result of service in the Armed Forces of the United States (either during or after service) or who became permanently and totally disabled as a result of service or who may have died of a service-connected disability may be eligible for assistance, as determined by Maine Veterans Service.

Spouses of veterans who are attending state-supported institutions must be admitted free of tuition including mandatory fees and lab fees for all programs. Room and board may not be waived.

A child of a veteran who is attending a state-supported post-secondary institution must be admitted free of tuition including mandatory fees and lab fees for associate degree programs. The tuition waiver provided under this paragraph may be reduced by an amount necessary to ensure that the value of this waiver, combined with all other grants and benefits received by the student, does not exceed the total cost of education. Room and board may not be waived.

A child of a veteran has six academic years from the date of first entrance to complete eight semesters. The President may waive the limit of six consecutive academic years when the recipient's education has been interrupted by severe medical disability or illness, making continued attendance impossible.

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Students may obtain detailed information and an application for these benefits from the Registrar's Office.

## **SENIOR CITIZEN DISCOUNT**

Washington County Community College will waive the tuition cost for most credit courses, on a space available basis, up to a maximum of six credits per semester and twenty-four credits total for citizens of Maine who are 65 years of age or older. This waiver does not include the cost of texts and other materials required for a given course or other college fees such as technology fees, parking fees, etc.

# **FINANCIAL AID**

## **FINANCIAL AID POLICY**

All financial aid at WCCC is administered in accordance with policies and philosophies that have been established nationally. The basis of such programs is the belief that **STUDENTS AND THEIR PARENTS HAVE THE PRIMARY RESPONSIBILITY** to meet educational costs and that financial aid is available only to fill the gap between the families and /or student's contributions and allowable educational expenses. The amount of expected student or family contribution is determined by a careful analysis of financial strength, set forth by the Department of Education, which examines income and net assets versus the allowable expenses the family may have.

Educational expenses that are considered a basis for establishing student need include tuition, fees, books and supplies, room and board, tools, transportation, personal expenses, and guarantee and origination fees from federal loans.

## **PURPOSE**

The purpose of financial aid is to serve students who need assistance in meeting the basic cost of their education. Because funds are limited, federal and state regulations require that these funds go to students who demonstrate financial need. This section outlines the application procedure, how student need and eligibility are determined, and some of the major programs available at Washington County Community College. Students who think they may be eligible for financial aid should contact the Financial Aid Office for additional information.

## **APPLICATION PROCEDURE**

1. Complete a Free Application for Federal Student Aid (FAFSA) for all Title IV programs (federal PELL, federal SEOG, federal CWS, and federal loans). Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. WCCC Verification Worksheet is required to be completed by students who have been selected for verification by the federal government and must be submitted to the Financial Aid Office. This form can be found on the WCCC website. Go to [www.wccc.me.edu](http://www.wccc.me.edu), select Admissions & Aid, Financial Aid, Financial Aid Links & Resources, Financial Aid Forms & Documents.



3. W-2 filed by your parents, if you are a dependent and you meet the criteria listed in #2. If you have questions regarding dependency, please contact the Financial Aid Office.

NOTE: It is important for students to have sufficient funds available to begin their first few weeks of college, because financial aid payments will not be disbursed to students until after the end of the college's refund period. Students must be prepared to purchase all tools, books and uniforms required. Students must also have sufficient resources for expected living expenses, e.g. food.

## **ELIGIBILITY DETERMINATION**

The following criteria apply to all financial aid programs. To receive financial aid, a student must:

1. Be enrolled or accepted for enrollment in an eligible program leading to an associate degree, diploma, or certificate.
2. Be a United States citizen, permanent resident, or refugee with appropriate visa.
3. Have financial need.
4. Be maintaining satisfactory academic progress in a course of study according to the standards and practices of WCCC.
5. Not owe a refund on a PELL grant or Supplemental Grant at WCCC.
6. Not be in default on any of the following: Federal Family Education Loan, Perkins (National/Direct) Student Loan, or Student Loan Supplemental (SLS).
7. Not have been convicted of possession or sale of drugs.
8. Not have been incarcerated with a criminal conviction.
9. Have no name or SSN conflicts with the Department of Education Central Processing System.
10. Have met legal requirements for selective service registration.
11. Have a high school diploma or equivalent.
12. Meet all provisions for Federal Student Aid listed in the FSA handbook available at the [www.ifap.gov](http://www.ifap.gov) website.

## **DETERMINING FINANCIAL NEED**

The amount of financial aid is subject to available federal and state funds. The Financial Aid Office will determine the type of aid and amount received. Financial aid awards are based on demonstrated financial need, which is the difference between allowable educational expenses and the total of the parents' expected contribution and/or the student's own expected contribution.

Contributions are determined from analyses of the financial aid application and other required documentation. All information is held in strict confidence.

## FINANCIAL AID NOTIFICATION

Once all application and verification documentation(s) have been received and reviewed, the Financial Aid Office will notify students in writing whether or not they qualify for financial aid. Students who qualify for FSA will receive an initial award letter. After all financial aid forms are completed by the student and received by the financial aid office, federal and state funds are requested by the financial aid office and authorized disbursements are sent to the business office.

Additional information regarding financial aid policies can be found in the student financial aid handbook, which is located on the portal and in the Online Financial Aid System website under the form section.

For further financial aid information, contact the Financial Aid Office.

## RETURN OF TITLE IV FUNDS POLICY

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

1. The policy shall apply to all students who withdraw, drop out or are expelled from Washington County Community College, and receive financial aid from Title IV funds.
  - a. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: William D. Ford federal direct lending program, Federal Pell Grants, Federal Supplemental Equal Opportunity Grants (FSEOG), Leveraging Educational Assistance Partnership Grants (Maine Student Incentive Scholarship Program [MSISP]).
  - b. A student’s withdrawal date is the date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution; or the student’s last date of attendance at a documented academically related activity.
2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the semester. Title IV aid and all other aid is viewed as 100 percent earned after that point.
  - a. The percentage of Title IV aid earned shall be calculated as follows:
    1. Number of days completed by student

2. Total number of days in term\* = percent of term completed

The percent of term completed shall be the percentage of Title IV aid earned by the student.

\*The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100 percent minus the percent earned.

c. Unearned aid shall be returned first by Washington County Community College from the student's account, calculated as follows: total institutional charges X percent of unearned aid = amount returned to program(s).

Unearned Title IV aid shall be returned to the following programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent Loans to Undergraduate Students (Direct Parent Plus)
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV grant programs

Exception: no program can receive a refund if the student did not receive aid from that program.

When the total amount of unearned aid is greater than the amount returned by Washington County Community College from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

1. Unsubsidized Direct Loan\*
2. Subsidized Direct Loan\*
3. Parent Loans to Undergraduate Students (Direct Parent Plus)\*
4. Federal Pell Grant\*\*
5. Federal SEOG\*\*
6. Other Title IV grant programs\*\*

\* Loan amounts are returned in accordance with the terms of the promissory note.

\*\* Amounts to be returned by the student to federal grant programs will receive a 50 percent discount.

3. Refunds and adjusted bills will be sent to the student's home address on file in the Registrar's Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after the Title IV funds are returned.
4. Institutional and student responsibilities in regard to the return of Title IV funds.
  - a. WCCC's responsibilities in regard to the Title IV funds include:
    - Providing each student with the information given in this policy.
    - Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students.
    - Returning any Title IV funds that are due the Title IV programs.
  - b. The student's responsibilities in regard to the return of Title IV funds include:

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- Becoming familiar with the return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid.
  - Returning to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible via the return of Title IV funds calculation.
5. The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
  6. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Registrar's Office. Such notification may be made by facsimile. A copy of such document will be forwarded to the Financial Aid Office.

Example:

Step 1. Determine the percentage of time the student was enrolled as of withdrawal. A student withdrew after attending 20 days of a payment period that spans 107 days from first day to last. The period includes one 7-day break that begins on a Thursday and ends on the following Wednesday (classes resume on Thursday). Excluding this break leaves 100 calendar days in the period. This student was enrolled for 20 percent (20/100) of the payment period.

Step 2. Determine the amount of aid earned by the student. Andrew was awarded \$5,000 in Title IV funds per payment period, and all of it had been disbursed by the time he withdrew. He attended 20 percent of the payment period, thus he earned \$1,000 (20 percent of \$5,000).

Step 3. Compare the amount earned to the amount disbursed. For instance, above, Andrew only earned \$1,000 but received \$5,000. \$4,000 would need to be returned to Title IV.

Step 4. Allocate the responsibility for returning unearned aid between the college and the student.

Institutional charges for the period would have to be determined. An example:

Tuition and Fees	\$1,500
Room and Board	\$1,000
Books	<u>\$500</u>
	\$3,000

Percentage of Title IV aid unearned using Andrew's information = 80 percent. Multiply \$3,000 times 80 percent = \$2,400. Compare the amount of Title IV aid to be returned (\$4,000) to above. The college must return the lesser amount (\$2,400).

Step 5. Distribute the unearned funds back to the Title IV programs. Subtract the amount of Title IV aid due from the college from the amount of Title IV aid to be returned.

\$4,000 minus \$2,400 = \$1,600.

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds as noted in the policy up to the total net amount disbursed from each source, after subtracting the amount the college will return. Amounts to be returned to grants are reduced by 50 percent\*\*.

1. Unsubsidized Direct Loan\*
2. Subsidized Direct Loan\*
3. Parent Loans to Undergraduate Students (Direct Parent Plus) \*
4. Federal Pell Grant

5. Federal SEOG\*\*
6. Other Title IV grant programs\*\*

\*Loan amounts are returned with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

## **STUDENT SERVICES**

### **STUDENT SENATE**

The Student Senate is composed of student representatives and is the official voice of the student body. The senate is a vital link among students, faculty, and administration. A staff member serves as advisor.

In their weekly meetings, these student leaders seek to fulfill the student senate objectives of promoting the general welfare of the college, serving the best interests of the student body, and helping to provide a positive college spirit.

### **STUDENT ACTIVITIES**

Student activities at WCCC are organized and sponsored by Student Life in cooperation with the Student Senate. Activities vary from year-to-year as student interests change, but the college consistently offers a wide variety of on- and off-campus activities.

Activities sponsored by the student services department over the past several years include trips to New Brunswick, Canada; hockey games; downhill skiing; whitewater rafting; and hiking. Campus events have included dances, cookouts, dinners, and multicultural socials as well as a variety of other events.

The college encourages all students to be civic-minded and sponsors annual blood drives and food collections for the needy, and provides support to local community service agencies in other charitable endeavors.

The college maintains a variety of recreational equipment in the Outdoor Adventure Center for student use, including canoes, kayaks, camping equipment, cross-country skis, ice skates, and fishing equipment. Additionally, the campus recreational program offers a variety of activities, including intramural pool, ping-pong tournaments, basketball, and volleyball.

Campus recreational facilities include a modern gymnasium, fitness center, and rock-climbing wall.

### **ACADEMIC SUPPORT SERVICES**

Washington County Community College offers a number of academic support services to students. The Study Center is open to all students and offers individual help in a friendly,

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quiet, comfortable atmosphere. One-on-one tutoring is available. Accuplacer testing is in place to ensure students are placed in appropriate level courses for their best chance of success. Workshops and seminars are held regularly to provide student support around study skills, time management, test taking, note taking, or other study-related areas.

## **ACCESSIBILITY**

WCCC does not discriminate against students with disabilities. “No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education aid, benefits, or services.” In accordance with Section 504 of the Rehabilitation Act of 1973 (CRF 34 Part 104) and Title II of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008 (S. 3406). WCCC is committed to assisting qualified students with disabilities achieve their individual goals. Upon request and documentation, WCCC grants qualified students reasonable accommodations to provide them an equal opportunity for success in a collegiate setting. Students requesting reasonable accommodations must contact the Accessibility Specialist at 207-454-1093 or [dadams@wccc.me.edu](mailto:dadams@wccc.me.edu).

## **TRIO STUDENT SUPPORT SERVICES PROGRAM**

The WCCC TRIO Student Support Services (SSS) program offers individual and group tutoring, access to computers and printers, referrals to the Financial Aid Office, visits to four-year colleges and transfer assistance, enrichment workshops, scholarships, peer mentoring, leadership opportunities, and study skills development. Program services are free to all participants.

SSS is a federally funded educational support program that helps promising students overcome barriers to higher education. The program’s mission is to help students remain in college, graduate, and/or transfer into four-year degree programs.

Students are eligible for services if they meet the following guidelines set by the U.S. Department of Education:

- Are citizens of the United States or have permanent residency
- Are enrolled in a program at WCCC
- Are in need of academic support

In addition, meet at least one of the following criteria:

- Fall within the low income guidelines as established by the U.S. Department of Education
- Have a documented physical or learning disability
- Neither parent graduated from a four-year college

The WCCC Student Support Services program receives its funding through a grant from the U.S. Department of Education. It also receives in-kind support from Washington County Community College.

## **COUNSELING SERVICES**

Guidance and counseling are available to assist students with career, academic, or personal issues.

The general function of guidance and counseling at WCCC is not delegated to any one specific staff member. Those faculty members who serve as student advisors often provide academic and career counseling to their students. Each faculty member is available to students in a number of ways, including office hours, e-mail and appointment. Feel free to discuss course difficulties, career plans and matters relevant to your education with your instructors and advisor.

Members of the Student Services Department are available to provide counseling. Professional counseling services may be arranged, if needed. Please see the Associate Dean of Community Education and Student Affairs at [ncote@wccc.me.edu](mailto:ncote@wccc.me.edu) or the Dean of Enrollment Management and Student Services at [smingo@wccc.me.edu](mailto:smingo@wccc.me.edu). Any student who considers withdrawing from the college is strongly urged to use counseling services prior to making a final decision.

## **MEDICAL SERVICES**

Twenty-four hour emergency medical service is available at an accredited hospital located two and a half miles from the campus. Several physicians, dentists, and specialists serve the area.

## **STUDENT HANDBOOK**

The student handbook is available every year and an electronic copy is accessible at [www.wccc.me.edu](http://www.wccc.me.edu). It contains detailed information regarding college activities, organizations, regulations, and additional information important to students at WCCC. All students are expected to be familiar with the handbook. The handbook contains the Student Code of Conduct, affirmative action policy, academic grievance procedures and a wealth of other valuable information.

## **CAMPUS BOOKSTORE**

In addition to textbooks and supplies, the bookstore carries a variety of college clothing and gifts. Reasonably priced drafting supplies and equipment, scientific and basic calculators and computer supplies are available to students. Tools are not available for purchase in the bookstore. Hours of operation are Monday through Friday, 10 a.m. to 2:00 p.m.

## **CAMPUS HOUSING**

Resident students at WCCC are housed in an on-campus apartment complex. In addition to 28 available apartments, the residence halls include a laundry facility, a spacious lounge, a game room, the Center for Living and Learning, the Outdoor Adventure Center, and a fitness center.

The campus apartments are designed to accommodate five women or men. Each residence apartment contains a furnished living room and three bedrooms, complete with individual beds, bureaus, desks and closets. Occupants of each unit share a kitchen, dining area and bathroom. Students can prepare their meals and are responsible for bringing personal linens, dishes, silverware and cooking utensils.

Wireless internet is available in all dorms. Cable television hook-ups are available in the living room and in each bedroom and most apartments are equipped for telephone installation.

The Director of Residential Life supervises a Coordinator of Student Involvement and Engagement and a staff of student resident assistants in maintaining a peaceful and orderly campus environment.

WCCC normally is able to accommodate all requests for on-campus housing; however, should demands exceed supply, preference is given to students who reside outside the local area. A five-meal plan is required of all students residing in the Residence Halls.

## **CAMPUS DINING HALL**

The on-campus dining hall provides healthy, reasonably priced foods, as well as daily specials for students and guests. Hours of operation during the academic year are early morning to early evening Monday through Thursday, and early morning until noon on Friday. Meal plans are purchased for use in the Dining Hall.

## **COMPUTER ACCESS**

All access to computers and computer-related resources at Washington County Community College is a privilege, not a right. Students must read and sign an Acceptable Use Policy, available from the IT Director, before they can access WCCC's computers and network. This privilege is extended to students in order to assist them in their studies. Internet access is currently limited; therefore, it is reserved solely for students, faculty and staff at WCCC.

## **COMPUTER ACCEPTABLE USE POLICY**

Washington County Community College's computer system – including the Maine Community College System's wide area network (WAN), local area network (LAN), computers, and peripherals – is a tool for use by the WCCC community. It is the responsibility of all authorized users to protect the integrity of the system, to respect the privacy of all users, and to maintain the standards of honesty and personal conduct here at WCCC.



All computer facilities are designed to support individual and collaborative learning, research, and administrative activities within WCCC's programs by providing access to computing resources. WCCC's network is designed to support the learning, research, and administrative activities of its authorized users – including current faculty, staff, and students. The following actions on the WCCC system will not be tolerated:

- Interfering with or altering the integrity of the system at large.
- Moving or relocating any piece of equipment or program without prior permission.
- Attempting to capture or crack passwords or encryption.
- Making changes to the "desktop," program manager, or operating system without prior permission.
- Destroying or altering data or programs belonging to others or to WCCC.
- Interfering with intended use by restricting or denying system access by authorized users.
- Impersonating another person in e-mail or other communications.
- Transmitting threatening or harassing material.
- "Broadcasting" information to a large subset of the WCCC community (although you may send messages to list servers or bulletin boards, which are designed for such uses).
- Sending chain letters.
- Use of the WCCC network, equipment, or software for private commercial purposes or personal financial gain is strictly prohibited.
- WCCC's name must not be used in ways that suggest or imply endorsement of other organizations, individuals, products, or services.
- Fundraising and advertising are only permitted with approval by WCCC administration.
- Programs and software on the system are not freeware and may not be copied, shared or resold.

*Ethical Use of the System:* Ethical use of the system maintains the security of the system, protects privacy and conforms to all applicable laws, including copyright and harassment laws.

Enabling someone other than current WCCC students, faculty, or staff to use the computers and software may violate licensing agreements and should be avoided.

- Always log out when leaving a workstation; open files could jeopardize the security of your work.
- Have clear authorization to access files or directories that belong to another user.
- Do not try to access ("hack") files or directories.
- Access or monitor only information explicitly intended for you (such as logins, e-mail, user-to-user dialog, or other network traffic).
- Do not collect or publicize any personal information about others that they would not normally disseminate freely about themselves (such as grades,

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address, personal information, etc.) or without their consent. When in doubt, ask the other user!

- Only log into workstations that are designated explicitly for public use and with permission of the owner or current user of that machine.

Copyright violations are against the law. Copyright is a form of protection provided by the laws of the United States to authors of original works (Title 17, U.S. Code). Many computer programs and related documentation are "owned" and are therefore protected by these laws, licenses and contractual agreements. It is inappropriate and illegal for you to copy *any* material owned by others from *any* source without their permission or full acknowledgement. It is best to assume that all materials are copyrighted (including computer programs, print materials and Internet resources) unless a disclaimer or waiver explicitly appears. Copyright-related restrictions:

- Never copy programs or data into your work.
- Never resell programs or data.
- Never redistribute programs or data, or provide facilities for their redistribution.
- Never use programs or data for non-educational purposes.
- Never use programs or data for financial gain.
- Never use programs or data without being among the individuals/groups licensed to do so.
- Never publicly disclose information about programs (e.g., source code, etc.) without the owner's permission.

Educational institutions enjoy special exemptions from copyright protection, called "Fair Use," so that instructors and students may use reasonable portions of copyrighted material for coursework.

#### *Consideration of all Users:*

Respect and consideration are necessary to maintain the most effective learning environment.

- Personal productivity work (including text processing, sending mail and exploring the system and resources – including the Web) is encouraged whenever computers are available.
- Recreational computing is always the lowest priority (e.g., game playing and some forms of chat).
- To facilitate others' ability to concentrate and work effectively, keep noise low and others will do the same for you.
- If you use a computer with sound in a shared workspace, please turn the volume down or use headphones.
- To ensure computers and peripherals stay in best working order, food and drink are not permitted at any computer or printer.

*Harassment:* Harassment is defined as any verbal or physical conduct that has the intent or effect of unreasonably interfering with an individual's or group's education or work performance (Title 7, Civil Rights Act, 1991), and it is strictly prohibited. The harassment policy extends to activities on- or off-campus and to the networked world via e-mail or other electronic formats.

- Do not harass any person based on race, color, gender, disability, religion, national origin, sexual orientation or age.
- Do not send messages that unreasonably interfere with anyone's education or work at WCCC or at another institution using WCCC as a base.
- Do not print or display material that may be considered offensive unless you have a specific academic purpose.
- Do not print or display material that may be considered intimidating or hostile unless you have a specific academic purpose.

Any member of the WCCC community who feels harassed is encouraged to report her or his concerns or complaint immediately to the Dean of Enrollment Management and Student Services or to the Dean of Finance. Use of the system is a privilege, not a right. Users enjoy only limited privacy; the college reserves the right to access, examine, or copy any files suspected of misuse, corruption or damage. Failure to comply with these guidelines will result in appropriate action. If you have any questions about this policy, are unable to agree to comply, or wish to report any violations, immediately contact the Dean of Enrollment Management and Student Services.

## **LIBRARY**

The campus library serves students, faculty, staff, and the public by providing materials for research and recreational reading. In addition to the print collection of over 10,000 books, the library subscribes to about 60 technical and general interest periodicals and newspapers, as well as several online databases. Full-text articles and abstracts are also available in MARVEL!, an online collection of magazines, newspapers, encyclopedias and e-books. Computers are available for course work. Interlibrary loan services are available through the Minerva/MaineCat statewide library catalogs and are accessible from campus and home computers. Subscription databases are accessible from home with designated passwords available to students. WCCC picture ID cards are issued in the library. The library Web page is located at:

<http://www.wccc.me.edu/academics/support/library-sub-page/>.

## **MOTOR VEHICLES**

Students at WCCC have the privilege to operate motor vehicles on campus provided that they possess a valid driver's license and that vehicles are registered and insured in accordance with Maine law. All vehicles operated on campus must be registered with the college and display a current WCCC parking permit. Vehicles, like other personal property, are the sole responsibility of the owner.

The operation of ATVs, snowmobiles, or other off-road vehicles is permitted only in designated areas on campus. Students have access to local trails for such use.

Improper use of motor vehicles may be grounds to suspend privileges.

## **STUDENT CODE OF CONDUCT**

Student conduct and discipline at WCCC are governed within the framework of the Maine Community College System Student Code of Conduct. The code is available to all

students as part of the student handbook, available electronically on the campus Website at [www.wccc.me.edu](http://www.wccc.me.edu).

Students are strongly encouraged to familiarize themselves with the Student Code of Conduct upon their arrival at WCCC.

## **INTOXICATING BEVERAGES**

WCCC maintains a stringent policy in regard to the possession and/or use of alcoholic beverages, which are strictly prohibited on the college campus. Violation of this rule may be grounds for dismissal from the Residence Halls and/or the college. Additionally, legal action may result with any violation of this policy.

## **POSSESSION AND USE OF DRUGS**

The college maintains a zero-tolerance policy in regard to the possession and use of illegal drugs. Either possession or use of illegal drugs may result in immediate dismissal from the Residence Halls and/or the college. Legal action may result from the possession and use of illegal drugs.

## **CHILD CARE CENTER**

Child Care Opportunities, Inc. operates a childcare facility on campus. Fees are on a sliding scale based on income and family size. If you are interested in more information, please contact the childcare center at 454-3212.

## **SMOKING POLICY**

### Preamble

Washington County Community College (WCCC) strives to provide its students, employees, and visitors with a safe and healthy learning and work environment. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, develop an environment supportive of tobacco-free lifestyles, reduce the environmental impacts of cigarette litter, and prepare our student body to work in smoke-free environments upon graduation.

### Policy

WCCC's tobacco-free campus policy applies to all students, employees, contractors, and visitors.

- Tobacco use is defined as the smoking or use of any tobacco products, including, but not limited to, cigarettes, cigars, spitless and smokeless tobacco, chew, snuff, and any nicotine-delivery devices that are non-FDA approved as cessation products.
- This policy prohibits tobacco use in all WCCC buildings, at indoor and outdoor WCCC-sponsored events, on WCCC-owned or leased grounds, in WCCC-owned or leased vehicles, and in any motor vehicle located on campus.
- Organizers of, and attendees at, public events such as conferences, meetings, performances, and/or athletics events on WCCC-owned or leased property are required to abide by this policy.

## Implementation

As with other WCCC policies, compliance is expected of all employees, students, and visitors.

- Initial enforcement will involve education, awareness, interventions, and referrals for tobacco-cessation support. Existing progressive disciplinary procedures will then be used as necessary and appropriate for violations. Please contact your supervisor, Human Resources (employees), or Student Services (students) for assistance regarding specific enforcement concerns.
- The policy will be communicated in appropriate WCCC publications and contracts. Administrators, supervisors, department chairpersons, residence life staff, and event sponsors will communicate the policy within their areas of responsibility.
- Appropriate signage will be posted at campus facilities, on the college website, and elsewhere to inform students, employees, and campus visitors of WCCC's tobacco-free policy.
- WCCC will provide access to tobacco-cessation resources for students and employees.

## **COMMUNITY EDUCATION AND INDUSTRY SERVICES**

Credit courses, non-credit courses, workshops, and training seminars are scheduled days, evenings, weekends and in the summer, on campus or off campus, at various times and locations on the basis of need, interest and availability of suitable facilities. They are offered at times convenient for most students who have responsibilities of job and family. The offerings are carefully selected to meet predetermined community needs and to offer expanding technical and career programs. The course offerings are also designed to provide an opportunity for intellectual pursuit and continuing education to those who may not wish to work for a college degree or who may already have one. Suggestions from students and from the community, as well as programs developed by the staff, provide for exciting and interesting courses and workshops offered each semester. The courses follow the same academic standards that apply in other WCCC programs. Class size is determined on a class-by-class basis and takes into consideration the subject matter, need for the course, the location, and the impact it will have on the institution, including resources and the students enrolled.

Fees are based upon the specialized nature of the course, enrollment, and the cost of materials, supplies and instruction. Insurance may be required, depending on the nature of the course. Policies that govern full-time operations are also applicable to short-term or special courses.

The business and industry services division of community education channels the resources of WCCC's faculty and staff to design, conduct, and evaluate training programs for employees of business and industry in Washington County. Through collaboration with local businesses, regional industries, and professional associations, specific seminars, conferences, workshops, and other in-service educational experiences

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are developed. WCCC staff aid in assessing educational and training needs, designing custom programs, securing convenient locations, marketing and promoting programs, conducting evaluations, and awarding certificates, credit, and/or continuing educational units (CEUs).

This division has wide-ranging responsibilities and capabilities. In addition to the development and delivery of custom educational/training programs, it serves the college by providing ongoing information about the current and future technical needs of Washington County's business and industrial communities. WCCC faculty can provide contract-based consultation to individual firms. WCCC also responds to requests from outside organizations for faculty and staff participation when these organizations are using WCCC's conference facilities and services.

### **ADVANCED STANDING**

WCCC has formal, written agreements with a growing list of Maine high schools and technology centers to award credit for coursework that has been reviewed and approved by both secondary and college faculty representatives.

Students who qualify for this opportunity must meet all admission requirements for acceptance into a WCCC catalog program. Each agreement has specific conditions in terms of required competencies, credit hours and effective dates. Please visit the college's website [www.wccc.me.edu](http://www.wccc.me.edu) for details.

# ACADEMIC POLICIES

## ACADEMIC ADVISING

Every WCCC student enrolled in a degree program is assigned an academic advisor who assists in course selection and offers general information concerning the student's academic life. A student's relationship with their advisor is a key to successful program completion.

Each semester, during a designated pre-registration period, students are required to meet with their advisors and register for the next semester. Students are encouraged to see their advisor as often as necessary to make certain they are taking courses that are appropriate to their academic and career plans. The name of the academic advisor is available on the student information Website or by seeing the Assistant to the Academic Dean. Students are responsible for monitoring their own academic progress. Descriptions of specific courses are in this catalog (additional copies may be obtained in the student services office) and on the WCCC website.

## ACADEMIC ETHICS

Honesty in all academic work is expected at WCCC. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action. Academic dishonesty includes, but is not limited to, using unauthorized aids; copying another person's work on exams, quizzes and assignments; and taking language, information or ideas from another person or source without noting the appropriate reference. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the class instructor. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign an F or zero for an activity, or to assign an F for the course. Additional possible disciplinary sanctions may include dismissal from the college.

## ARTICULATION AGREEMENTS

Washington County Community College has a number of articulation and transfer agreements with high schools and four-year colleges and universities throughout the state. These agreements enable students in certain programs to transfer credits earned at approved secondary schools to WCCC, and to apply credits earned at WCCC to baccalaureate degree programs at other post-secondary institutions. We currently have articulation agreements with Husson University, Maine Maritime Academy, New Brunswick Community College, Thomas College, the University of Maine at Orono, University of Maine at Augusta, University of Maine at Farmington, University of Maine at Presque Isle, University of New England, St. Joseph's College, and University of Maine at Machias. Please contact the Dean of Enrollment Management and Student Services for additional information regarding these articulation agreements or visit [www.wccc.me.edu](http://www.wccc.me.edu). Students considering transfer to a 4-year college are encouraged to

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meet with the Transfer Coordinator in TRIO early in their program to ensure their electives chosen are the best fit for a 4-year degree experience.

## **ATTENDANCE**

When students enroll in a course, they obligate themselves for all the work that is assigned. Punctual and regular attendance is vital to the discharge of this obligation. Students are responsible for all assigned work in the course; absences, excused or unexcused, do not absolve them from this responsibility.

At the beginning of the term, the instructor will distribute information on the college's attendance policy, including an explanation of the instructor's grade penalties, if any, that result from failure to comply with the policy. An unsatisfactory attendance record will usually adversely affect the final grade recorded for the course. Excessive absences will also result in administrative withdrawal from the course.

The student is responsible for knowing the following attendance policy of the college:

1. In standard academic courses (1-4 credit hours), students may not be absent more than ten percent of the hours the course meets during the term. When a student's absenteeism exceeds this number, the instructor will refer the student to the Associate Dean of Student Affairs. If the student does not adhere to guidelines set by the instructor or the Associate Dean, proper papers are available in the student services office and must be filed in timely fashion with the Registrar's Office.
2. Due to the frequency and extended hours in some trade programs that meet in 4 hour, daily blocks, students may not be absent for more than 6.5 percent of the hours the course meets during the term or a total of five (5), 4 hour classes per semester.
3. The instructor must counsel the student that excessive absences will lead to an administrative withdrawal. Additional remedies and obligations, such as mandatory tutoring or time spent in the study center, may be imposed by the instructor or student success team.
4. Any tardiness up to five (5) minutes will be counted as one-half of an absence, and a tardiness of more than five minutes will count as a full absence.
5. The student will be counted absent if he/she leaves class early without prior instructor permission.
6. When dropped from a course for poor attendance, the student may appeal to the Academic Dean for readmission if he/she feels there is justification for the absences. It is the student's responsibility to immediately contact the Academic Dean concerning the appeal for readmission. The student may be required to provide written evidence to substantiate legitimate reasons for being absent.
7. If the student anticipates extensive absences, he/she must notify the Associate Dean of Student Affairs in writing immediately. A Student Success Team will then be convened to devise a strategy to enhance his or her likelihood of success.



## **AUDITING COURSES**

An auditor is a student who meets course prerequisites and attends a class to acquire knowledge, but not to earn credits or a grade. Audited courses do not count toward completing degree, diploma or certificate requirements. An auditor may not change his/her status after the second class meeting. Auditors must attend classes regularly, do assigned reading and participate in discussions, but they are excused from examinations. Auditors are admitted to a course on a space-available basis, contingent upon the approval of the Academic Dean. Students who audit courses pay regular tuition and related fees.

## **ALTERNATIVE WAYS TO EARN COLLEGE CREDIT**

### **PORTFOLIO ASSESSMENT**

Credit for portfolio assessment offers enrolled students the opportunity to demonstrate learning gained through relevant life experiences and applies this learning toward a degree. In this procedure, students develop an extensive portfolio that is assessed under the direction of the Academic Dean, appropriate faculty member(s) and, in some cases, outside resource persons from business and industry. Applicable credits will be assigned to the student's degree program.

Students who wish to pursue the portfolio assessment procedures should contact the Registrar's Office for a detailed outline and meet with their academic advisor.

Once the portfolio has been produced to the specifications of the outline, a meeting with an appropriate evaluation team will be arranged to review the portfolio and how it reflects the outcomes of a catalog course. The final step involves a review of the evaluation team's recommendations by the Academic Dean. If credit for the portfolio is granted, the college courses that correspond to this credit will be waived. The transcript will note a "P" and the credit will be posted on the student's transcript. Please see the section on fees in the college catalog and note *Portfolio Assessment Fee* for associated charges.

### **DIRECTED/INDEPENDENT STUDY**

Directed/independent study (the taking of a catalog course under the supervision of an instructor outside of a regularly scheduled class) is available to students at WCCC under certain circumstances. A student within 15 semester hours of graduation in a one-year program or within 30 semester hours of graduation in a two-year program, with a cumulative GPA of 2.0 or more may be eligible for a maximum of six semester hours in an approved directed study or studies. A directed study may be approved for a matriculated student when it is evident that the courses will not be offered as part of the regular semester schedule, resulting in a postponement of completion of the student's program which would ordinarily be completed in that term. A directed study may also be approved if a required course conflicts in the schedule with another program requirement.

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In rare circumstances, students who do not meet these eligibility requirements may apply in writing to the Academic Dean for a directed study.

In addition, applicants for a directed study must either meet the prerequisite(s) of the course for which they apply or obtain the instructor's permission to take a directed study. A directed study form and contract must be completed and approved prior to registration for the directed study. Copies of all written materials used for evaluation purposes must be submitted with a final grade report to the Registrar. Permission for directed study is granted at the discretion of the instructor and the Academic Dean.

Please see the section on fees in the college catalog and note the *Directed/Independent Study Fee* for associated charges.

## **TRANSFER CREDIT**

Students may transfer to WCCC credits earned at other accredited colleges prior to the beginning of the program, providing that the credits applied have been earned within the past ten years. WCCC is the final judge regarding acceptance of transfer credits. The responsibility rests with students to furnish the Registrar's Office with (1) an official copy of each college transcript and (2) a copy of the catalog from each college at which the courses were taken if the college is not located in Maine. Every effort will be made to issue transfer credit prior to the beginning of classes.

Courses with grades of "C" or better that are judged by WCCC to be equivalent in nature and content to the college's course offerings will be transferred; however, examinations may be required to show competency of subject material. Transferred course grades will appear on the WCCC transcript but will not be used in computing the student's WCCC grade point average.

A student must earn a minimum of 25 percent of his/her certificate, diploma, or degree credits in residence and these credits must be earned within five years of the date of application for graduation. When a decision regarding transferability of credits is unacceptable, the student may appeal, in writing, to the Academic Dean.

Students desiring to transfer credits earned at WCCC to another post-secondary institution can expect courses to be evaluated on an individual basis by that institution. Approval for the transfer of credits from WCCC to another college rests with the receiving institution.

## **CREDIT BY EXAMINATION**

Students with permission of the instructor may challenge selected courses. Students who want to "test out" of a course must be formally registered for the course. The minimum level of competency that is acceptable to successfully challenge a content area or an academic discipline is determined by the Dean of Enrollment Management and Student Services in cooperation with the instructor. Credit earned through DANTES may also be considered. Credit for College Level Examination Program (CLEP) General and Subject Examination may be granted. Decisions regarding the granting of credit will be based on

minimum acceptance scores in each area and the applicability of the areas to program requirements. Students who successfully complete the requirements to challenge a course will be given a passing “P” grade for the course, which will be posted on the transcript. The credit will not be computed in the grade point average. Students who do not meet the challenge standards will be required to complete the full course of instruction.

Challenge exams must be taken prior to the end of the add/drop period at the beginning of the course. The Dean of Enrollment Management and Student Services will make final determinations concerning approval of credit by examination. This method of earning credit is not considered as part of the student’s course load for financial aid, veteran’s certification and other purposes.

Students who desire credit by examination should contact the Dean of Enrollment Management and Student Services. Please see the section on fees in the college catalog and note the *Credit by Examination Fee* for associated charges.

## **EXPERIENTIAL CREDIT**

Experiential credit is available for students who have prior work experience directly related to a discipline area of a program’s internship, cooperative or practicum credit course.

## **GRADING SYSTEM**

Grades at Washington County Community College are given in terms of letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objective of the course. The student’s work in each course is graded as follows:

<b>Grade</b>	<b>Number Grade</b>	<b>Quality Points Per Credit</b>
A+	98-100	4.00
A	94-97	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	0.67
F	Below 60	0.00

**\*I** Incomplete is a temporary grade given when the student, due to extraordinary circumstances, has failed to complete required work. Student must complete required

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work and the instructor must submit a grade by mid-semester following the semester in which the “I” grade was received. An “I” grade that is not removed during this period automatically becomes an “F”.

**\*M** This code is given to courses forfeited due to academic amnesty.

**\*P** Indicates successful completion of course approved for the pass/fail option.

**\*W** Approved Withdrawal may be issued after the add/drop period until the end of the 8th week of the semester. After the 8<sup>th</sup> week, a student may request a “Special Circumstance” by submitting a request in writing to the Academic Dean or the Dean of Students, which may result in a W designation, if approved. Course withdrawal will be recorded as a “W” on the student’s transcript, but will not be computed in the grade point average. A “W” is considered an attempted course for the purpose of satisfactory academic progress. This is a student and/or administration initiated grade designation.

**AF** Administrative Failure is issued after the add/drop period up to the end of the semester. An AF is issued if a student is involuntarily separated from the college for reasons other than grade performance (example: disciplinary dismissal, not meeting attendance requirements, etc.) The grade point of the AF is zero points and will be computed in the student’s GPA. This is a faculty and/or administration initiated grade designation.

**R** Repeated course

**F (Failing)** Awarded to students who complete the course but fail to achieve the course objectives.

**U (Unauthorized Incomplete)** Awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

\*Not computed in GRADE POINT AVERAGE

## **REPEATED COURSES**

When a student repeats a course, the initial grade remains on the transcript and is used to compute the term’s grade point average. Only the new grade is used in computing the cumulative grade point average for credit.

## **ADD/DROP POLICIES AND PROCEDURES FOR CATALOG COURSES**

Students should consult with their academic advisors before making any changes in their schedule of courses. Also, students should realize that dropping a course might have an adverse effect on financial aid. The Financial Aid Office should be consulted before a course is dropped.

Students may add or drop subjects only during the timeframe outlined in the academic calendar. If a course is dropped and another is added during the College Add/Drop period, there will be no financial penalty (see page 17 for WCCC's refund policy). After the add-drop period, until mid-semester, students may withdraw (but may not add) from a course. Students dropping any course after mid-semester will have a grade of "F" recorded and included in the grade point average. The add/drop form may be obtained from the Registrar's Office. The completed form requires the signature of the student's advisor and appropriate faculty. The form must be returned to the Registrar's Office.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Washington County Community College is required to establish satisfactory academic progress standards for its federal and state financial aid recipients and all enrolled students in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid.

Whether a student is considered to be making satisfactory academic progress depends on successful semester completion of course (credit hours), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all the requirements listed below:

**Semester Completion Requirement.** A student must have earned hours equal to at least 66 percent of the total hours attempted for the semester to remain in good standing. Students earning fewer than 66 percent of the hours attempted will be placed on financial aid warning. Students not earning at least 34 percent of the hours attempted will be placed on immediate suspension status for future financial aid consideration until such time as the student meets all satisfactory academic progress standards. Attempted hours are defined as the hours for which the student is enrolled past the Drop/Add period. Earned hours are defined as the sum of hours for which a student has earned a grade.

Students who have only one active program at WCCC may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150 percent of the credit length of their active program. Withdrawals are considered attempted credits.

Students who graduate from a WCCC program and enroll in a new program may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits into their new program is equal to or more than 150% of the credit length of their new program.

**Grade Point Average Requirements.** Students must maintain the following cumulative GPAs in order to meet satisfactory academic progress requirements for continued enrollment and financial aid eligibility:

Attempted Credits	Warning (based on cumulative GPA)	Attempted Credits	Suspension (based on cumulative GPA)
1-5	No probationary status	1- 5	No dismissal status
6-23	.70-1.74	6-23	.69 or less
24-35	1.75-1.90	24-35	1.74 or less
36 or more	1.91-1.99	36-47	1.90 or less
		48 or more	1.99 or less

**Probation Contract.** Academic support is mandated for students on academic probation. Students must meet with the support counselor or a designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next semester, and develop an individual plan/contract for academic success. The student must meet their terms of the probation plan/contract including a 2.0 GPA during the following semester and/or meet the

minimum GPA for good standing. The Director of Financial Aid will follow up with the student and the designated college personnel to determine whether the terms of the contract have been met.

**Probation Status.** Probation status will not prevent the student from receiving financial aid. The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, denial or suspension status will be imposed. A student may not have two consecutive probationary semesters.

**Suspension.** Denial or suspension status will prevent the student from receiving any Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. Students who have been suspended from the college may be considered for readmission following a minimum of one semester leave and after providing the college with evidence of increased potential for academic success. An application for readmission must be made through the admissions office and is contingent upon a review of the application and space availability. Readmitted students will be placed on academic probation for the first semester after they are readmitted.

**Appeal and Reinstatement.** Students may appeal their denial or suspensions status by submitting an Enrollment and Financial Aid Satisfactory Academic Progress (SAP) Appeal Form to the enrollment and financial aid appeals committee. The form can be found on the Web as well as in the Financial Aid and Student Services offices. A student must appeal a dismissal from the fall semester for the following spring semester one week prior to the start of the semester. All other appeals must be received one month prior to the start of the semester. ***Appeals received after the deadline will be considered for the next semester.***

Some circumstances such as medical problems, illness, or death in the family, relocation or employment changes can be considered for an appeal. The committee will review the appeal and contact the student within one week. If the student finds the committee's decision unsatisfactory, the student may appeal to the Academic Dean or designee for further review. The Academic Dean or designee will respond within one week. The student may appeal the Academic Dean's decision to the Office of the President. The President's decision on the appeal will be final.

***The policy does not preclude a student from enrolling in subsequent semesters as a non-matriculated student.*** Students may have their financial aid reinstated by the Financial Aid Office once all satisfactory academic progress standards are met.

**Maximum Time Limit Requirements.** A student's eligibility for financial aid will be terminated at the point where 150 percent of the total credit hours required, as stated in the college catalog, have been attempted for an associate degree, diploma and certificate. Hours attempted are the sum of all Washington County Community College hours when it is on the student's enrollment schedule at the end of the official Add/Drop schedule whether or not financial aid was received, plus all transfer and consortium hours accepted for credit. If a student changes majors, it will not include in the calculation of a student's SAP standing the credits attempted and grades earned that do not count toward the student's new major. ***Exception to this case would be if a student who had attempted***

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*more than two majors and had not graduated from either major. It may be determined to convene a review committee to evaluate case-by-case evaluation with further information requested from the student. Denial of further aid may be the result of this evaluation until such time a credential is satisfied.*

**Completed program, no degree** – A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program.

**Academic Amnesty.** Credits for which students have been granted academic amnesty will be recorded and retained in the student data system in such a way that they will be included in both the qualitative and quantitative measurement of satisfactory academic progress.

**Adding and Dropping Courses.** Students may ADD or DROP courses during the first 10 days of the semester (check your academic calendar for exact date), without academic or financial penalty. Add/drop forms (obtained from the offices of student services or individual academic advisors) must be completed, signed and submitted to the student services office for processing. Financial aid awards will be adjusted to agree with the students' registration at the end of this period.

Students who retain some enrollment may continue DROPPING courses without academic penalty through the midpoint of each semester. However, all costs associated with the dropped course will be charged according to the college's refund policy. For students totally withdrawing, the WCCC refund/repayment policy applies. Letter grades will be reported for all courses carried after the midpoint of each semester.

**Audited and pass/fail courses.** Audits are considered to be attempted but not earned hours. Passing credits received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail course are considered attempted but not earned.

**Early Withdrawal.** Students who receive Title IV federal financial aid and completely withdraw from WCCC on or before the 60 percent of the term (in calendar days) are entitled to keep only the portion of Title IV federal student aid earned to the point of withdrawal from the college. If any federal aid was disbursed directly to the student, he/she is responsible for returning unearned funds to the federal financial aid programs within a timely manner. Failure to do so may result in the student's ineligibility for the future federal student aid. If a student receiving federal financial aid withdraws after the 60 percent point of term, he/she is considered to have earned all of their federal student aid for that semester. It is imperative that prior to the student leaving, he or she should be encouraged to complete a withdrawal form and discuss this issue with a representative from the Financial Aid Office.

**Incomplete Grades.** Students receiving grades of "Incomplete" for courses required for certificates, diplomas or degrees must make arrangements with faculty to complete course requirements. After instructors assign final letter grades, student grade point averages (GPA) will be recalculated to include the appropriate quality points, and their quantitative measurement will be adjusted to include the credits as "credits completed." If the cumulative grade point average remains within the published guidelines and the quantitative measurement falls within published guidelines, students retain eligibility for financial aid. Until the grade is submitted, it is considered to be attempted but not earned hours.

**Non-punitive Grades and Repeated Courses.** Repeated courses due to failure, or having obtained a grade lower than is required for a particular subject, affect satisfactory



academic progress in the following manner: the course is included in both qualitative and quantitative evaluation in the academic year in which it was taken. ***This institution uses grade point average (GPA) as a key indicator of academic progress for the qualitative component and has established a maximum time frame not to exceed 150 percent of the published length of the program as measured in academic years, terms, and credit hours attempted.*** The subsequent grade, credit earned and removal of the original grade are evaluated qualitatively at the completion of the repeated course. The original credits attempted remain in the quantitative evaluation. In other words, a repeated course may improve the student's grade point average, but it does not extend the allowable attempted credits toward degree completion. A student is allowed to repeat a course only twice.

**Remedial courses.** Remedial work in developmental courses may qualify for financial aid if the courses are measured in credit hours and required as part of the student's planned program.

**Transfer and Consortium Credits.** Credits for which financial aid is received under a consortium agreement and transfer credit that is counted toward the degree will be recorded in the student data system to be included in completion percentage, and maximum time-frame calculations.

**Withdrawals and Non-attendance.** Withdrawal is considered to be attempted but not earned hours.

NOTE: If a student withdraws from the college in an academic term during which they are ineligible for financial aid due to not maintaining satisfactory academic progress, they remain ineligible for financial aid until such time that he or she once again makes satisfactory academic progress.

**Example 1: Sadie enrolled in her first semester at WCCC. She registered for 15 credits in the fall semester but does poorly in one class, earning 12 credits and a grade point average of 1.75. Because Sadie completed 80 percent of the credit hours she attempted (i.e., 12 divided by 15=80 percent) and has a GPA above 1.74 for her first 15 credits attempted, she is considered to be in good standing at the end of the fall semester.**

Attempted Credits	Warning (based on cumulative GPA)	Attempted Credits	Suspension (based on cumulative GPA)
1-5	No probationary status	1- 5	No dismissal status
6-23	.70-1.74	6-23	.69 or less
24-35	1.75-1.90	24-35	1.74 or less
36 or more	1.91-1.99	36-47	1.90 or less
		48 or more	1.99 or less

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Sadie registers for and completes 12 credit hours in the spring while managing to raise her GPA to 1.92. At the end of the second semester, the aid officer determines that Sadie has met the minimum standards of satisfactory academic progress since she needed a minimum GPA of 1.75-1.90 after attempting 27 credits hours.

**Example 2:** Sarah is a second year student at WCCC. During the first semester of her second year, she finds she must drop her four-credit hour biology class to maintain her GPA of 3.5. She completes 6 of 10 credit hours. Though Sarah's GPA meets the satisfactory academic progress standards, she is placed on financial aid probation at the end of the semester because her completion rate is below 66 percent (i.e. 6 divided by 10=60 percent).

In the second semester, Sarah registers for and completes 12 credit hours with a cumulative GPA of 3.65. She returns to good standing at the end of the second semester because she has raised her completion rate above 66 percent (i.e., 18 divided by 22=82 percent).

## **ACADEMIC PROBATION**

Academic probation signifies that a student is in serious academic jeopardy. Students on probation must correct grade deficiencies during the subsequent semester or during summer sessions. Failure to do so may result in academic dismissal from the college. Students on probation are required to carry a reduced class load (fewer than 15 credit hours).

## **EXTENDED PROBATION**

Extended probation may be granted at the discretion of the Dean of Enrollment Management and Student Services if the student does not remove the deficiencies in his/her cumulative grade point average after the completion of the subsequent semester, but has attained a minimum of 2.0 grade point average in the subsequent semester.

## **ACADEMIC DISMISSAL**

Students who have been academically dismissed may request re-admittance to the college by completing a satisfactory academic progress appeal form. The Student Success Team will review the appeal to recommend future enrollment and financial aid eligibility. Appeals must be received at least one month prior to the semester the student plans to enroll. At the time of appeal, the student must show positive evidence that he/she is ready to successfully complete a program of study. Some examples of this evidence include the successful completion of college courses or holding a job for a semester or more.

## **ACADEMIC AMNESTY**

An appropriate code will be placed on courses forfeited so that the courses will be excluded in calculating GPA. Students may use the amnesty option only one time at WCCC.

In order for part-time students enrolled in a program of study to maintain academic eligibility for financial aid, they must have at least a cumulative GPA of 2.0 after four semesters of course work.

## **STUDENT SUCCESS TEAM (SST)**

The Student Success Team may consist of all the student's instructors and his or her academic advisor, as well as the Dean of Enrollment Management and Student Services, Associate Dean of Community Education and Student Affairs and, by invitation, any significant participant in the student's education. The SST will meet with the student and help him/her solve problems that may be impeding academic progress. The SST may formulate an individual education plan (IEP) and make a recommendation to the Academic Dean with respect to a student's academic progress.

## **GRADE REPORTS**

Final grade reports are available on the college's student information Portal after the end of each semester. Final grades cannot be secured in advance from the Registrar's Office. Grades will not be available until the student's obligations to the college have been met.

## **GRADUATION REQUIREMENTS**

Successful completion of catalog program curricula offered by the college entitles the student to an associate degree, a diploma, or a certificate. General requirements for earning these awards are described below. Specific course requirements are detailed in the program section of this catalog. Minimum graduation standards are the following:

1. Passing grade in all courses that are applied to program requirements.
2. 2.0 grade point average (GPA) in college major.
3. 2.0 cumulative GPA.

Selected programs may have more stringent graduation requirements.

## **GRADUATION**

There is one graduation ceremony each year, usually in May. Each candidate for graduation must pay the graduation fee of \$75. The fee is payable whether or not the candidate attends graduation ceremonies. Some students do not meet all program requirements until after the ceremony. Students within six credits or two courses of graduating may attend the graduation ceremony but will not receive a signed credential until the completion of their program. Students have only five years to complete program requirements.

Degrees, diplomas or certificates are mailed to students approximately one month after program requirements are met and all obligations to the college have been satisfied.

## **PERMANENT ACADEMIC RECORD**

The Registrar's Office maintains the permanent academic record for all students of the college who receive credit. While the grade report is the unofficial notification to the student and the Academic Dean of the student's academic achievements for a given semester, the only true and valid documentation of academic work and student status is an official transcript of the academic record, stamped with the registrar's signature and embossed with the seal of the college.

## **CONFIDENTIALITY OF STUDENT RECORDS**

WCCC subscribes fully to the Family Educational Rights and Privacy Act of 1974. Student educational records may not be released without the student's written permission, except to academic advisors and employees with a legitimate educational interest, or to organizations and individuals empowered by law to gain access. However, "directory information," which includes name, program, date of graduation, etc., is generally released upon request unless a student specifically requests, in writing, that it be withheld. Further information may be obtained from the admissions office or on our website at [www.wccc.me.edu](http://www.wccc.me.edu).

## **HONOR LISTS**

Students earning a semester grade point average of 4.0 are considered high honor students and are awarded a place on the President's List.

Students earning a semester grade point average of 3.5 or above are considered honor students and are eligible for the Dean's List. Additional requirements are:

1. The student must be enrolled in at least 12 credit hours.
2. No course grade below a "C."

The President's List and Dean's List will be published as a news release. Persons wishing to be withheld from these lists should contact the registrar.

## WITHDRAWAL FROM COLLEGE

Any student withdrawing from WCCC is expected to complete an official withdrawal form. This may be obtained from the Registrar's Office. The student is also expected to have an exit interview with the Dean of Enrollment Management and Student Services. When circumstances prevent this, the student or parents should write to the Registrar's Office concerning the reason requiring the student to leave. Notification of withdrawal or cancellation and requests for refund must be made in writing and addressed to the Registrar's Office. Notification is effective on the date received in the Registrar's Office.

Refunds are established by the date the student signs and submits the completed withdrawal form. Refer to refund policy for details.

Students who withdraw from the college and who are subsequently readmitted are governed by the degree requirements stipulated in the catalog at the time of readmission.

## LEAVE OF ABSENCE POLICY

Students may request a leave of absence from the college for up to one year. Approval for an official leave of absence permits the student to return to enrolled status without completing a formal application for readmission. If the student returns to the prior program within a year, he or she will follow the program requirements of the catalog in force when the student initially began his or her program of study. If the student returns to the college after more than one year, the student must reapply to the college and will follow the program requirements of the catalog at that time. All other academic and financial penalties do apply. Please note that a leave of absence after the semester mid-point may result in academic penalties.

## STUDENT MEDICAL LEAVE POLICY

A matriculated student, who due to a **serious medical condition** that prevents the student from attending for an extended period of time, may apply for a formal **Medical Leave of Absence** for up to one semester while currently attending and in good academic standing.

A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students requesting Medical Leave of Absence must:

1. Provide a letter to the Dean of Enrollment Management and Student Services identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
2. Provide the Dean of Enrollment Management and Student Services documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The Dean of Enrollment Management and Student Services (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions, if any, for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met. Grades for the semester will be given in the form of W, which indicates an administrative withdrawal.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the Dean of Enrollment Management and Student Services, Advisor, Business Office representative and Residential Life staff member; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

Students who choose to seek Medical Leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct need to know.

Students being granted a Medical Leave will receive a medical waiver for any balance remaining on their account for the current semester. This credit will be applied after any balance that exists after applying the college's refund policy and any required return of financial aid.

## **MILITARY SERVICE**

Washington County Community College recognizes the educational rights of its students who are called to active military duty.

Students who (either voluntarily or involuntarily) enter active military service during time of national or international crisis will be eligible for leave from the college without academic or financial penalty.

The following procedures apply to the above students to protect their rights:

- Students must call or meet with the registrar prior to departure to discuss the reasons for entering active military service and to complete the appropriate withdrawal paperwork.
- Students will receive grades of "W" for all interrupted courses.
- All calculations of student monetary obligation will be made in accordance with the Federal *Return to Title IV* refund policy. The college will waive all other charges. Students experiencing financial hardship as a result of this

policy may appeal, in writing, to the President for possible mitigation of charges.

- Returning students will be given slots in their original courses or programs of study, provided that space is available and that the college is notified in a timely manner to accomplish enrollment and registration.

The college implements the following guidelines to address this point: WCCC will work proactively to assist students, but cannot guarantee re-entry into a high demand program. Re-entry into the technology courses is on a space-available basis. Students may be required to take new or additional courses in the technology or general education area if these courses are added to the program of study during the time students are on leave. All course prerequisites will apply. Students must notify the admissions office in writing when they are ready to re-enter WCCC. This request must be made thirty days prior to the beginning of the semester of re-enrollment.

## **Student Certifications/Licensures**

The following programs are aligned with and prepare students for the specific certifications and licensures:

**Adventure Recreation & Tourism** – American Canoeing Association Certification, 108 Hanover St., Fredericksburg, VA 22401, US Sailing Small Boat Certification, Wilderness First Responder and First Aid, Boat Safety Certification, Maine Guide License, State of Maine, Department of Inland Fisheries & Wildlife, 41 State House Sta., 284 State Street, Augusta, Me. 04333-0041, Professional Association of Dive Instructors Open Water Certification, Certified Interpretive Guide.

**Automotive** – National Automotive Technicians Education Foundation – Automotive Service Excellence (NATEF-ASE) Certifications, Maine State Inspection Certification, 101 Blue Seal Drive, SE, Suite 101 · Leesburg, VA 20175

**Building Construction** – National Center for Construction Education and Research (NCCER) Certifications, 3600 NW 43rd Street, Bldg. G, Gainesville, FL 32606

**Culinary and Baking** – Servsafe Certification, National Restaurant Association Education Foundation, 175 West Jackson Boulevard, Suite 1500, Chicago, Illinois 60604-2702

Nutrition Certification, National Restaurant Association Education Foundation, 175 West Jackson Boulevard, Suite 1500, Chicago, Illinois 60604-2702

Menu Management Certification, National Restaurant Association Education Foundation, 175 West Jackson Boulevard, Suite 1500, Chicago, Illinois 60604-2702

**Electrical** – State of Maine Electrical Journeyman’s License Examination, 35 State House Station Augusta, ME 04333-0035

**Engine Specialist** - National Automotive Technicians Education Foundation – Automotive Service Excellence (NATEF-ASE) Certifications, 101 Blue Seal Drive, SE, Suite 101 · Leesburg, VA 20175

**Heating** – State of Maine Journeyman’s Oil Burner License Examination, 35 State House Station Augusta, ME 04333-0035

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**Plumbing** – State of Maine Journeyman’s Plumbing License Examination, 35 State House Station Augusta, ME 04333-0035

**Heavy Equipment Operations & Maintenance** – OSHA 30 hour Safety Certification, First Aid Certification, CPR Certification, Fork Lift Certification, Maine Department of Labor 45 State House Station, Augusta, Maine 04333

**Human Services** - Mental Health Rehabilitation Technician/Community (MHRT/C) Certification, The Center for Learning, Cutler Institute for Health and Social Policy, USM Muskie School of Public Service, 12 East Chestnut Street, Augusta, ME 04330

**Medical Assisting** – American Medical Technologists Registration Examination, 10700 West Higgins, Suite 150, Rosemont IL., 60018

**Welding** – American Welding Society Certifications, 550 N.W. LeJeune Road, Miami, Florida 33126



## **PROGRAMS OF STUDY**

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## Academic Offerings

<b>Program of Study</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>D</b>	<b>C</b>
Adventure Recreation & Tourism			<b>X</b>		<b>X</b>
Automotive Technology					<b>X</b>
Building Construction			<b>X</b>		<b>X</b>
Business Management			<b>X</b>		
Bus Management – International Commerce Option			<b>X</b>		
Career Studies			<b>X</b>		
Computer Technology			<b>X</b>		
Criminal Justice			<b>X</b>		
Culinary and Baking					<b>X</b>
Early Childhood Education			<b>X</b>		<b>X</b>
Education		<b>X</b>			
Engine Specialist					<b>X</b>
Entrepreneurship					<b>X</b>
Geographic Information Systems (UMM)		<b>X</b>			
Health Care Administration		<b>X</b>			
Heating Technology					<b>X</b>
Heavy Equipment Maintenance Technology					<b>X</b>
Heavy Equipment Operation Technology					<b>X</b>
Human Services			<b>X</b>		
Liberal Studies	<b>X</b>				
Mechanical Technology **			<b>X</b>		<b>X</b>
Specialization in Passenger Vehicle Concentration			<b>X</b>		
Medical Assisting			<b>X</b>		
Medical Office Technology					<b>X</b>
Phlebotomy					<b>X</b>
Plumbing Technology					<b>X</b>
Powersport Equipment/Small Engine Technician					<b>X</b>

<b>Programs of Study (continued)</b>	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>D</b>	<b>C</b>
Production Technician			<b>X</b>		<b>X</b>
Pulp and Paper Technician			<b>X</b>		
Residential & Commercial Electricity				<b>X</b>	
Trade & Technical Occupations			<b>X</b>		
Welding Technology					<b>X</b>
<b>** Two year diploma attained through successful completion of specific combinations of one year program options</b>					

**Adventure Recreation and Tourism**  
*Associate in Applied Science - 66 credit hours*

**Purpose:** The purpose of the Adventure Recreation and Tourism program is to equip students with a strong foundation in economic, cultural, and environmental studies related to the Adventure Tourism industry through a variety of challenging and engaging field experiences. This knowledge base allows students to make informed decisions while promoting environmental and cultural stewardship. The Adventure Recreation and Tourism program balances theoretical knowledge with hands-on, practical skills, enabling students to take effective leadership roles in planning, coordinating, and guiding recreational adventures.

**Career Opportunities:** Successful completion of the program qualifies graduates for a variety of positions in the adventure tourism industry including tour operator, parks interpreter, recreation coordinator, and Maine guide in sea kayaking, recreation, hunting and fishing.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science degree in the Adventure Recreation and Tourism Program, the graduate is prepared to:

1. Demonstrate understanding of the knowledge, technical skills and credentials necessary to work in various facets of the industry.
2. Understand and apply knowledge concerning safety and conscientious stewardship of the environment.
3. Demonstrate adventure tourism leadership.
4. Demonstrate ability to support adventure, nature and outdoor recreation activities that are part of the Washington County community.
5. Demonstrate eligibility to take several State tests for licensure in the adventure recreation and tourism industry.
6. Qualify for employment in nature-related travel and outdoor recreation businesses or to start their own businesses.

**Adventure Recreation and Tourism**  
Associate in Applied Science - 66 credit hours

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
ADV105	Introduction to Sea Kayaking	1
ADV111	Wilderness Expedition Skills I	4
ADV112	Introduction to Sailing	1
ADV113	Ropes Course Facilitation	1
ADV130	Map and Compass	1
ADV131	Nautical Navigation	1
ADV132	GPS and Electronic Navigation	1
ENV110	Field Natural History	4
FYE100	First Year Experience	1
	<b>Total</b>	<b>15</b>
<b>Semester 2</b>		
ADV115	Outdoor Leadership	3
ADV121	Wilderness Expedition Skills II	4
ADV125	Tourism Seminar	3
ADV175	Practicum in Adventure Recreation	3
ENG101	College Composition	3
MAT	Math Elective of MAT 112 or above	3
	<b>Total</b>	<b>19</b>
<b>Semester 3</b>		
ADV	Adventure Recreation Elective	3
ADV226	Adventure Programming	3
BIO120	General Biology	4
COM200	Environmental Interpretation	3
PHI114	Environmental Ethics	3
	<b>Total</b>	<b>16</b>
<b>Semester 4</b>		
ADV	Adventure Recreation Elective	3
ADV250	Capstone	3
BUS	Business Elective	3
EMS112	Wilderness First Responder	4
HIS115	History of Maine	3
	<b>Total</b>	<b>16</b>

## Adventure Recreation and Tourism

*Certificate - 34 credit hours*

**Purpose:** The purpose of the Adventure Recreation and Tourism program is to equip students with a strong foundation in economic, cultural, and environmental studies related to the Adventure Tourism industry through a variety of challenging and engaging field experiences. This knowledge base allows students to make informed decisions while promoting environmental and cultural stewardship. The Adventure Recreation and Tourism program balances theoretical knowledge with hands-on, practical skills, enabling students to take effective leadership roles in planning, coordinating, and guiding recreational adventures.

## Adventure Recreation and Tourism

*Certificate - 34 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
ADV105	Introduction to Sea Kayaking	1
ADV111	Wilderness Expedition Skills I	4
ADV112	Introduction to Sailing	1
ADV113	Ropes Course Facilitation	1
ADV130	Map and Compass	1
ADV131	Nautical Navigation	1
ADV132	GPS and Electronic Navigation	1
ENV110	Field Natural History	4
FYE100	First Year Experience	1
	<b>Total</b>	<b>15</b>
<b>Semester 2</b>		
ADV115	Outdoor Leadership	3
ADV121	Wilderness Expedition II	4
ADV125	Tourism Seminar	3
ADV175	Practicum in Adventure Recreation	3
ENG101	College Composition	3
MAT	Math Elective of MAT 112 or higher	3
	<b>Total</b>	<b>19</b>

## **Automotive Technology** *Certificate - 34 credit hours*

**Purpose:** The Automotive Technology certificate program prepares students for the automotive service field. Through an intensive, shop-orientated course, students are introduced to the industry and learn to maintain automotive equipment. Emphasis is placed on understanding automotive principles and on learning to identify and solve vehicular problems. The course provides a solid background in the field, enabling students to continue to acquire skills and to keep up with changes.

**Career Opportunities:** Graduates of the program may accept positions in areas such as front-end alignment, brakes or general services. Automotive dealerships, independent repair facilities, companies with large vehicle fleets, and automotive parts supply stores are typical employers of program graduates.

**Program Educational Outcomes:** Upon completion of the certificate curriculum, the graduate is prepared to:

1. Demonstrate safe work habits in compliance with industry standards set forth by the Mechanical Technology area of their concentration.
2. Understand and apply principles of testing, diagnosis, and servicing of passenger and light commercial motor vehicles.
3. Understand and apply basic principles regarding maintenance of automotive equipment.
4. Identify and solve mechanical problems.
5. Continue to update knowledge and skills about automotive technology in order to keep up with industry standards.
6. Complete task in accordance with industry and NATEF/ASE certification standards.
7. Apply theoretical knowledge of electronic and other test equipment in practical settings.
8. Qualify for employment in positions including front-end alignment, brakes, or general services at automotive dealerships, independent repair facilities, companies with large vehicle fleets, and automotive parts supply stores.

**Automotive Technology**  
Certificate - 34 credit hours

Course #	Course Title	Credits
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
MET103	Principles of Vehicular Electronics	2
MET114	Vehicular Electrical Systems I	1
MET115	Vehicular Electrical Systems II	2
MET116	Braking Systems I	1
MET117	Braking Systems II	2
MET120	Transmissions and Drive Train	3
WEL109	Introductory Welding	2
	<b>Total</b>	<b>17</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
MET107	Introduction to Engine Operation	2
MET108	Principles of Vehicular Performance	2
MET112	Engine Performance & Diagnostics I	1
MET113	Engine Performance & Diagnostics II	2
MET118	Steering and Suspension I	1
MET119	Steering and Suspension II	2
MET121	Heating and Air Conditioning Systems	3
MET123	Maine State Inspection I	1
	<b>Total</b>	<b>17</b>

**Building Construction**  
Certificate – 38 credit hours

**Purpose:** The Building Construction Technology programs prepares students to work on residential and commercial structures and projects with an emphasis on foundational and advanced construction skills and techniques, green/energy efficient/sustainable technologies and practices, smart building/home technologies, and industry credentialing. Through traditional classroom lecture, shop activities, field experience and community projects, students will prepare for the current and rapidly evolving construction industry. The program will provide instruction in construction trade skills, health and safety, project management, and materials and equipment.

**Career Opportunities:** Upon successful completion of the program, graduates are prepared to work in residential, commercial and institutional construction; emerging sustainable building and retrofitting fields, construction materials and equipment field, and prefabricated unit manufacturing and building.

**Program Educational Outcomes:** Upon completion of Building Construction Technology, the graduate is prepared to:



1. Construct a site plan through lot and building layout.
2. Use and work with a complete set of working drawings for a residential structure.
3. Establish costs of projects from a set of working drawings.
4. Construct and remodel residential structures within safety and building code guidelines.
5. Design supports by determining strengths of materials through standard architectural procedures.
6. Communicate with manufacturers and suppliers via oral, written, and electronic methods.
7. Build a complete residential structure from start to finish.
8. Identify and deal with a variety of environmental issues pertaining to the industry.
9. Earn NCCER Certification.

**Building Construction**  
*Certificate – 38 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
BCN111	Construction Core Curriculum	4
BCN120	Construction Technology I	9
DRG125	Architectural Print Reading and CAD	3
ENG101	College Composition	3
FYE100	First Year Experience	1
	<b>Total</b>	<b>20</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
DRG126	Architectural Drafting and CAD	3
BCN126	Construction Technology II	12
	<b>Total</b>	<b>18</b>

## **Building Construction**

*Associate in Applied Science - 62/63 credit hours*

**Purpose:** The intent of the AAS curriculum is to allow students flexibility in the selection of subject matter related to the Construction Industry. Students will participate in a curriculum focused on Building Construction Technologies with a broad introduction to Plumbing Technology, Heating and Propane Technology, Electrical Technology and Building Weatherization in a combination of courses designed to meet their interests and career objectives. The end product of this degree will be a multi-skilled construction worker with knowledge of more than just one aspect of the building process.

**Career Opportunities:** Graduates of this program will be multi-skilled and have a great understanding in the process and requirements for residential and light commercial construction. Students will be able to offer employers a more versatile employee with possibilities for advancement and eliminate the seasonality of some trades.

**PROGRAM EDUCATIONAL OUTCOMES:** Upon completion of the Associate in Applied Science degree in the Construction Technology Program, the graduate is prepared to:

1. Demonstrate safe work habits in compliance with industry standards set forth by the construction industry in areas of student concentration.
2. Qualify for employment in a variety of areas in construction depending on his/her choices of study.
3. Will have national certification in Carpentry through NCCER (National Center of Construction Education and Research), and be preparing for State Licensing in program areas of study.
4. Will have knowledge and experience in multiple areas of construction that will allow the student to apply to a wider scope of employers when seeking employment in the Construction Industry.

## Building Construction

Associate in Applied Science - 62/63 credit hours

Course #	Course Title	Credits
<b>Semester 1</b>		
BCN111	Construction Core Curriculum	4
BCN120	Construction Technology I	9
DRG125	Architectural Print Reading and CAD	3
ENG101	College Composition	3
FYE100	First Year Experience	1
	<b>Total</b>	<b>20</b>
<b>Semester 2</b>		
BCN126	Construction Technology II	12
DRG126	Architectural Drafting and CAD	3
MAT106	College Mathematics for Technologies	3
	<b>Total</b>	<b>18</b>
<b>Semester 3</b>		
ENG210	Technical Writing	3
Elective	Mathematics/Science	3-4
Elective	Arts/Humanities/Social Science	3
Elective	Construction Based Elective	3
	<b>Total</b>	<b>12-13</b>
<b>Semester 4</b>		
Elective	Arts/Humanities/Social Science	3
Elective	Arts/Humanities/Social Science	3
Elective	Construction Based Elective	3
Elective	Construction Based Elective	3
	<b>Total</b>	<b>12</b>

## **Business Management**

*Associate in Applied Science - 61 credit hours*

**Purpose:** The Business Management program prepares the student for success in establishing and operating a small business enterprise. The program empowers graduates to become intelligent risk-takers by providing skills and knowledge in operating practices to successfully start and manage a business.

**Career Opportunities:** The economy of Maine is based, in a large part, on small businesses. Much of the economic development Maine will experience in the future will be in the area of small business. For this development to occur, a skilled workforce must be in position to envision, plan, develop, and operate small business. How important are small businesses to the U.S. economy?

Small businesses:

- Represent 99.7 percent of all employer firms.
- Employ half of all private sector employees.
- Pay more than 45 percent of total U.S. private payroll.
- Have generated 60 to 80 percent of net new jobs annually over the last decade.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science degree in the business management program, the graduate is prepared to:

1. Use effective management and supervisory skills needed for working in a business environment.
2. Demonstrate oral and written presentation skills unique in the business community.
3. Use technology to analyze business problems and develop appropriate solutions.
4. Diagnose business and management related issues and plan future actions.
5. Demonstrate understanding of basic knowledge about financial institutions and investment.
6. Use appropriate technology and critical thinking skills to assess, evaluate, and apply information in the planning, management, and operation of a small business.
7. Qualify for positions in business and in positions to envision, plan, develop, and operate a small business.

**Business Management**  
Associate in Applied Science - 61 credit hours

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
BUS110	Introduction to Business	3
BUS132	Business Law	3
CPT140	Word Processing	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT112	Business Math	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS140	Accounting Principles I	3
CPT123	Electronic Spreadsheet	3
ENG107	Speech	3
MAT/SCI Elective	Math/Science Elective MAT 115 or above	3
PSY101 or SOC101	Introduction to Psychology or Introduction to Sociology	3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
BUS	Business Elective	3
BUS175	Accounting Principles II	3
BUS230	Supervisory Management	3
BUS240 or BUS242	Advertising & Marketing or International Marketing	3
BUS255	International Business	3
	<b>Total</b>	<b>15</b>
<b>Semester 4</b>		
BUS205	Business Communications	3
BUS215	Business Management	3
BUS218	Business Finance	3
BUS248	Business Cooperative Internship	3
ECO200	Macroeconomics	3
	<b>Total</b>	<b>15</b>

**Business Management**  
**International Commerce Option**  
*Associate in Applied Science – 64/65 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
BUS110	Introduction to Business	3
BUS132	Business Law	3
CPT140	Word Processing	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT112	Business Math	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS140	Accounting Principles I	3
CPT123	Electronic Spreadsheet	3
MAT/SCI Elective	Math/Science Elective MAT 115 or above	3
HIS117/119	World History to 1715 or World History 1715-present	3
PSY101 or SOC101	Introduction to Psychology or Introduction to Sociology	3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
BUS Elective	Business Elective (PHI114/PHI115 accepted)	3
BUS Elective/ GIS 230	Business Elective or GIS I	3/4
BUS175	Accounting Principles II	3
BUS230	Supervisory Management	3
BUS242	International Marketing	3
BUS255	International Business	3
	<b>Total</b>	<b>18/19</b>
<b>Semester 4</b>		
BUS205	Business Communications	3
BUS215	Business Management	3
BUS218	Business Finance	3
BUS248	Business Cooperative Internship	3
ECO200	Macroeconomics	3
	<b>Total</b>	<b>15</b>

## Career Studies

*Associate in Applied Science – 70 credit hours*

**Purpose:** The Career Studies program provides an individualized and flexible program to meet the needs of students with significant work experience and/or learning experience whose education goals cannot be met by other technical programs at the college. The objectives of the program include recognizing significant work and/or learning experiences in a broad range of career fields and enhancing educational opportunities to assist individuals in advancing in their chosen occupation.

**Career Opportunities:** Employment and occupational outlook studies continue to show the value of post-secondary education to a person's career opportunities. In addition, the Associate degree can serve as a platform of accomplishment for pursuing educational and career goals.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science Degree in the Career Studies program, the graduate is prepared to:

1. Achieve recognition for completion of significant work experience and/or learning experiences.
2. Demonstrate knowledge and its application through completion and/or documentation of prior learning or equivalent coursework.
3. Transfer credits earned through completion of the Associate in Applied Science Degree into a specialty degree.

**Course Requirements:** Consistent with the standards of accreditation established by the New England Association of Schools and Colleges, Inc., the curriculum is as follows:

<b>Courses</b>	<b>Credit Hours</b>
○ Career/Occupational/Technical-WCCC approved (Documented and evaluated portfolio of student's prior learning or equivalent coursework)	24
○ First Year Experience	1
○ General Education-WCCC approved coursework in communications and/or literature, and/or social sciences, and/or humanities and/or fine arts;	9
○ ENG 101 is a core requirement	3
○ Coursework in business subjects, and/or mathematics, and/or sciences	6
○ MAT 106 is a core requirement	3
○ Electives-WCCC approved	24
Career Studies majors may elect courses offered by the college, provided that prerequisites are met	
<b>Total</b>	<b>70</b>

## **Computer Technology**

*Associate in Applied Science – 61 credit hours*

**Purpose:** This two year Associate in Applied Science in Computer Technology is designed to provide students with a broad based education in all aspects of the computer field. Students gain extensive experience and knowledge in computer operation, diagnosis, repair, networking and programming. The program prepares students for a variety of industry certifications. Graduates will be able to diagnose system hardware or software failures and perform remedial actions necessary to correct problems. The program provides a solid foundation in hardware installation and diagnostics complemented by extensive knowledge of modern networking techniques.

**Career Opportunities:** Graduates of the program will be prepared for a variety of positions in computer repair, troubleshooting, and computer networking.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science Degree in the Computer Technology Program, the graduate is prepared to:

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



**Computer Technology**  
Associate in Applied Science - 61 credit hours

Course #	Course Title	Credits
<b>Semester 1</b>		
CTT100	Microcomputer Hardware I	3
CTT110	Microcomputer Operating Systems & Applications	3
CTT140	Introduction to Computer Networking	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT127	College Algebra	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
CTT130	Introduction to Computer Programming	3
CTT150	Microcomputer Hardware II	3
CTT155	Advanced Computer Networking	3
CTTXXX	Computer Elective	3
Elective	Humanities Elective	3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
CTT120	Database Structure and Development	3
CTT245	Computer Network Installation/Configuration	3
Elective	Social Science Elective	3
ENG210	Technical Writing	3
MAT115	Statistics	3
	<b>Total</b>	<b>15</b>
<b>Semester 4</b>		
CTT250	Microsoft Certification Preparation	3
CTT255	Server Operating Systems	3
CTT260	Computer Capstone Project	3
Elective	Humanities/Social Science	3
General Elective	General Elective	3
	<b>Total</b>	<b>15</b>

*\*This program is funded by (or in part by) a \$13 million grant from the U.S. Department of Labor, Employment and Training Administration. This program is an Equal Opportunity program, adaptive equipment will be provided upon request to persons with disabilities.*

## **Criminal Justice**

*Associate in Applied Science – 61-63 credit hours*

**Purpose:** The Associate in Applied Science (AAS) degree in Criminal Justice is designed with a three-fold purpose: (1) to prepare graduates for entry level positions relevant to law enforcement, (2) to prepare students for upper division coursework at universities and colleges where a bachelor’s degree is desired, and (3) to respond to the growing demand of law enforcement employees seeking to upgrade their skills and knowledge base for career advancement with a college degree.

**Career Opportunities:** Graduates of the program will be qualified for positions such as detectives and criminal investigators, correctional officers and jailers, forensic science technicians and protective service workers including TSA agents, security systems personnel, homeland security officers, reserve officer, safety officers, intake worker positions, jail transport officers.

**Program Education Outcomes:** Upon completion of the Associate in Applied Science Degree in the Criminal Justice Program, the graduate is prepared to:

1. Demonstrate an understanding of the sociological and psychological theories of crime causation and evaluation of human behavior.
2. Apply critical thinking and problem solving techniques to the criminal justice and computer forensics environment.
3. Demonstrate the ability to apply principles of statutory law and due process within the criminal justice system.
4. Demonstrate interpersonal, written, and presentation skills required for successful employment in a criminal justice field.
5. Consistently exhibit ethical behavior and respect for a diverse community, applying services equitably to all people.
6. Be a responsible member of society and the workforce, applying knowledge skills and abilities, ultimately, for the betterment of one’s local community.

NOTE: All students taking Criminal Justice courses will be subject to a criminal background check. A criminal conviction will not automatically prevent a person from being accepted into the program. The applicant would be denied acceptance if they have a “disqualifying conviction” or committed “disqualifying conduct” as defined by the Maine Criminal Justice Academy. Such conviction / conduct prohibits a person from being certified/licensed as a police officer in the State of Maine.

## Criminal Justice

*Associate in Applied Science – 61-63 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
CMJ101	Introduction to Criminal Justice	3
CMJ122	Criminal Law and Report Writing I	3
ENG 101	College Composition	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies	3
PSY101	Introduction to Psychology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
CMJ212	Criminal Investigation and Report Writing II	3
CMJ	Advising Pathway Course	3
CMJ	Advising Pathway Course	3-4
PHI101 or PHI115	Intro to Philosophy or Ethics	3
PSC101	American National Government	3
	<b>Total</b>	<b>15-16</b>
<b>Semester 3</b>		
CMJ220	Police Operations	3
CMJ245	Criminology	3
CMJ250	Criminalistics	3
Elective	General Education Elective	3
ENG107	Speech	3
	<b>Total</b>	<b>15</b>
<b>Semester 4</b>		
BIO120	General Biology with Lab	4
CMJ201	Civil Liberties	3
CMJ297	Criminal Justice Internship or Restrictive Elective	3
CMJ	Advising Pathway Course	3
Elective	General Education Elective	3
	<b>Total</b>	<b>15-16</b>

## **Culinary and Baking**

*Certificate – 37 credit hours*

**Purpose:** Food service and its related industries is the third largest employer in the United States. The need for employees will be great with an estimated growth of 96,700 people over the next few years nationally equating to a 15% increase. In the state of Maine, we are looking at a 9% increase over the next few years. This one-year certificate includes courses that prepare students with skills required by the industry ensuring that students are prepared to meet the workforce head on.

**Career Opportunities:** Opportunities are phenomenal and students will have a wide range of choice within a growing field.

**Program Educational Outcomes:** Upon completion of the certificate curriculum in the Culinary and Baking program, the graduate is prepared to:

1. Identify foods, hazards and work to protect customers and staff from illness.
2. Demonstrate an ability to monitor food safety and facility sanitation.
3. Create a menu that is cost effective and priced to ensure customer satisfaction and financial sense.
4. Understand and apply fundamental principles and procedures for preparing baked goods in an artistic and customer pleasing manner.
5. Identify specific cooking techniques to food products to create a meal that is pleasing to their customers.
6. Apply specific cooking techniques to food products to create a meal that is pleasing to their customers.
7. Understand and demonstrate how the individual needs to be trained and cultivated to become a good employee.
8. Influence positive customer satisfaction.
9. Qualify for employment in a variety of positions in food service and its related activities.

**Culinary and Baking**  
*Certificate - 37 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
ENG101 or ENG107	College Composition or Speech	3
FDS127	Sanitation and Safety	3
FDS146	Customer Service & Human Resources in Food Service	3
FDS164	Baking Theory & Lab I	3
FDS166	Culinary Science Theory & Lab I	5
FYE100	First Year Experience	1
	<b>Total</b>	<b>18</b>
<b>Semester 2</b>		
FDS165	Baking Theory & Lab II	3
FDS167	Culinary & Lab II	5
FDS171	Fundamentals of Nutrition	3
FDS212	Menu Management & Purchasing	3
FDS260	Food & Hospitality Service Work Cooperative	2
MAT106	College Math for Technologies	3
	<b>Total</b>	<b>19</b>

## Early Childhood Education

*Associate in Applied Science - 62 credit hours*

**Purpose:** The Early Childhood Education program has been developed around the standards established by the National Association for Education of Young Children (NAEYC) and the credentialing guidelines for the Child Development Associate (CDA).

The curriculum is designed to provide students with a breadth of knowledge regarding child growth and development. Additionally, students will study age-appropriate curriculum and instructional techniques. A 480-hour field experience is necessary to satisfy the CDA requirement of the Council for Professional Recognition.

The college has articulation agreements with 18 high schools (up to six credits), Maine Roads to Quality (15 credits granted), UMA, UMF, and UMO (61 credits). To obtain six credits for field placement, a high school graduate must demonstrate 80 percent or better on all required competencies and 200 hours of field placement. To articulate into a baccalaureate program, a student must graduate with at least a 2.0 average and some universities require a higher average in College Composition. The student should check the agreements. Additional credits may be granted under portfolio analysis.

**Career Opportunities:** Graduates who hold an Associate Degree in Early Childhood Education will qualify for positions as teachers or childcare center directors in a variety of public and private childcare facilities. For persons interested in working in Head Start or other federally supported childcare institutions, the Associate Degree is required for continuing employment. Graduates may also apply to the division of certification, Maine Department of Education, for Educational Technician II certification.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science degree in the Early Childhood Education program, the graduate is prepared to:

1. Understand and apply theory regarding various topics in Early Childhood Education, Psychology, Sociology and family studies.
2. Apply for the national CDA credential through the Council for Professional Recognition.
3. Demonstrate how to set up and maintain a healthy, safe environment.
4. Understand and demonstrate knowledge of child development and skill in observation.
5. Understand and demonstrate knowledge of the diverse manner in which children learn and develop by providing an environment of learning opportunities that supports their cognitive, social, emotional and physical development through developmentally appropriate programming.
6. Create a classroom environment that encourages friendship, cooperation, pro-social behavior, self-control, peer problem solving and active listening.
7. Demonstrate the ability to engage home, community and collegial resources to support students' learning and well-being.
8. Provide classroom practices that foster positive gender identity, positive racial/cultural identity and positive individual identity.

9. Demonstrate awareness of business and management practices, maintenance and growth of self and legal issues related to the profession.
10. Meet standards established by the National Association for Education of Young Children (NAEYC), the credentialing guidelines for the child development associate (CDA), and DHHS licensing.
11. Transfer credits earned through completion of the Associate in Applied Science Degree in the Early Childhood Education program to a baccalaureate degree program offered by a four-year institution.

**Early Childhood Education**  
*Associate in Applied Science - 62 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
ECE101	Introduction to Early Childhood Education	3
EDU190	Field Experience in ECE, Elementary or High School I	3
ENG101	College Composition	3
FYE100	First Year Experience	1
PSY101	Introduction to Psychology	3
PSY195	Child and Adolescent Development	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
ECE103	Management, Professional & Personal Development in Early Childhood Education	3
EDU195	Field Experience in ECE, Elementary or High School II	3
MAT	Math Elective of MAT112 or above	3
SED220	Education of Young Children with Special Needs	3
SOC101 or SOC102	Introduction to Sociology or Sociology of the Family	3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
BIO120	General Biology	4
ECE210	Child Guidance and Discipline	3
ECE230	Curriculum in Early Childhood Education (Birth to Age 3)	3
EDU180	Children's Literature	3
ENG107	Speech	3
	<b>Total</b>	<b>16</b>
<b>Semester 4</b>		
ECE235	Curriculum in Early Childhood Education (Ages 3-8)	3
ECE290	Internship in Early Childhood Education	6
Elective	Approved Education or Nutrition Elective	3
Elective	Approved Humanities/Fine Arts elective	3
	<b>Total</b>	<b>15</b>



## Early Childhood Education

*Certificate – 31 credit hours*

**Purpose:** The Early Childhood Education CDA certificate program at WCCC is a two-semester, integrated, comprehensive program covering 35 topics in Early Childhood Education in three courses (ECE101, ECE103, and PSY195), and 15 Early Childhood topics in special education and the field experience. Introduction to psychology, sociology of the family, college composition, and basic mathematics are also requirements, which give the student the background foundation for successful completion of the program. This certificate program is equivalent to the first year of an Associate degree in Early Childhood Education program. Students apply for the national CDA credential through the Council for Professional Recognition.

**National Child Development Associate (CDA) Credential:** Those students only interested in the CDA national credential from the Council for Professional Recognition must take the three courses (ECE101, ECE103, and PSY195) and the field experience that cover the 35 Early Childhood topics, which are based on the CDA competency goals and the NAEYC standards. These three courses include many different components, enabling participants to consider course material in small groups, large groups, and individually; with peers locally and across the country; and through written materials, visual images, hands-on activities and group discussion. The courses can be accessed through a distance-learning format if that suits the student. If students are not working in an early childhood setting, they must participate in the two field experiences. Portfolio analysis is available for those professionals already working in the field.

**Career Opportunities:** A CDA credential qualifies students for entry-level classroom, home-based childcare and home visitor positions. This is frequently the first professional milestone that practitioners choose. This option is for students seeking the CDA as a terminal credential at this time.

**Program Educational Outcomes:** Upon completion of the certificate curriculum in the Early Childhood Education program, the graduate is prepared to:

1. Apply for the national CDA credential.
2. Demonstrate how to set up and maintain a healthy, safe environment, and exhibit knowledge of necessary content in areas defined by DHHS licensing, NAEYC developmentally appropriate practices and CDA standards.
3. Understand and demonstrate knowledge of child development and skill in observation.
4. Understand and demonstrate knowledge of the diverse ways in which children learn and develop by providing an environment of learning opportunities that supports their cognitive, social, emotional, and physical growth through developmentally appropriate programming.
5. Create a classroom environment that encourages friendship, cooperation, pro-social behavior, self-control, peer problem solving and active listening.

6. Demonstrate the ability to engage home, community and collegial resources to support students' learning and well-being.
7. Provide classroom practices that foster positive gender identity, positive racial/cultural identity and positive individual identity.
8. Demonstrate awareness of business and management practices, maintenance and growth of self and legal issues related to the profession.
9. Meet standards established by the National Association for Education of Young Children (NAEYC) and the credentialing guidelines for the Child Development Associate (CDA).
10. Understand and apply knowledge learned in the classroom through completion of a 400-hour supervised field experience.

**Early Childhood Education**  
*Certificate- 31 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
ECE101	Introduction to Early Childhood Education	3
EDU190	Field Experience in ECE, Elementary or High School I	3
ENG101	College Composition	3
FYE100	First Year Experience	1
PSY101	Introduction to Psychology	3
PSY195	Child and Adolescent Development	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
ECE103	Management, Professional & Personal Development in Early Childhood Education	3
EDU195	Field Experience in ECE, Elementary or High School II	3
MAT	Math Elective of MAT112 or above	3
SED220	Education of Young Children with Special Needs	3
SOC101 or SOC102	Introduction to Sociology or Sociology of the Family	3
	<b>Total</b>	<b>15</b>

## Education

### *Associate in Science - 62 credit hours*

**Purpose:** The Education program at Washington County Community College has a twofold purpose. First, the program is specifically designed to enhance the skills and abilities of educational Para-professionals currently working in schools throughout Maine. Students completing the Associate degree in Education at WCCC will earn the “Highly Qualified” designation called for in the federal “No Child Left Behind” law. Second, the program provides an intensive introduction to the field of Education for those who are considering teaching as a future career.

The Associate in Science degree program has been developed to assist students in meeting the requirements of the Maine Department of Education for certification as Educational Technicians. This is a competency-based program culminating in an evaluation of the student’s skills and abilities using the eight duties of educational technicians as benchmarks. The program is offered through a combination of live and online courses.

The curriculum is designed to provide students with a breadth of knowledge regarding human growth and development and provides a strong background in liberal studies, including coursework in English, mathematics, speech, and the social sciences of psychology and sociology. Education courses offer the student the opportunity to gain extensive knowledge about learning styles, instructional techniques, developmentally appropriate practice, behavior management, special education, curriculum development, instructional technology, and a variety of other pertinent educational topics. The curriculum is designed to be flexible and individualized to fit each student’s needs.

WCCC is presently working with institutions of higher education for articulation agreements into a Baccalaureate degree in Education. At present, articulation agreements are in place with the University of Maine at Farmington, University of Maine at Orono, and University of Maine at Augusta for the Associate degree in Early Childhood Education.

Course work is closely integrated with the student’s practical educational experiences. An internship is integral to the program and may be completed at the student’s place of employment, provided the work is in an appropriate educational setting. People with extensive experience working in the schools may be granted up to six credits in lieu of the internship upon review of those experiences by the college and upon recommendation of the supervising Principal. WCCC will evaluate transcripts of prior coursework in accordance with college policy and will award advanced standing on a course for course basis.

**Career Opportunities:** Graduates who hold an Associate degree in Education will qualify for positions as an Ed. Tech. II and other one-on-one aide positions in schools and childcare facilities, as community aides or behavioral aides. Students completing the

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first year of education studies will meet all the requirements for certification from the Maine State Department of Education for the position of Ed. Tech. I, which is the minimum credential for employment in public and private preschools and schools. Students who wish to transfer to a Teacher Education program at a four-year college or university will find WCCC to be an affordable starting place. Acceptance of transfer credit varies from college to college. Students should consult with their advisor for details.

**Program Education Outcomes:** Upon completion of the Associate in Science Degree in Education, the graduate is prepared to:

1. Demonstrate an understanding of basic theory regarding human growth and development, students' developmental needs, learning styles, age-appropriate curriculum and instructional techniques.
2. Meet requirements for certification as an Educational Technician II from the Maine Department of Education.
3. Understand and apply knowledge regarding the duties of educational technicians through completion of supervised field experience.
4. Qualify for positions as a Para-professional in a variety of capacities such as teacher aide, one-on-one aide, and behavioral aide positions in schools and childcare facilities.
5. Transfer into baccalaureate programs in Education, Early Childhood Education, Child Development or Mental Health and Human Services.

**Education**  
Associate in Science - 62 credit hours

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
Elective	Liberal Studies Elective	3
EDU102	Introduction to Education	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT	Math Elective of MAT112 or higher	3
PSY101	Introduction to Psychology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
Elective	Liberal Studies Elective	3
Elective	Social Science Elective	3
PHI115	Ethics	3
PSY195	Child and Adolescent Development	3
SED220	Education of Children with Special Needs	3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
Elective	Lab Science Elective	4
EDU180 or EDU275 or EDU215	Children's Literature or Multiple Intelligence or Learning and the Brain	3
EDU225	Teaching, Learning and Technology	3
PHI101	Introduction to Philosophy	3
SOC101 or SOC102	Introduction to Sociology or Sociology of the Family	3
	<b>Total</b>	<b>16</b>
<b>Semester 4</b>		
EDU	Education Elective	3
EDU290	Internship in ECE, Elementary or High School	6
ENG107	Speech	3
SED230	Behavior Management Techniques	3
	<b>Total</b>	<b>15</b>

## **Engine Specialist**

*Certificate- 30 credit hours*

**Purpose:** The Engine Specialist program prepares the students for employment in the engine servicing industry. Instruction covers diesel and gasoline engine theory and techniques of disassembly, inspection, reassembly, and troubleshooting. Technicians use shop manuals, reference charts, diagnostic instruments, and special tools to diagnose equipment malfunctions. Career preparation requires a solid technical background in the areas of engine overhaul, electrical and electronic systems, and fuel systems.

**Career Opportunities:** Graduates of this program may find employment as technicians with automotive service facilities, construction companies, logging companies, farm machinery dealers, heavy equipment dealers, marine engine companies, and farm operators. With experience, graduates may advance to shop supervisor, service manager, resident field service technician, master mechanic, technical representative, or sales representative. Some may become owners of service facilities.

**Program Educational Outcomes:** Upon completion of the certificate curriculum in the Engine Specialist certificate program, the graduate is prepared to:

1. Understand and apply diesel and gasoline engine theory and techniques of disassembly, inspection, reassembly, and troubleshooting.
2. Use shop manuals, reference charts, diagnostic instruments, and special tools to diagnose equipment malfunctions.
3. Understand and apply knowledge required for repair and maintenance of engine overhaul, electrical and electronic systems, and fuel systems.
4. Qualify for employment as technicians with automotive service facilities, construction companies, logging companies, farm machinery dealers, heavy equipment dealers, marine engine companies, and farm operators.

**Engine Specialist**  
Certificate - 30 credit hours

Course #	Course Title	Credits
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
MET103	Principles of Vehicular Electronics	2
MET129	Introduction to Engine Overhaul	3
MET131	Engine Overhaul Lab	4
MET132	Diesel Engine Fuel Systems	1
WEL109	Introductory Welding	2
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
MET108	Principles of Vehicular Performance	2
MET142	High Performance Engine	1
MET144	Engine Repair and Performance	3
MET145	Advanced Engine Repair Lab	5
	<b>Total</b>	<b>14</b>

**Entrepreneurship**  
Certificate - 34 credit hours

**Purpose:** With over 95 percent of Maine’s businesses being considered small, the enterprise and entrepreneurship certificate will prepare and support all new venture and presently industrialized businesses. This certificate will prepare the entrepreneur in dealing with lending institutions, employer/employee laws, maintaining their own payroll, accounts receivable/payable, and marketing skills.

**Career Opportunities:** This certificate will prepare and support a workforce of small business to be self-reliant by providing them with the skills in managing and operating their businesses and helping them to pursue their endeavors.

**Program Educational Outcomes:** Upon completion of the associate in applied science degree, the graduate is prepared to:

1. Develop an understanding of the entrepreneurship and the entrepreneurial process.
2. Develop an understanding of the entrepreneurship and new venture creation in economic development.
3. Evaluate the necessary qualities and characteristics of the successful entrepreneurial profile.
4. Develop a basic Small Business Plan.
5. Understand the interrelationships between the elements of business management and entrepreneurial undertaking.

**Entrepreneurship**  
*Certificate - 34 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
BUS110	Introduction to Business	3
BUS132	Business Law	3
BUS160	Entrepreneurship and New Venture Practice	3
BUS240	Advertising and Marketing	3
FYE100	First Year Experience	1
MAT112	Business Math	3
PHI115	Ethics	3
	<b>Total</b>	<b>19</b>
<b>Semester 2</b>		
Elective	Elective	3
BUS140	Accounting Principles I	3
BUS215	Business Management	3
ENG101	College Composition	3
PSY105	Human Relations	3
	<b>Total</b>	<b>15</b>
	<b>Elective – 3 credits</b>	
MAT Elective	Math/Science	3
BUS175	Accounting Principles II	3
BUS230	Supervisory Management	3
BUS255	International Business	3
CPT123	Electronic Spreadsheet	3
CPT260	Database Management	3
CTT145	Web Page Design	3



## Geographic Information Systems Technology (UMM/WCCC)

*Associate in Science – 62 credit hours*

**Purpose:** The Geographic Information Systems Technology program will give students practical experience in addressing real-world problems and questions. Such skills and experience are in demand in economics, education, geoscience, government, planning, landscape architecture, public health, public safety, recreation, humanities, graphic design, and marine, earth and life sciences.

**Career Opportunities:** Graduates of Geographic Information Systems Technology may find employment in town governments, public health programs, natural resource management programs, and economic development.

**Program Educational Outcomes:** Upon completion of the Associate in Science degree in Geographic Information Systems Technology program, the graduate is prepared to:

1. Design a cartographic model, use vector-based and raster-based spatial analysis to execute that model, as required, and use both spatial and non-spatial media to communicate methods and results
2. Have a practical and applied understanding of geodesy, projections, coordinate systems and georeferencing
3. Have a practical and applied understanding of the basic principles of geographic inquiry
4. Have a practical and applied understanding of databases and database management as they are used in GIS
5. Understand common workflows and documentation procedures for geospatial information
6. Have experience in several real-world GIS projects
7. Be generally familiar with the breadth and depth of applications of geospatial technologies and thoroughly knowledgeable about applications in one or more specific fields
8. Use heuristic problem-solving to address novel problems in GIS applications
9. Have an advanced ability to read maps, constructively critique their cartographic design, and evaluate how they communicate information
10. Make maps that effectively communicate information
11. Be proficient in use of industry standard GIS software for making maps, analyzing spatial information, and communicating spatial ideas
12. Recognize relevant elements of spatial problems or questions, translate them into GIS data models and analytical processes, and use GIS software and methods to produce maps and/or information to address them and communicate outcomes

## Geographic Information Systems Technology (UMM/WCCC)

*Associate in Science – 62 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
GEO101	Introduction to Geography	3
GIS230	Geographical Info Sys Applications I	4
MAT/SCI	MAT/SCI Elective-MAT 112 or above	3
SCI101	Foundations of Modern Science	4
	<b>Total</b>	<b>18</b>
<b>Semester 2</b>		
MAT Elective	MAT 115 or above	3
Elective	Comm/SS/Hum/Lit/Arts	3
Elective	English/Communications	3
Elective	Open Elective	3
GIS233	Geographical Info Sys Applications II	4
GIS201	Global Positioning Systems	1
	<b>Total</b>	<b>17</b>
<b>Semester 3</b>		
Elective	Math/Science Elective	3
Elective	Social Science Elective	3
Elective	GIS Elective	8
	<b>Total</b>	<b>14</b>
<b>Semester 4</b>		
Elective	Comm/SS/Hum/Lit/Arts	6
Elective	Open Elective	3
Elective	GIS Elective	4
	<b>Total</b>	<b>13</b>

- **Only students matriculated in the GIS program can take GIS courses.**

**Health Care Administration**  
*Associate in Science – 62 credit hours*

**Purpose:** The Associate in Science in Health Care Administration empowers graduates with fundamental courses that create both a solid foundation for entry-level employment as a health care manager or supervisor and the structure to grow and transfer to a Bachelor of Science in Health care Administration.

**Career Opportunities:** Successful completion of this program qualifies graduates for career opportunities including Health Care Managers in hospitals, nursing homes and medical offices.

**Program Educational Outcomes:** This program integrates general education courses with courses specific to health care administration, to prepare you for the following competencies:

1. Technical Skills (financial, operations, information resources and analytic skills)
2. Industry Knowledge (Clinical processes, types of health care institutions, health care management)
3. Successfully meet the demands of supervisory and management positions
4. Integrate management, financial, human resource and ethical concepts as they apply to health care management.
5. Understand the conceptual framework for the provision of health services.

**Health Care Administration**  
*Associate in Science – 62 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
BUS230	Supervisory Management	3
ENG101	College Composition	3
FYE100	First Year Experience	1
HCA100	American Health Care Systems	3
MDT125	Medical Terminology	3
PSY105	Human Relations	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
CPT123	Electronic Spreadsheet	3
BIO120	General Biology with Lab	4
BUS140	Accounting Principles I	3
HCA200	Health Care Informatics	3
MDT130	Medical Office Management	3
	<b>Total</b>	<b>16</b>
<b>Semester 3</b>		
Elective	General Elective	3
HCA210	Human Resources Management	3
MAT115	Statistics: Concepts and Methods	3
PHI115	Ethics	3
PSY225	Adult Development from Young Adulthood to Death	3
	<b>Total</b>	<b>15</b>
<b>Semester 4</b>		
BUS205	Business Communications	3
Elective	General Elective	3
HCA220	Legal Aspects of Health Care Administration	3
HCA230	Health Care Administration Management Foundations	3
HIS115	Maine History	3
	<b>Total</b>	<b>15</b>

## **Heating Technology**

*Certificate – 38 credit hours*

**Purpose:** The Heating Technology program prepares the student with the skills and knowledge used for careers in the heating industry. Students learn how to assemble, maintain, and repair heating systems according to the code specifications of the National Fire Protection Association. The safe and efficient use of tools and materials is stressed as students work in a shop/lab with different types of heating systems. Instruction in the related skills of blueprint reading, mathematics, soldering, and electrical applications is included.

**Career Opportunities:** Upon successful completion of the program, graduates are eligible to take the State of Maine journeyman oil burner license examination and are qualified for employment with heating contractors, fuel oil companies, in maintenance positions, or as sales personnel. Additional experience may provide graduates with opportunities as managers, supervisors, or operators of their own business.

**Program Educational Outcomes:** Upon completion of the Heating Technology program, the graduate is prepared to:

1. Operate and maintain tools and test equipment.
2. Analyze and troubleshoot equipment.
3. Identify and adhere to propane industry standards, safety codes, and regulations.
4. Service and repair heating equipment.
5. Assemble, maintain, and repair heating systems according to code specifications of the National Fire Protection Association.
6. Safely and efficiently use tools and materials required for operation of heating systems.
7. Understand and apply knowledge of blueprint reading, mathematics, soldering, and electrical applications related to heating systems.
8. Demonstrate eligibility to take the State of Maine journeyman oil burner license examination.
9. Qualified for employment with heating contractors, fuel oil companies, in maintenance positions, or as sales personnel.

**Heating Technology**  
*Certificate – 38 credit hours*

<b>Course #</b>	<b>Course Description</b>	<b>Credits</b>
<b>Semester 1</b>		
DRG126	Architectural Drafting and CAD	3
ENG101	College Composition	3
FYE100	First Year Experience	1
HTG132	Heating Technology I	12
NGP110	Basic Principles and Practices for Propane/Natural Gas	1
	<b>Total</b>	<b>20</b>
<b>Semester 2</b>		
HTG123	Electricity in the Oil Heat Industry	3
HTG152	Heating Technology II	12
MAT106	College Mathematics for Technologies	3
	<b>Total</b>	<b>18</b>

**Heavy Equipment Operations or  
 Heavy Equipment Maintenance**  
*Certificate - 28 or 30 credit hours*

**Purpose:** The Heavy Equipment Maintenance and Heavy Equipment Operations programs prepare students for operations and maintenance jobs in the forestry, trucking, earth moving, or construction industries. Through intensive shop and field-oriented courses, students are introduced to a variety of heavy equipment and learn to operate and maintain, repair, and rebuild it. Emphasis is placed on the maintenance of drive train, running gear, external engine components, and hydraulic systems, as well as on the proper operation of bulldozers, trucks, pay-loaders, backhoes, and other heavy equipment.

**Career Opportunities:** Graduates of this certificate program may find entry-level employment as heavy equipment operators or mechanics for construction companies, logging companies, farm operations, or equipment dealers.

**Program Educational Outcomes:** Upon completion of the certificate curriculum in this program, the graduate is prepared to:

1. Demonstrate knowledge of safety issues via OSHA certification as well as certifications in Red Cross, First Aid, and CPR.
2. Operate, maintain, repair, and rebuild a variety of heavy equipment.
3. Maintain drive train, running gear, external engine components, and hydraulic systems.
4. Properly operate bulldozers, trucks, pay-loaders, backhoes, and other heavy equipment.
5. Qualify for employment as entry-level operators or technicians for construction, logging, farm operations, or equipment dealers.

**Heavy Equipment Operations or  
Heavy Equipment Maintenance**  
*Certificate - 28 or 30 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
MET100	General Service	3
MET102	Introduction to OSHA Safety/First Aid/CPR	3
MET150	Introduction to Equipment Operations	2
MET151	Heavy Equipment Operation Project	4
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
WEL109	Introductory Welding	2
	<b>Total</b>	<b>5</b>
<b>HEO Certificate</b>		
MET155	Grade Work	3
MET156	Forklift Operation and Maintenance	2
MET157	Crane Theory and Maintenance	2
	<b>Total</b>	<b>7</b>
<b>HEM Certificate</b>		
	Choose from 3 of the following courses:	
MET152	Heavy Duty Brakes	3
MET153	Heavy Duty Steering & Suspension	3
MET158	Heavy Duty Electrical Systems	3
MET159	Power Trains	3
MET220	Equipment Hydraulics	3
	<b>Total</b>	<b>9</b>

**Human Services**

*Associate in Applied Science - 62 credit hours*

**Purpose:** The Human Services Program prepares students in a number of areas to enter the human services or medical fields as entry-level caseworkers. A series of foundational courses and experience that provide skills for a range of employment opportunities based on a solid foundation of service delivery and understanding of human growth and development. It will qualify students for skilled entry into a specialty of their choice. The program will provide opportunities for personal and professional growth through applied and classroom instruction, community involvement, and practical experience under direct supervision of professionals in local agencies.

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**Career Opportunities:** Positions available in the field include case managers in both the human services and medical fields, volunteer coordinators for various agencies, human service specialists, and substance abuse counselors. Students have the option to receive the MHRT/C.

**Program Learning Outcomes:** Upon completion of the Associate in Applied Science degree in Human Services, the graduate is prepared to:

1. Demonstrate knowledge of the human services professions, its' history and structures, and the implications of social policy on the helping professions.
2. Exercise effective interpersonal communications techniques when dealing with diverse populations.
3. Understand and demonstrate basic counseling skills and group communications techniques.
4. Exercise professional ethics in all matters pertaining to the helping relationship and the workplace.
5. Exhibit professional conduct in a human services organization including legal and ethical responsibilities and demonstrated understanding of roles and boundaries.
6. Demonstrate knowledge of the formal and informal support systems in the community. Show an understanding of and skill at, accessing available resources.
7. Collaborate with other treatment team members from a variety of disciplines and perspectives in the treatment of individuals, families, and other groups.
8. Demonstrate awareness of the challenges faced by individuals with psychological, social or economic deficits as they regard human rights, access to services, financial strain, and social stigma.
9. Establish and engage in a process of continued personal and professional growth in order to remain personally healthy and professionally competent.

*“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.”*



**Human Services**  
Associate in Applied Science - 62 credit hours

Course#	Course Title	Credits
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
HUS101	Introduction to Human Services	3
HUS125	Substance Abuse	3
MAT Elective	Math Elective of MAT112 or above	3
PSY101	Introduction to Psychology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BIO/SCI	Any BIO/SCI with Lab	4
Elective	English/Communications Elective	3
HUS120 or Elective	Vocational Aspects of Disability or Arts/Humanities/Social Science	3
HUS102	Topics in Health & Aging	3
PSY207	Developmental Psychology	3
	<b>Total</b>	<b>16</b>
<b>Semester 3</b>		
HUS204	Human Services Internship I	3
HUS218	Community Mental Health	3
PHI115	Ethics	3
HUS215	Crisis Identification and Resolution	3
SED220 or SED230	Education of Children With Special Needs or Behavior Management Techniques	3
	<b>Total</b>	<b>15</b>
<b>Semester 4</b>		
HUS205 or HUS235	Human Service Internship II or Trauma and Recovery	3
HUS212	Case Management	3
HUS222	Disabilities and Psycho-Social Rehabilitation	3
HUS230	Interviewing and Counseling	3
PSY195	Child & Adolescent Development	3
	<b>Total</b>	<b>15</b>

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## **Liberal Studies**

*Associate in Arts - 62 or 63 credit hours*

**Purpose:** The Liberal Studies program is designed to provide a foundation of study that prepares students to transfer to four-year colleges and universities. The curriculum is built on a foundation of general education and electives to develop depth in the background knowledge required for further study. In some cases, where an Associate Degree is an employer's defined minimum credential, the degree serves as a terminal degree for employment.

The program includes a minimum of 60 credits of course work with 31 of the credits comprising a required core of courses and 29 of the credits comprising selected electives transferable to the student's desired baccalaureate program of study.

**Career Opportunities:** Employment and occupational outlook studies continue to show the value of post-secondary education to a person's career opportunities and earning potential. Many employers look upon the Associate Degree as a minimum requirement for skilled occupations. In addition, the Associate Degree can serve as a platform of accomplishment for pursuing additional education and career goals.

**Program Educational Outcomes:** Upon completion of the Associate in Arts Degree in the Liberal Studies program, the graduate is prepared to:

1. Demonstrate knowledge in writing, speaking, science, mathematics, computer literacy, the humanities, critical thinking, problem solving, and human-relations in both the professional and personal sphere.
2. Transfer credits earned through completion of the Liberal Studies program to a baccalaureate program at a four-year institution.
3. Pursue technical programs that meet his/her abilities, needs and desires.
4. Demonstrate critical thinking skills that enhance employment opportunities and earning potential.
5. Enter the workforce, as many employers look upon the Associate Degree as the minimum requirement for skilled occupations.

## Liberal Studies

Associate in Arts - 62 or 63 credit hours

<b>Program Core - 28 credit hours</b>		
ENG101	College Composition	3
ENG107	Speech	3
ENG212	Introduction to Literature	3
FYE100	First Year Experience	1
HIS117	World History to 1715	3
HIS119	World History from 1715 to Present	3
MAT127	College Algebra	3
PHI114 or PHI115	Environmental Ethics or Ethics	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

<b>Science Core - 4 credit hours</b>		
Students must choose a Laboratory Science course from BIO, SCI, CHY, or ENV		
<b>Creative Arts Elective – Choose 3 credit hours</b>		
ART105	Drawing for Beginners	3
ART201	Mixed Media Artwork	3
ENG208	Creative Writing	3
ENG214	Literature and Film	3
<b>English Elective – Choose 3 credit hours</b>		
ENG203	Special Topics in Literature	3
ENG208	Creative Writing	3
ENG209	Shakespeare	3
ENG215	Contemporary American Fiction	3
ENG214	Literature and Film	3
<b>Humanities Elective – Choose 3 credit hours</b>		
HIS112	American History to Reconstruction	3
HIS113	American History from Reconstruction	3
HIS115	Maine History	3
PHI101	Intro to Philosophy	3
PHI114	Environmental Ethics	3
<b>Math/Science Elective – Choose 3 or 4 credit hours</b>		
Students may choose any MAT course numbered 115 or higher or an additional Science course from BIO, CHY, ENV, or SCI		
<b>Social Science Elective – Choose 3 credit hours</b>		
PSC101	American National Government	3
PSY105	Human Relations	3
PSY195	Child and Adolescent Development	3

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SOC102	Sociology of the Family	3
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<b>General Electives 15 Credits</b>	
Students are responsible for choosing these courses with the advice of their advisor and the transfer counselor to ensure a seamless 2+2 transfer to their intended baccalaureate major.	

### **Mechanical Technology**

*Associate in Applied Science- 61 credit hours*

**Purpose:** The intent of the AAS curriculum is to allow students maximum flexibility in the selection of subject matter. Students may pursue a curriculum focus in automotive technology, operation or maintenance of heavy equipment, engine specialist (gasoline and diesel) or other combinations of courses to meet their interests and career objectives. Students must complete four semesters as prescribed within the chosen technology.

**Career Opportunities:** Graduates of this program will have a multi-faceted background enabling them to pursue employment in the field of their choice.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science Degree in the Mechanical Technology program, the graduate is prepared to:

1. Demonstrate safe work habits in compliance with industry standards set forth by the mechanical technology area of their concentration.
2. Qualify for employment in a variety of areas of mechanical technology, depending on his/her areas of study.

**Mechanical Technology**  
Associate in Applied Science- 61 credit hours

Course #	Course Title	Credits
BUS	Business Elective	3
DRG124	Print Reading, Sketching, and Intro to CAD	3
ENG101	College Composition	3
ENG210	Technical Writing	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies	3
Elective	Math/Science (above the 100 level)	3
Elective	Social Science Elective	3
	<b>Total General Education</b>	<b>22</b>
MET100	General Service	3
MET102	Intro to OSHA Safety/First Aid/CPR	3
MET103*	Principles of Vehicular Electronics I	2
MET107*	Introduction to Engines	2
WEL109	Introductory Welding	2
	<b>Total Mechanical Core</b>	<b>12</b>
MET or WEL	Mechanical Technology Electives-any MET and/or WEL designation**	<b>27</b>
	<b>Total</b>	<b>27</b>

\* MET103 and MET107 are not required for an A.A.S. in Mechanical Technology for students enrolled in Welding, HEO and HEM programs as they are not prescribed within those certificate majors.

\*\* Students must obtain a certificate in Welding Technology to be eligible for the WEL electives to apply an A.A.S. in Mechanical Technology.

**Mechanical Technology**  
*Certificate- 32 credit hours*

**Purpose:** The intent of the Mechanical Technology certificate curriculum is to allow students maximum flexibility in the selection of subject matter. Students must complete two semesters as prescribed within the chosen technology.

**Career Opportunities:** Graduates of this program will have a multi-faceted background enabling them to pursue employment in the field of their choice.

**Program Educational Outcomes:** Upon completion of the certificate curriculum in the Mechanical Technology certificate program, the graduate is prepared to:

1. Demonstrate safe work habits in compliance with industry standards set forth by the mechanical technology area of their concentration.
2. Qualify for employment in a variety of areas of mechanical technology, depending on their areas of study.

**Mechanical Technology**  
*Certificate - 32 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
FYE100	First Year Experience	1
MET	Mechanical Technology Electives any MET designation	6
MET100	General Service	3
MET102	Introduction to OSHA Safety/First Aid/CPR	3
MET103	Principles of Vehicular Electronics	2
WEL109	Introductory Welding	2
	<b>Total</b>	<b>17</b>
<b>Semester 2</b>		
ENG101	College Composition	3
MAT106	College Mathematics for Technologies	3
MET	Mechanical Technology Electives-any MET designation	7
MET107	Introduction to Engine Operation	2
	<b>Total</b>	<b>15</b>

## **Mechanical Technology with Specialization in Passenger Vehicle**

*Associate in Applied Science - 66 credit hours*

**Purpose:** The Mechanical Technology with Specialization in Passenger Vehicle program prepares students for success as vehicle service mechanics. This program offers training in the testing, diagnosis, and servicing of passenger and light commercial motor vehicles. The program enables students to develop skills needed for the diagnosis as well as repair and maintenance of vehicle systems to include brakes, suspension and steering, electrical/electronics, engine performance, drive trains, heating and air conditioning, and all aspects of engine work.

In addition to classroom study where background knowledge is acquired, shop projects involving work on vehicles provide students with practical experiences where emphasis is placed on developing competence with electronic and other test equipment and the completion of work in accordance with automotive industry standards.

**Career Opportunities:** The automotive service industry offers a wide variety of career opportunities with excellent chances of advancement. Some of the occupations students may pursue in the automotive service field include general service technician, specialty technician, diagnostic technician, automotive machinist, service writer/advisor, service manager, parts counter attendant, parts manager, and manufacturer's service and/or parts representative.

**Program Educational Outcomes:** Upon completion of this Mechanical Technologies program, the graduate is prepared to:

1. Demonstrate safe work habits in compliance with industry standards set forth by the mechanical technology area of their concentration.
2. Understand and apply principles of testing, diagnosis, and servicing of passenger and light commercial motor vehicles.
3. Diagnose, repair, and maintain electrical and ignition systems, brakes, drive trains, steering and suspension, and all aspects of engine work.
4. Apply theoretical knowledge of electronic and other test equipment in practical settings.
5. Complete tasks in accordance with industry and NATEF/ASE certification standards.
6. Qualify for employment in a variety of positions, including general service technician, specialty technician, diagnostic technician, automotive machinist, service writer/advisor, service manager parts, counter attendant, parts manager and manufacturer's service and/or parts representative.

**Mechanical Technology with Specialization in Passenger Vehicle**  
*Associate in Applied Science - 66 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
MET103	Principles of Vehicular Electronics	2
MET114	Vehicular Electrical Systems I	1
MET115	Vehicular Electrical Systems II	2
MET116	Braking Systems I	1
MET117	Braking Systems II	2
MET120	Transmission and Drive Train	3
WEL109	Introductory Welding	2
	<b>Total</b>	<b>17</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
MET107	Introduction to Engines Operation	2
MET108	Principles of Vehicular Performance	2
MET112	Engine Performance & Diagnostics I	1
MET113	Engine Performance & Diagnostics II	2
MET118	Steering and Suspension I	1
MET119	Steering and Suspension II	2
MET121	Heating & Air Conditioning Systems	3
MET123	Maine State Inspection	1
	<b>Total</b>	<b>17</b>
<b>Semester 3</b>		
ENG210	Technical Writing	3
Elective	Business Elective	3
Elective	Math/Science (above the 100 level)	3
MET129	Introduction to Engine Overhaul	3
MET131	Engine Overhaul Lab	4
MET132	Diesel Engine Fuel Systems	1
	<b>Total</b>	<b>17</b>
<b>Semester 4</b>		
DRG124	Print Reading, Sketching, and Intro to CAD	3
MET142	High Performance Engines	1
MET144	Engine Repair and Performance	3
MET145	Advanced Engine Repair Lab	5
Elective	Social Science Elective (PSY101 or SOC 101 or SOC102 )	3
	<b>Total</b>	<b>15</b>



## Medical Assisting

*Associate in Applied Science - 64 credit hours*

**Purpose:** This two-year Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board. This program provides students with expertise in fulfilling the day-to-day operations of a medical office. Medical assistants manage both administrative and clinical duties of a health occupation organization. Duties include, but are not limited to, preparing exam room, administering blood pressure, greeting and scheduling patients, arranging hospital laboratory services, billing, typing correspondence, answering the phone, and assisting patients.

**Career Opportunities:** Positions available include medical assistant in a physician's office, office manager, office assistant, medical secretary, transcriptionist, coder/abstractor, unit secretary, patient registration, receptionist, billing manager, billing clerk, or medical records clerk.

**Program Educational Outcomes:** All students enrolled in the Medical Assisting Program must maintain 80% on all competencies within the program to graduate. Upon completion of the Associate in Applied Science degree in the Medical Assistant program, the graduate is prepared to:

1. Demonstrate knowledge of medical relationships and effective communication skills among physicians, patients, and families while balancing ethical principles of health care law and standards.
2. Demonstrate dedication to the field of patient care with diverse administrative and clinical skills for a variety of patient care settings.
3. Exhibit behaviors of cultural awareness, empathy, and sensitivity appropriate for today's health care setting and patients.
4. Exhibit skills, knowledge, and performance to be prepared to meet medical assistant training needs specifically tailored to Washington County health care community while also meeting national standards.
5. Qualify for a variety of medical assisting health care positions and to be eligible for national exam.
  - AAMA – American Association of Medical Assistants – Accredited
  - CMA – Sit for Certified Medical Assisting Exam
  - RMA – Registered Medical Assisting Exam

**Medical Assisting**  
Associate in Applied Science - 64 credit hours

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CPT112	Keyboarding and Document Formatting I	3
CPT140	Word Processing	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies or higher	3
MDT125	Medical Terminology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS205	Business Communications	3
MDT130	Medical Office Management	3
MDT133	Medical Documentation	3
MDT135	Clinical Office Procedures I & Lab	4
MDT221	Insurance Billing and Coding	3
	<b>Total</b>	<b>16</b>
<b>Semester 3</b>		
BIO130	Human Anatomy and Physiology	4
BUS230	Supervisory Management	3
MDT220	Phlebotomy	3
MDT227	Introduction to Pharmacology	3
MDT235	Clinical Office Procedures II & Lab	3
	<b>Total</b>	<b>16</b>
<b>Semester 4</b>		
Elective	Elective	3
MDT240	Medical Assisting Capstone	3
MDT245	Clinical Medical Cooperative Practicum	4
PHI115	Ethics	3
PSY101 or PSY105	Introduction to Psychology or Human Relations	3
	<b>Total</b>	<b>16</b>

## **Medical Office Technology** *Certificate - 32 credit hours*

**Purpose:** With the medical industry's climate changing almost daily, the demand for office professionals trained in health care is growing. The MOT program prepares students to become professionally dedicated to assisting in patient care and proficient in a number of skills. The MOT professional transcribes dictation, greets patients, schedules appointments, maintains medical records, bills patients and insurance companies for office visits and treatments, and may assist physicians with reports and articles. Office professionals in medicine have the opportunity to work in a variety of settings. Medical office professionals are necessary to the smooth operation of physician's offices, clinics, and other health care facilities.

**Career Opportunities:** Career options include office manager, office assistant, medical secretary, transcriptionist, coder/abstractor, unit secretary, patient registration, receptionist, billing manager, billing clerk, or medical records clerk.

**Program Educational Outcomes:** Upon completion of the certificate curriculum in the medical office technology program, the graduate is prepared to:

1. Demonstrate understanding of commonly used medical terms that are encountered in physical exams, medical correspondence, x-ray and pathological reports. Evaluate and perform medical office procedures including specialties of medical transcription.
2. Take specialized clerical positions in medical administration, including records management, billing, and insurance claims.
3. Utilize word processing and accounting applications.
4. Demonstrate professional conduct and interpersonal communication skills with patients, health care professionals, and the public.
5. Qualify for medical office positions in clinics, hospitals, doctors' offices, and home health care facilities.

**Medical Office Technology**  
*Certificate - 32 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CPT112	Keyboarding and Document Formatting I	3
CPT140	Word Processing	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies or Higher Level Mathematics	3
MDT125	Medical Terminology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS205	Business Communications	3
MDT130	Medical Office Management	3
MDT133	Medical Documentation	3
MDT135	Clinical Office Procedures I & Lab	4
MDT221	Insurance Coding and Billing	3
	<b>Total</b>	<b>16</b>

## **Phlebotomy**

*Certificate – 25 credit hours*

**Purpose:** The Phlebotomy Certificate program is a one-year certificate program designed to prepare students for entry-level positions as phlebotomists and laboratory technicians in hospitals, clinics, and other medical facilities. Phlebotomists draw blood from patients in preparation for medical testing. A phlebotomy technician is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or dermal puncture. The phlebotomy technician facilitates the collection and transportation of laboratory specimens and is often the patients only contact with the medical laboratory.

Students will also participate in a Phlebotomy Internship. This internship provides practical phlebotomy experience in a clinical setting where students will be required to complete 100 venipunctures and 5 dermal punctures at the clinical site and record a minimum of 80 clinical hours. WCCC will partner with both Calais Regional Hospital and Downeast Community Hospital.

**Career Opportunities:** Upon successful completion of this program, the graduates will be qualified to sit for the Phlebotomy Technician Certification Exam offered by the *American Society for Clinical Pathology (ASCP)*. Graduates will become certified phlebotomists upon passing the exam.

**Program Educational Outcomes:** Upon completion of the Phlebotomy program, the graduate is prepared to:

1. Match laboratory requisition forms to specimen tubes.
2. Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies.
3. Draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods.
4. Dispose of blood or other biohazard fluids or tissue, in accordance with applicable laws, standards, or policies.
5. Draw blood from capillaries by dermal puncture, such as heel or finger stick methods.
6. Enter patient, specimen, insurance, or billing information into computer.
7. Organize or clean blood-drawing trays, ensuring that appropriate instruments are sterile and all needles, syringes, or related items are of first-time use.
8. Collect fluid or tissue samples, using appropriate collection procedures.
9. Collect specimens at specific time intervals for tests, such as those assessing therapeutic drug levels.
10. Transport specimens or fluid samples from collection sites to laboratories
11. Prepare for the phlebotomy technician (PBT) certification exam through the American Society for Clinical Pathology (ASCP)

**Phlebotomy**  
*Certificate – 25 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CPT140	Word Processing	3
ENG 101	College Composition	3
FYE100	First Year Experience	1
MDT125	Medical Terminology	3
MDT220	Phlebotomy	3
	<b>Total</b>	<b>13</b>
<b>Semester 2</b>		
MAT106	College Math for Technologies	3
MDT225	Phlebotomy Internship	3
MDT230	Phlebotomy Capstone	3
PSY105	Human Relations	3
	<b>Total</b>	<b>12</b>

## **Plumbing Technology**

*Certificate – 36 credit hours*

**Purpose:** The Plumbing Technology program prepares students to assemble, maintain, and repair plumbing systems in accordance with the Maine State plumbing code. Through classroom instruction, students learn design, layout, and installation theory. Working in a shop equipped with a complete house layout, students acquire the skills necessary to perform basic plumbing operations. Instruction includes related work in mathematics, soldering, water pumps, and electrical applications.

**Career Opportunities:** Upon completion of the program, graduates are eligible to take the State of Maine journeyman’s plumbing examination. Upon passing the State examination, students are issued journeyman-in-training licenses. Upon accumulating an additional 2000 hours under the supervision of a journeyman or master plumber, the license is upgraded to that of a journeyman.

Graduates may find employment opportunities with plumbing contractors as construction plumbers, maintenance personnel, plumbing draftspersons, plumbing warehouse workers, and salespersons. Additional experience may provide opportunities as managers, supervisors, or operators of their own businesses.

**Program Educational Outcomes:** Upon completion of the Plumbing Technology program, the graduate is prepared to:

1. Operate and maintain tools and test equipment.
2. Analyze and troubleshoot equipment.
3. Identify and adhere to propane industry standards, safety codes, and regulations.
4. Assemble, maintain, and repair plumbing systems in accordance with Maine State plumbing code.
5. Understand and apply knowledge regarding design, layout, and installation theory.
6. Demonstrate skills necessary to perform basic plumbing operations.
7. Understand and apply knowledge regarding mathematics, soldering, and water pumps, in connection with plumbing systems.
8. Understand and apply knowledge regarding electrical applications in connection with plumbing systems.
9. Demonstrate eligibility to take State of Maine journeyman’s plumbing examination.
10. Qualify for employment with plumbing contractors, as construction plumbers, maintenance personnel, plumbing draftspersons, plumbing warehouse workers, and salespersons.

**Plumbing Technology**  
*Certificate – 36 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
DRG126	Architectural Drafting and CAD	3
ENG101	College Composition	3
FYE100	First Year Experience	1
PLU134	Plumbing Technology I	12
	<b>Total</b>	<b>19</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
PLU155	Plumbing II	12
WEL109	Introductory Welding	2
	<b>Total</b>	<b>17</b>



## **Powersport Equipment/Small Engine Technician**

*Certificate – 29 credit hours*

**Purpose:** The Powersport Equipment/Small Engine Technician Certificate program has been developed to train students as professional entry-level outdoor power propulsion and small engine technicians through a combination of theory and hands on experience. The program prepares students to maintain and repair a variety of outdoor equipment. Students will be introduced to the skills and knowledge to be capable of diagnosing mechanical failures quickly and accurately on various types of two- and four-cycle small engines that are presently used to power lawn mowers, snow blowers, generators, garden tractors, rototillers, snowmobiles, ATVs, handheld power equipment (chainsaws, trimmers, blowers, etc.) and personal watercrafts. Students who perform satisfactorily may find employment as service technicians, sales personnel, equipment rental staff, parts counter, set-up personnel, and factory representatives or may wish to open their own business.

**Program Educational Outcomes:** Upon completion of the Certificate in Mechanical Technology in Powersport Equipment/Small Engine Technician, the graduate is prepared to:

1. Demonstrate a foundation in theory, technology, equipment, safety and industry standards.
2. Understand and apply basic principles of testing, diagnosis, and servicing of small engines, outdoor power equipment, recreational power equipment and power sport equipment.
3. Understand and apply basic principles regarding repair and maintenance.
4. Identify, diagnose and solve mechanical equipment/engine problems.
5. Apply theoretical knowledge and skills, and complete repair and maintenance tasks in accordance with the Equipment and Engine Training Council (EETC) and the outdoor Power Equipment and Engine Service Association (OPEESA).
6. Apply theoretical knowledge of electronic and other test equipment in practical settings.
7. Demonstrate professionalism.
8. Interpret service information.

**Powersport Equipment/Small Engine Technician**  
*Certificate - 29 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
ENG101	College Composition	3
FYE100	First Year Experience	1
MET103	Principals of Vehicular Electronics	2
MET170	Small Engine Repair and Tune-up	3
MET 171	Power Equipment Drivelines/Hydraulics and Hydrostatics	3
MET190	Recreational Vehicles Operation and Maintenance	3
	<b>Total</b>	<b>15</b>
<b>Semester 2</b>		
MAT106	Mathematics for Technologies	3
MET172	Power Equipment Electrical Systems and Generators	3
MET173	Marine and Personal Watercraft Repair and Maintenance	3
MET195	Outdoor Powered Equipment Vehicle Repair and Maintenance	3
WEL109	Introductory Welding	2
	<b>Total</b>	<b>14</b>

**Production Technician**  
*Certificate – 33 credit hours*

**Purpose:** Manufacturing and production-based businesses are coming back to the United States. The Production Technician degree will prepare students for all basic entry level positions in any manufacturing/production environment. Well-educated, professionally curious production technicians are needed in all aspects of industry to operate and maintain the equipment that makes the products needed around the world.

**Career Opportunities:** Career opportunities include production employees in agriculture, boat building, paper making, bottling plants, condiment plants and other production/manufacturing facilities. Focus areas include production and operations, planning and expediting, and machine operators.

**Program Education Outcomes:** Upon completion of this degree, the graduate is prepared to understand basic chemical processes used in production processes, communicate effectively orally and in writing, use computers in a business setting, perform first line supervision, and understand quality, maintenance, and processing techniques. Graduates will also be prepared to sit for the Certified Production Technician (CPT) industry credential exam from the Manufacturing Skills Standards Council (MSSC).

**Production Technician**  
*Certificate – 33 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CHY110	Fundamentals of Chemistry with Lab	4
ENG101	College Composition	3
FYE100	First Year Experience	1
MFG101	Safety	2
MFG110	Process and Production	3
TEC121	Introduction to Computer Applications	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS230	Supervisory Management	3
MAT106	College Math for Technologies	3
MFG120	Quality Practices and Management	3
MFG125	Maintenance Awareness	3
MFG210	Green Production	2
	General Elective	3
	<b>Total</b>	<b>17</b>

## **Production Technician**

*Associate in Applied Science – 61 credit hours*

**Purpose:** Manufacturing and production-based businesses are coming back to the United States. The Production Technician degree will prepare students for all basic entry level positions in any manufacturing/production environment. Well-educated, professionally curious production technicians are needed in all aspects of industry to operate and maintain the equipment that makes the products needed around the world.

**Career Opportunities:** Career opportunities include production employees in agriculture, boat building, paper making, bottling plants, condiment plants and other production/manufacturing facilities. This level of education exposes student's electrical, mechanical, ethical reasoning, and provides opportunities to explore welding, drafting, and statistics. Focus areas include production and operations, planning and expediting, and machine operators. Some graduates may move into computer-controlled machine tool operations (CNC) and the metals and plastics industries.

**Program Education Outcomes:** Upon completion of this degree, the graduate is prepared to understand basic chemical processes used in production processes, communicate effectively orally and in writing, use computers in a business setting, perform first line supervision, and understand quality, maintenance, and processing techniques. Graduates will also be prepared to sit for the Certified Production Technician (CPT) industry credential exam.

**Production Technician**  
Associate in Applied Science – 61 credit hours

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CHY110	Fundamentals of Chemistry with Lab	4
FYE100	First Year Experience	1
MAT106	College Math for Technologies	3
MFG101	Safety	2
MFG110	Processes and Production	3
TEC121	Introduction to Computer Applications	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS140	Accounting Principles I	3
BUS230	Supervisory Management	3
ENG101	College Composition	3
MFG120	Quality Practices and Measurement	3
MFG125	Maintenance Awareness	3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
BIO120	General Biology with Lab	4
ENG107 or ENG210	Speech or Technical Writing	3
PHI114	Environmental Ethics	3
TEC150	Electronic Principles I	3
Arts/Humanities/ Social Science Elective		3
	<b>Total</b>	<b>16</b>
<b>Semester 4</b>		
MAT127	College Algebra	3
MFG210	Green Production	2
TEC151	Electronic Principles II	3
Arts/Humanities/ Social Science Elective		3
General Elective		3
	<b>Total</b>	<b>14</b>

## **Pulp and Paper Technician**

*Associate in Applied Science – 61 credit hours*

**Purpose:** Manufacturing and production-based businesses are coming back to the United States. The Production Technician degree will prepare students for all basic entry level positions in any manufacturing/production environment. Well-educated, professionally curious production technicians are needed in all aspects of industry to operate and maintain the equipment that makes the products needed around the world.

**Career Opportunities:** This degree is specifically designed for students working, or hoping to work, in the pulp and paper industries. Special focus on the tissue making industry is embedded throughout the curriculum. Students who graduate from this program may also seek opportunities in paper goods manufacturing, operations, and machine tending.

**Program Education Outcomes:** Upon completion of this degree, the graduate is prepared to understand basic chemical processes used in production processes, communicate effectively orally and in writing, use computers in a business setting, perform first line supervision, and understand quality, maintenance, and processing techniques. Graduates will also be prepared to sit for the Certified Production Technician (CPT) industry credential exam.

**Pulp and Paper Technician**  
*Associate in Applied Science – 61 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CHY110	Fundamentals of Chemistry with Lab	4
FYE100	First Year Experience	1
MFG101	Safety	2
MFG118	Pulp and Paper Technology	3
MFG110	Processes and Production	3
TEC121	Introduction to Computer Applications	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
ENG101	College Composition	3
MAT106	College Math for Technologies	3
MFG120	Quality Practices and Management	3
MFG128	Papermaking Processes	3
Arts/Humanities/ Social Science Elective		3
	<b>Total</b>	<b>15</b>
<b>Semester 3</b>		
CHY215	Basic Paper Industry Process Chemistry	3
ENG107 or ENG210	Speech or Technical Writing	3
PHI114	Environmental Ethics	3
TEC150	Electronic Principles I	3
Arts/Humanities/ Social Science Elective		3
	<b>Total</b>	<b>15</b>
<b>Semester 4</b>		
BUS140	Accounting Principles I	3
MFG125	Maintenance Awareness	3
MFG222	Process Instrumentation and Control	3
TEC151	Electronic Principles II	3
General Elective		3
	<b>Total</b>	<b>15</b>

## Residential and Commercial Electricity Technology

*Diploma – 45 credit hours*

**Purpose:** The Residential and Commercial Electricity program provides students with the skills necessary for an entry-level job as an electrician. Thorough technical instruction is given in the layout, assembly, installation, and troubleshooting of fixtures, devices, services, heating systems, pumps, motors and motor controls used in residential, commercial, and some industrial locations.

The students learn electrical theory and the techniques of the trade, including blueprint reading, wiring, pipe bending, motor control, switching, and power circuits. Emphasis is placed on meeting the requirements of the National Electrical Code in all wiring installations.

Successful completion of the course qualifies the student to take the State of Maine journeyman’s examination and to enter employment under a master electrician. Residential/commercial electricity is a two-semester program that starts in the fall semester, and concludes with a 6-week internship with an Electrical Contractor during the following May and June.

**Career Opportunities:** Upon completion of the program, graduates are eligible to take the State of Maine journeyman’s electrician examination. Upon passing the state examination, students are issued journeyman-in-training licenses. Graduates may find employment opportunities with electrical contractors, electrical equipment suppliers, and industrial maintenance companies.

The student must be a graduate of a Regional Technical Center Electrical Program or equivalent, earn an Accuplacer score high enough for Math 106, or pass high school algebra with a C or better.

**Program Educational Outcomes:** Upon completion of the diploma curriculum in the Residential and Commercial Electricity Technology program, the graduate is prepared to:

1. Understand and apply knowledge in layout, assembly, installation, and troubleshooting of fixtures, devices, services, heating systems, pumps, motors, and motor controls used in residential, commercial, and some industrial locations.
2. Understand and apply knowledge of electrical theory and techniques of the trade, including blueprint reading, wiring, pipe bending, motor control, switching, and power circuits.
3. Demonstrate ability to understand requirements of the National Electrical Code in all wiring installations.
4. Be eligible to take State of Maine journeyman’s electrician examination and to enter employment under a master electrician.
5. Qualify for employment opportunities with electrical contractors, electrical equipment suppliers, and industrial maintenance companies.



## Residential and Commercial Electricity Technology

*Diploma – 45 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
DRG126	Architectural Drafting and CAD	3
ENG101	College Composition	3
FYE100	First Year Experience	1
REY131	Residential and Commercial Electricity Technology I	2
REY152	Residential and Commercial Electricity Technology II	8
TEC150	Electronic Principles I	3
	<b>Total</b>	<b>20</b>
<b>Semester 2</b>		
MAT106	College Mathematics for Technologies	3
NEC111	National Electrical Code	3
REY181	Residential and Commercial Electricity Technology III	9
REY184	Residential and Commercial Electricity IV	4
TEC151	Electronic Principles II	3
	<b>Total</b>	<b>22</b>
<b>Semester 3</b>		
REY190	Residential and Commercial Electricity Internship	3
	<b>Total</b>	<b>3</b>

**Trade and Technical Occupations**  
*Associate in Applied Science - 70 credit hours*

**Purpose:** The Associate in Applied Science Degree in Trade and Technical Occupations is designed to recognize the proficiency of people who are enrolled in or have completed a registered apprenticeship program (i.e., journeyman status). Students 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 apprenticeship training program and degree requirements. It is the responsibility of the individual to make the appropriate sponsor arrangements for his/her apprenticeship experience prior to filing an application to the TTO program.

\*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 Training.

**Program Educational Outcomes:** Upon completion of the Associate in Applied Science Degree in the Trade and Technical Occupations program, the graduate is prepared to:

1. Achieve recognition for enrollment and/or completion of a registered apprenticeship program (i.e., journeyman status) approved by the Maine State Apprenticeship and Training Council or the U.S. Department of Labor, Bureau of Apprenticeship Training.
2. Make appropriate sponsor arrangements for the apprenticeship experience prior to filing an application to the TTO program.
3. Demonstrate ability to simultaneously complete both apprenticeship training program and degree requirements.

<b>Category of Courses</b>	<b>Credit Hours</b>
Technical Specialty Courses	24
Related Technical Courses	24
First Year Experience	1
General Education Courses Approved coursework in communications/literature and/or social sciences and/or humanities/fine arts (ENG 101 is a core requirement)	12
Business subjects and/or mathematics and/or sciences (MAT 106 is a core requirement)	9
<b>TOTAL</b>	<b>70</b>

## Assessment of Prior Learning

The student is responsible for providing the necessary documentation to verify his/her successful completion of the apprenticeship program; i.e. certification documentation is a schedule of training required by the employer and other credentials that support the enrollment of the student. Individuals who seek admission to this program should contact the WCCC admission office and follow the standard admissions procedures.

### Welding Technology

*Certificate – 37.5 credit hours*

**Purpose:** Instruction focuses on training students to produce acceptable, sound welds in all positions in oxyacetylene and electric arc welding and to select the correct filler rod to fit the job and the metal being welded. Upon completion of the program, students are prepared for the American Welding Society (AWS) structural stick welding certification; the AWS flux core MIG structural certification, and the State of Maine pipe certification. This qualifies graduates for employment as AWS certified welding operators in the construction, shipbuilding, fabricating, and metal and maintenance fields. Students will also be qualified to TIG weld stainless and carbon steel pipe.

**Career Opportunities:** Graduates of the welding technology program may find employment in shipbuilding, fabrication, construction, mechanical and maintenance industries.

**Program Education Outcomes:** Upon completion of the certificate curriculum in the Welding Technology program, the graduate is prepared to:

1. Demonstrate ability to produce acceptable, sound welds in all positions in oxyacetylene and electric arc welding.
2. Demonstrate ability to select the correct filler rod to fit the job and the metal being welded.
3. Demonstrate preparation for the American Welding Society structural certification and State of Maine pipe certification.
4. Qualify to TIG weld stainless and carbon steel pipe.
5. Qualify for employment as AWS certified welding operators in construction, shipbuilding, fabricating and metal and maintenance fields.

**Welding Technology**  
*Certificate – 37.5 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
TEC110	Safety	1
WEL160	Basic Welding Technology I	6
	<b>Total</b>	<b>7</b>
<b>Semester 2</b>		
DRG124	Print Reading, Sketching, and Intro to CAD	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies	3
TEC121	Introduction to Computer Applications	3
WEL161	Basic Welding Technology II	4.5
WEL162	Advanced Welding Preparation	1.5
	<b>Total</b>	<b>16</b>
<b>Semester 3</b>		
ENG101	College Composition	3
WEL163	Advanced Welding I	1
WEL164	Pipe Welding I	1.5
WEL165	Pipe Welding II	1.5
WEL166	Pipe Welding III	1
WEL167	TIG Pipe Welding Stainless I	1.5
WEL168	TIG Pipe Welding Stainless II	1
WEL169	TIG Welding Stainless II	1.5
WEL170	TIG Tube Welding	1.5
WEL171	Welding Work Cooperative	1
	<b>Total</b>	<b>14.5</b>

## COURSE DESCRIPTIONS

### COURSE

### CREDIT HOURS

#### **ADV100 Introduction to Adventure Recreation**

**3 cr.**

This course will provide the student with an introduction to various skills in the adventure recreation field. It is intended as an introductory course for dual enrollment of students currently enrolled in participating secondary school programs related to adventure recreation. To earn credit for this course, students will have received a grade of “B” or above and demonstrated a basic understanding of outdoor leadership skills including wilderness navigation, outdoor cooking, group dynamics, group facilitation, and trip planning.

#### **ADV105 Introduction to Sea Kayaking**

**3 cr.**

This course is designed to introduce students to the basics of paddle sports and will focus on sea kayak and lake kayak safety. Students will learn the basics of boat design, basic paddling skills and safety considerations for paddling on fresh- and salt-water environments. The course will include a kayak safety rescue clinic as well as basic waterway navigation. This course is a pre-requisite for the sea kayak guide course. Maintaining a reasonable level of physical fitness and enthusiasm for the outdoors is essential.

#### **ADV111 Wilderness Expedition Skills I**

**4 cr.**

This course will utilize classroom lectures, guest speakers, and extensive outdoor expeditions to expose students to various activities in the adventure recreation field. Students will participate in three expeditions led by professional guides, allowing them the opportunity to experience various guiding methods, styles, and techniques. Activities may include backpacking, sailing, backcountry camping, sea kayaking, and other activities. Appropriate fitness, suitable clothing, and an adventurous spirit are pre-requisites for this course. This course will involve three mandatory overnight weekend expeditions.

#### **ADV112 Introduction to Sailing**

**1 cr.**

Sailing will provide the student with instruction in basic sailing nomenclature and skills. Experience will be in small sloop-rigged dinghies and/or gaff-rigged catboats. Actual sailing time will include both lake and ocean time. The curriculum will be based on US Sailing’s standard small boat sailing certification program. Appropriate level of physical fitness is recommended.

**ADV113 Ropes Course Facilitation****1 cr.**

For the first part of this course, students will use low and high elements on a ropes course to discover the importance of using initiatives to achieve group goals. Students will learn course design, safety and belay techniques, appropriate programming techniques, and facilitation techniques specific to ropes courses. Students will work in teams to develop and facilitate a half-day ropes course program for a specific group. Appropriate fitness, clothing, and an adventurous spirit are required.

**ADV115 Outdoor Leadership****3 cr.**

This course is an introduction to the development, acquisition, and application of outdoor leadership skills and knowledge. This course provides an introduction to the theories of leadership; group dynamics and human relationships used in outdoor recreation; and experiential education delivery systems. The diversity of employment and career opportunities in both the public and private sectors will be explored.

**ADV121 Wilderness Expedition Skills II****4 cr.**

This course will utilize classroom lectures, guest speakers, and extensive outdoor expeditions to expose students to various activities in the adventure recreation field. Students will participate in three expeditions led by professional guides, allowing them the opportunity to experience various guiding methods, styles and techniques. Activities may include winter camping and travel, rock climbing, and white water canoeing. Appropriate fitness, clothing, and an adventurous spirit are pre-requisites for this course. This course will involve three mandatory overnight weekend expeditions. Prerequisite: ADV111 or with instructor permission.

**ADV125 Tourism Application Seminar****3 cr.**

This course provides an introduction to the background, history, basic elements, scope, impacts and potential of the tourism industry from regional, national and international perspectives. Topics include an overview of industry sectors; interrelationships among sectors; terminology and definitions; history and development of tourism; economic, social, cultural and environmental issues; opportunities and impacts related to tourism; and tourism markets and products. The course includes specific overviews of ecotourism, adventure tourism, and cultural and heritage tourism. The future of the tourism industry is examined in the context of the global marketplace and current trends, issues and innovations.

**ADV130 Map and Compass****1 cr.**

This course is the first of a three-course series that teaches the skills necessary to locate one's geographical position on land or sea. ADV130 will address the basics of map and compass. Topics covered include reading and understanding topographic maps and map symbols; magnetic needle compass anatomy; taking compass bearings; and traveling and navigating with map and compass over land.

**ADV131 Nautical Navigation****1 cr.**

This course is the second of a three-course series that teaches the skills necessary to locate one's geographical position on land or sea. Through studying the science of coastal navigation, students will learn the mapping features unique to nautical charts and navigation techniques utilized at sea. Students will learn the methods and theory behind coastal navigation, dead reckoning, piloting, and calculating set and drift. Students will apply these learned skills through field time on a schooner if also enrolled in ADV111. Prerequisite: ADV130 or with instructor permission.

**ADV132 GPS and Electronic Navigation****1 cr.**

This course is the third of a three-course series that teaches the skills necessary to locate one's geographical position on land or sea. ADV132 covers the science of navigating with the aid of Global Positioning Systems (GPS). With background information acquired from the ADV130 and 131 courses, students learn how to use state-of-the-art GPS receivers to locate their position accurately and to navigate on land or sea. Prerequisite: ADV130 and ADV131 or with instructor permission.

**ADV150 Maine Guide Hunting Preparation****3 cr.**

Topics covered include hunter safety and hunter safety instructor course, first aid, orienteering competency, identification and use of firearms, and hunting and trapping rules. Prerequisite: ADV115 and ADV121 or with instructor permission.

**ADV160 Maine Guide Fishing Preparation****3 cr.**

This course is designed to give participants the training necessary to pass the Registered Maine Guide test for fishing and to pass the watercraft operator's license test. Some of the topics covered include first aid, navigation, local fishing methods, water survival skills, fly tying demonstrations and identification, fishing and watercraft rules and regulations, and game fish identification. Prerequisite: ADV115 and ADV121 or with instructor permission.

**ADV170 Maine Guide Recreational Preparation****3 cr.**

This is an introductory course for those interested in pursuing guiding opportunities. This course will concentrate on the first aid, canoeing, and safety information needed to pass the Registered Maine Guide test. Other study areas will include guide responsibilities, study tips, and the application processes. Discussion of the required steps for obtaining certifications in hunting, fishing, sea kayaking and salt-water fishing will also be studied. Prerequisite: ADV115 and ADV121 or with instructor permission.

**ADV175 Practicum in Adventure Recreation****3 cr.**

The practicum is a practical application of skills formally learned in courses throughout the Adventure Recreation and Tourism program curriculum. Students are required to research, apply for, and secure a practicum or internship position with an appropriate entity within the Adventure Tourism industry for 280 hours (8 weeks at 35 hours per week) to be approved by the student's advisor. The diversity of employment and career opportunities in both the public and private sectors will be explored. Upon return to WCCC in the fall semester, students will make a formal presentation of their experience to receive credit.

**ADV180 Coast Guard License Preparation****3 cr.**

This course is a captain's license preparatory guide for all those desiring to sit for the master and mate operator licenses up to 100 gross (six and above passenger licenses). It includes international and inland rules of the road, general navigation, deck general safety, coast guard rules and regulations for inspected vessels, sail and auxiliary sail, and practical chart navigation. Prerequisite: ADV115 and ADV121 or with instructor permission.

**ADV185 Outdoor Recreational Equipment Maintenance and Repair****3 cr.**

This course allows the student to learn equipment maintenance and repair techniques related to the outdoor recreation industry. Content is delivered through lecture and lab experiences, allowing students to demonstrate competency at maintaining and repairing a variety of equipment both in the front country and in the backcountry.

**ADV190 Recreation Vehicle Operations and Maintenance****3 cr.**

This course will cover off-road applications of bicycles, 2-, 3- and 4-wheel all-terrain vehicles and snowmobiles. It will focus on proper application of equipment, applicable vehicle laws and regulations, environmentally conscious off-road use and user safety under all applications. Vehicle maintenance and both preventative and emergency repair will be emphasized. Prerequisite: ADV115 or with instructor permission.

**ADV200 Personal Paddle Craft****4 cr.**

This course will involve the students in more intensive application, safe use and maintenance of kayaks, canoes, and inflatable vessels, including flat water and ocean use. User safety and emergency procedures will be emphasized. Integration of the Maine guide recreational procedures and certification preparation will be included in this course. Prerequisite: ADV121 or instructor permission. Familiarity with use of the above craft and an appropriate level of physical fitness is recommended.



**ADV205 PCIA Climbing Wall Instructor Certification****1 cr.**

Course provides instructors and potential instructors with an in depth and standardized understanding of the skills essential to teaching climbing in an indoor setting. It is the first step in a sequential approach to professional climbing instructor development. The course reinforces the importance of teaching technically accurate information and debunks many common climbing myths. The course emphasizes the presentation of sound fundamental skills to climbing gym participants, the formation of risk assessment and risk management skills and basic problem solving skills such as belay transitions and on wall coaching and assist techniques. Participants will be assessed on both their core knowledge and their ability to effectively teach and coach related skills. Prerequisite: ADV121 and belay certification or with instructor permission.

**ADV207 Advanced Paddling Skills****3 cr.**

This course delivers instruction in advanced canoeing and sea kayaking skills. Utilizing lecture, pool sessions, and open water environments, students will learn solo and tandem canoe skills consistent with the American Canoe Association level IV program for moving water up to class IV. Students will also learn advanced skills related to coastal sea kayaking in adverse conditions such as heavy weather, surf, and current. This course requires the student to be in excellent physical condition. Prerequisite: ADV115 and ADV121 or with instructor permission.

**ADV210 Sailing****3 cr.**

Sailing will provide the student with instruction in advanced sailing and points of delivering sailing instruction. Experience will be in small sloop-rigged sail trainers and larger vessels as available. Actual sailing time will include both lake and ocean time. The curriculum will be based on the United States Sailing Association criteria and Coast Guard sail endorsement preparation. Familiarity with use of the above craft and an appropriate level of physical fitness is recommended. Prerequisite: ADV121 or with instructor permission.

**ADV220 Motor Boat Operation****2 cr.**

This course will cover the operation and use of outboard, inboard, jet ski/jet powered, and stern drive propelled vessels. Both single- and twin-screw applications will be covered. Vessel handling, safety, and routine maintenance will be covered in each category, as vessels are available. Prerequisite: ADV121 or with instructor permission. Familiarity with use of the above craft and an appropriate level of physical fitness is recommended.

**ADV226 Adventure Programming****3 cr.**

This course will allow students the experience of being outdoor leaders through planning and guiding extensive outdoor expeditions that explore Maine, New England, and/or elsewhere. Students will also participate in excursions led by professional guides, allowing them the opportunity to critique various guiding methods, styles, and techniques. Activities may include canoeing, kayaking, sailing, backpacking and other activities. Appropriate fitness, clothing, and a willingness to have fun are pre-requisites for this course. This course will involve mandatory overnight weekend expeditions. Prerequisite: ADV121 or with instructor permission.

**ADV230 Scuba****3 cr.**

Learn to dive today. This course leads to PADI (Professional Association of Diving Instructors) open water dive certification and dive master certification; the most widely recognized and respected diving certification in the world. Within a few days, students will be enjoying the underwater world. Locations of course(s) to be announced due to facilities required.

**ADV241 Advanced Winter Skills****2 cr.**

This course allows students the opportunity to develop advanced winter skills specific to outdoor recreation including backcountry skiing, ice climbing, and mountaineering and provides content through both lecture and field experiences. Students will be involved in a multi-day winter expedition in a mountain environment and have the opportunity to receive certificate for Level I training from the American Institute for Avalanche Research and Education (AIARE). This course is physically demanding and requires the student to be in excellent physical condition. Prerequisite: ADV121 or with instructor permission.

**ADV250 Capstone Project****3 cr.**

This course is actually a semester-long project that will be the culmination of the student's learning experiences in the Adventure Recreation and Tourism program at WCCC. Students will use this project to help organize and develop a small tourism-based business through which they will offer many tours, activities, and events. For this project, students are to fully develop, plan, market, promote, and deliver one of these products. Prerequisite: All course work in core or with instructor permission.

**ART100 Introduction to ART: The Visual Experience****3cr.**

The pervasiveness of the visual experience in contemporary life is indisputable. Through slide/power point lectures, hands-on visual training exercises, and directed studio art projects, this course guides students in developing the varied literacies needed to engage in their visual world and to acquire the language to communicate their visual experiences. Emphasis will be on in-depth analysis of individual works of art and hands-on exercises in a series of in-context assignments. Students will be introduced to art from the position of the observer, the artist, the scholar, and the critic; will become familiar with the techniques of architecture, painting, drawing and sculpture; will gain an understanding of the concepts that connect the progression of ideas in artistic communication and expression from the ancient world to modern times through a brief survey of art from its beginnings to present day; and will gain an understanding of the creative process and personal expression.

**ART105 Drawing for Beginners****3 cr.**

This course will explore the practical and technical basics of drawing. Through lecture and hands-on drawing exercises, students will sharpen their powers of perception, develop practical drawing skills and learn about different approaches, techniques and drawing media. The focus will be on the studio setting, but some classes will be held outdoors as weather permits. Class sessions will focus on still life, landscape and the model. The goal of this course is for students to gain an understanding of the basic principles of design and the concepts of shape, value, lines, texture and perspective.

**ART201 Mixed Media Artwork****3 cr.**

The course examines the nature of the creative process in both drawing and painted media for intermediate and advanced students who have acquired basic representational drawing skills. Emphasis is on the materials of art and structural principles such as color, form and design. Students will participate in a series of studio and Plein Air experiences with a variety of art media and personal interests to produce finalized artworks. Upon successful completion of the course, the student should be able to: Create finished personal artworks suitable for framing and exhibition in a fall semester group show at the college. Expand and further develop personal visual skills and interests in artistic themes with a variety of art media. Learn from the instructor and course participants in art materials handling practice and techniques. Prerequisite: ART105 or Portfolio Submission.

**BCN111 Construction Core Curriculum****4cr.**

This course will help the student to understand and develop skills needed to grow in the construction industry. After the completion of this course, the student will also have performed tasks related to many of the issues related to becoming a valuable employee in the Construction Trades. From Safety and proper use of Hand and Power Tools to Basic Communication and Employability Skills, the student will work and demonstrate the abilities to meet NCCER and OSHA standards. Also, related topics in Safe Material Handling and Basic Rigging while working with basic Construction Math skills helps the student understand the broad scope of responsibility for a Craftsman in the Construction Industry.

**BCN120 Construction Technology I****9 cr.**

Emphasizes methods and materials used in residential construction and covers building codes, floor framing systems, wall and ceiling framing, roof framing, stair layout and exterior door and window types and installation methods. Building materials, fasteners, adhesives and reinforcing materials are also included with these components of instruction. Students apply their coursework through the construction/renovation of a residential building/structure.

**BCN126 Construction Technology II****12 cr.**

Presents methods and materials used to finish interior/exterior of buildings as well as thermal and moisture protection, including roofing applications, gypsum board installation and finishing, tile and suspended ceilings, flooring, interior doors, hardware and trim. Students apply the skills by completing/renovating the interior of a residential project. Prerequisite: BCN120 or with instructor permission.

**BCN215 Weatherization Technician****3 cr.**

Weatherization Technician –Level One provides an overview of the materials and techniques used in constructing buildings along with the selection and installation of products used to reduce thermal loss. The building science knowledge and specialized techniques learned from this program will give you the skills necessary to perform weatherization installations.

**BIO112 Marine Biology****4 cr.**

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms.

**BIO120 General Biology with Lab****4 cr.**

This course introduces students to the concepts and principles of the chemical basis of life; organic molecules; cell structure; function and structure of living organisms including nutrition, digestion, and circulation; regulation in organisms including hormonal, nervous systems, senses, muscles and movement. Prerequisite: C or better in high school biology.

**BIO130 Human Anatomy and Physiology****4 cr.**

This introductory one-semester course is designed to provide students with the fundamental concepts of human anatomy and physiology. The sequence of topics includes an orientation to the human body, basic chemistry, cells and tissues, organ systems, special senses and blood. The activity-based labs, using models, slides and prepared specimens, are designed to explore lecture topics.

**BIO220 Microbiology with Lab****4 cr.**

This course is a basic introduction to the science of microbiology. The student should develop a broad understanding of both theoretical and laboratory aspects of the science. Specific topics to be covered include general characteristics of bacteria, viruses, protozoa, and fungi; disease transmission; immunology; epidemiology; and microbial control. The student will have the opportunity to practice techniques for specimen collection, culturing, staining, and microscopic observation of representative species. Prerequisite: BIO120 or BIO130.

**BIO225 Anatomy and Physiology I with Lab****4 cr.**

This course is designed to prepare students for a career in the allied health sciences. Topics include structure levels, anatomical positions and cavities, skeletal and muscular systems, and nervous system. The intent of this approach is to allow the student to develop a concise understanding of how each system of the body functions and interacts. The concepts covered in the lecture course are explored in greater detail in lab. Model, prepared slides, and preserved specimens will all be used to enhance instruction. Prerequisite: BIO120 or BIO130.

**BIO235 Anatomy and Physiology II with Lab****4 cr.**

This course is a continuation of BIO125. Topics include neural, sensory, circulatory, urinary, lymphatic, digestive, endocrine, and reproduction systems; and fluids, electrolytes and acid-base control. The intent of this approach is to allow the student to develop a concise understanding of how each system of the body functions and interacts. The concepts covered in the lecture course are explored in greater detail in lab. Models, prepared slides and preserved specimens will all be used to supply the student with a detailed view of the anatomy of the body. Prerequisite: BIO225.

**BUS110 Introduction to Business****3 cr.**

This course will survey the business management functions found in modern organizational environs to provide a foundation for understanding the interrelations of the various facets of business organizations.

**BUS132 Business Law****3 cr.**

This course is an examination of legal obligations and rights in the business community. Areas covered are contract law, computer law, financial crimes, environmental law, international law, discrimination and sexual harassment, family law, and ethics.

**BUS140 Accounting Principles I****3 cr.**

This course concentrates on the business of business—how accounting contributes to effective management while providing the students with a strong basic knowledge of accounting terms, concepts, and procedures. This course introduces basic accounting principles and procedures as it progresses through the accounting cycle for both a service-based and a merchandising business. Students become familiar with basic financial reports such as the balance sheet, income statement, statement of owner's equity, and statement of cash flows. Focus is on accounting procedures and theory. The overall objective is to provide the student with a sound basic understanding of the concepts, procedures, and terminology of accounting and the ability to analyze and interpret financial data and apply internal controls.

**BUS153 Document Editing and Proofreading****3 cr.**

This course is designed to sharpen proofreading and editing skills in detecting and correcting errors in written communications, including memos, letters, reports, e-mail messages, databases, presentation slides, faxes, advertisements, spreadsheets, résumés, agendas, and itineraries. It provides a thorough review of the rules governing language arts and document preparation and applies them in realistic business documents. Students learn to use various reference materials to identify and correct errors in capitalization, abbreviations, number expression, word division and hyphenation, punctuation, sentence construction, and format.

**BUS160 Entrepreneurship and New Venture Practice****3 cr.**

This course is designed to bring out the required attributes of an entrepreneur. It begins by discussing the characteristics and personality of successful entrepreneurs, then provides information on becoming an entrepreneur, types of ownership, the importance of developing a business plan, marketing a business, hiring and managing a staff, and financing, protecting and insuring the business. Entrepreneurship class members will consider business-planning, self-assessment, idea generation, and operating strategies required to set up small business. The business planning process includes opportunity recognition, concept development, feasibility analysis, and the business plan. Students will be introduced to the skills and strategies relevant for start-up and early stage entrepreneurs.

**BUS175 Accounting Principles II****3 cr.**

This course is designed for business majors and transfer students. Students will develop further understanding of basic accounting principles, methods, and procedures gained in Accounting Principles I, such as current and long-term liabilities, inventory methods, plan assets and depreciation, payroll accounting, and analysis and interpretation of financial statements. Prerequisite: BUS140 passed with a C or better.

**BUS205 Business Communications****3 cr.**

This course covers various types of business reports and communications with emphasis on preparation, collection of data, organization, style and format. A brief review of composition techniques and standard usage are included. Emphasis is placed on appropriate formats for business communications including grammatical style, clarity, and conciseness of message. Prerequisite: ENG101 passed with a C or better.

**BUS215 Business Management****3 cr.**

This course studies small business management, organization, forms of ownership and the process of starting a small business. Students should have successfully completed two semesters within the Business Management program or obtain permission of instructor. Prerequisite: BUS110 and BUS140 passed with a C or better or with instructor permission.

**BUS218 Business Finance****3 cr.**

The study of financing a small business, including seeking and obtaining financing, calculating start-up costs, financial sources, personal financial statements, and equity vs. debt financing. Prerequisite: BUS140 and BUS110 passed with a C or better or with instructor permission.

**BUS230 Supervisory Management****3 cr.**

This course describes the scope of managerial work and discusses the roles and responsibilities of a supervisor. The student recognizes the strengths of a supervisor such as technical competence, individual energy, and the ability to get along with and motivate others. Other pertinent and current topics that are covered are human relations skills, developing positive assertiveness, effective team building, sexual harassment, staffing, training, ethics in business, and conflict resolution. Students will work in assigned teams with their selected supervisor/team leader to complete practical group projects.

**BUS240 Advertising and Marketing****3 cr.**

This course provides a detailed study of marketing, pricing, promoting, distribution, and the role of advertising in the marketing of goods and services. The types of advertising media, how advertising is created, agency functions and regulatory aspects of advertising are covered.

**BUS242 International Marketing****3cr**

International Marketing examines marketing concepts within the context of the global marketplace. Driven by the key marketing functions identified in the National Marketing Education Standards, serves as a multimedia resource for a one-semester course. Using numerous real-life examples, International Marketing provides industry-specific examples to master international economics, promotion, technology, and professional sales. Topics cover the economic impact of international marketing on local, state, national, and global economies. Students will conduct marketing research to determine an international market need and then develop a plan for an international venture.

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**BUS248 Business Cooperative Internship** **3 cr.**

The cooperative internship program is designed to provide practical experience that cannot be obtained in the classroom. The student will design a personal profile, learn career skills, develop performance objectives, and acquire work adjustment skills. The student will evaluate his/her job progress and transfer skills obtained during the experiential learning experience to permanent employment. A formal evaluation of the cooperative education experience is required. Students should have successfully completed a minimum of 30 credits or permission from the instructor.

**BUS255 International Business** **3 cr.**

This course aims to enhance the global perspective of small business managers. It covers the legal, cultural, economic and political factors in operating an international business.

**CHE103 Understanding Industrial Chemicals** **1 cr.**

This course provides a basic introduction to chemical principles including states and properties of matter, acids and bases, chemical equilibrium, and a study of chemicals commonly used in the papermaking process. Students will learn about chemical reactivity and flammability, and its importance in working in pulp and paper mills. Students will be introduced to chemical terminology common to modern papermaking. Material Safety Data Sheets (MSDS) will be introduced as part of a study of chemical safety in the workplace.

**CHY110 Fundamentals of Chemistry with Lab** **4 cr.**

Stressing the basic principles and concepts of chemistry, this course is designed as an elective for non-science majors or as an introductory course for those who have not studied chemistry and plan to take other science courses. Laboratory work is designed to illustrate topics discussed in class.

**CMJ101 Introduction to Criminal Justice** **3 cr.**

This course is designed to provide an overview of the legal system in America, including the history and evolution of law enforcement and the criminal law, to the present status of the criminal justice system. Topics discussed will include the purposes and goals of the criminal justice system; the history and evolution of the criminal law and the legal process; the role of law enforcement in a democratic society; the balancing of individual rights versus the protection of society; the manner in which the criminal justice system confronts terrorism; and the development and current status of justice policy. The course will examine in significant detail the three primary components that comprise the criminal justice system: law enforcement, adjudication, and corrections. Juvenile justice and its purposes and goals will also be discussed.



**CMJ110 Introduction to Corrections****3 cr.**

This course is designed to provide an overview of the historical background of corrections. Topics discussed will include: the goal and purposes of corrections; the various past and current philosophies of corrections; the concepts and issues that determine the necessity for the development of the Maine Correctional Standards; the legal issues in corrections; the principles and issues of the Constitutional Law as it pertains to the 1<sup>st</sup>, 4<sup>th</sup>, 8<sup>th</sup>, and 14<sup>th</sup> Amendments and the rights of inmates; the structure and functions of incarceration; Probation and Parole Agencies, Management and treatment programs; and the differences between.

**CMJ122 Criminal Law****3 cr.**

This course deals with the application and philosophy of criminal law, with a focus on the applicability of the statutory law. The goals and purposes of the criminal justice system will be examined. The formulation of the substantive law and limitations on that authority will be studied.

**CMJ201 Civil Liberties****3 cr.**

This course examines the constitutional aspects of the American criminal justice process, including search and seizure, arrest, interrogation, trial and appeal.

**CMJ204 Victimology****3 cr.**

This course presents a comprehensive and balanced exploration of victimology, a vital new and, at times, controversial branch of criminology. This course examines the victims' plight, and is careful to place statistics from the FBI's Uniform Crime Reports and Bureau of Justice Statistics National Crime Victimization in context. This course systematically investigates how victims currently are handled by the criminal justice system, analyzes the goals of the victims' rights movement, and discusses what the future is likely to hold. Also discussed will be: human trafficking, crimes on campus, identity theft, stalking, motor vehicle theft and prisoners attacked behind bars.

**CMJ210 The Juvenile Justice System****3 cr.**

This course will examine the Juvenile Justice system in America, including its history, philosophy and development, along with future challenges the system must confront. The rights of Juveniles in the American Juvenile Justice System will be thoroughly explored and discussed. Differences between the adult criminal system and juvenile offender treatment will be analyzed. The problems facing youth as well as the impact of cultural, sociological and other forces will be examined. Other societies' treatment of youthful offenders will be compared and contrasted with the American system. Appropriate punishment of juvenile offenders, including community programs and institutionalization, will be studied. The class will explore in depth the challenges facing the juvenile justice system and discuss ways in which the system might be improved and advanced. Other modalities such as outside speakers, films and/or field trips may be utilized during the course to assist students in more fully integrating the concepts explored. Prerequisite: CMJ101.

**CMJ212 Criminal Investigation and Report Writing****3 cr.**

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. Prerequisite: CMJ101 and CMJ122.

**CMJ220 Police Operations****3 cr.**

This course is concerned with providing the student with an understanding of the role police play in today's society. Prerequisite: CMJ101.

**CMJ225 Race and Ethnicity Issues in Law Enforcement****3 cr.**

The course examines the impact of cultural diversity on law enforcement to include a discussion of cultural awareness, bias, prejudice, training, recruitment and cross-cultural communication. Police challenges in engaging with specific racial/ethnic groups are examined, to include Asian/Pacific Americans, African-Americans, Latino/Hispanic Americans, Arab Americans, Native Americans and others. Homeland security concerns, racial profiling and hate crimes are also addressed.

**CMJ245 Criminology****3 cr.**

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: CMJ101.

**CMJ250 Criminalistics****3 cr.**

This class examines the techniques of crime scene investigation. Once potential evidence has been identified at a crime scene it must be secured, documents and properly collected. The student will learn basic evidence collection techniques. The course will include lecture and actual crime scene search and evidence collection. The laboratory analysis of the following will be covered: glass, soil, organic and inorganic substances, hairs, fibers, paint, drugs, poison, arson and explosive evidence, serology, DNA, fingerprints, firearms, tool impressions, miscellaneous impressions, photography, document and voice examinations. Emphasis is added pertaining to the challenges that "Special Victims" present to investigators. Prerequisite: CMJ101 and CMJ212.

**CMJ297 Criminal Justice Internship****3 cr.**

In this course, a student is placed with a criminal justice agency and is supervised by the criminal justice internship coordinator. To participate in the internship, students must have completed at least two semesters and be in their second year at WCCC. Students must have a minimum 2.5 grade point average.

**COM103 Essential Communications in the Work Place****1 cr.**

The ability to write, speak, and communicate electronically are essential skills in the modern workplace. This course offers students an overview of oral and written communications. Simple business correspondence will be covered along with e-mail and information logging. Workplace communications etiquette will be emphasized.

**COM111 Introduction to American Sign Language****3 cr.**

This introductory course will focus on the use of American Sign Language, including vocabulary and syntax, in both receptive (understanding) and expressive (signing) modes. Also to be addressed are deaf culture, community and folklore.

**COM200 Environmental Interpretation****3 cr.**

This course will provide an overview of interpretation of the natural environment and its important role in sharing outdoor educational experiences with the public and enhancing the quality of recreational experiences and programs offered by parks and recreation agencies. Examples of innovative and successful interpretive and environmental education programs will be described and discussed. Prerequisite: ENV110 or with instructor permission.

**CPT112 Keyboarding and Document Formatting I****3 cr.**

This course is a complete competency-based keyboarding curriculum. Students must demonstrate proficiency by completely and accurately following written instructions under timed guidelines. Students will gain knowledge in document production such as letters, memorandums, and the basic office correspondence.

**CPT114 Computer Applications for Millworkers****1 cr.**

This course is designed to introduce students with little or no computer experience to the basics of the personal computer. Students will be introduced to Microsoft Office products including Word, Excel, and Access. Mill specific applications such as Autolog, Proficity, and the use of run charts will be addressed. Students will gain familiarity with video displays common to modern papermaking.

### **CPT123 Electronic Spreadsheet**

**3 cr.**

This course begins by introducing students to spreadsheet applications using Microsoft Excel. Spreadsheet basics will be taught that can be applied to any spreadsheet software with which the student may be confronted. The student will progress from introductory to the advanced features of Microsoft Excel. The student will learn to create charts, protect worksheets, create templates and outlines, create and edit graphic objects, create and filter lists, embed and share data, create and execute macros, create hyperlinks and utilize Excel's advanced data analysis tools. Using spreadsheet programs to manage numerical and financial data and to analyze and evaluate information in business applications is emphasized. (Creating financial statements, preparing budgets, managing inventory, analyzing cost flow, etc.) Upon successful completion of this course, students are prepared for Microsoft Office User Specialist (MOUS) Expert Level certification. Students will demonstrate knowledge of understanding of business spreadsheet applications by completing a practical business spreadsheet as a final project. Prerequisite: CPT140 or permission from instructor.

### **CPT140 Word Processing**

**3 cr.**

This course is designed to introduce the student to word processing applications using a Windows-based software package. Information processing basics will be taught which can be applied to any word processing software. The student will be able to create, edit, enhance, save, and print word processing documents using the advanced features of the software program.

### **CPT205 Electronic Media/Desktop Publishing**

**3 cr.**

This course uses a hands-on approach to teach students how to create several types of attention-grabbing presentations using multimedia technology and how to create a variety of professional-quality business documents and personal publications, such as brochures, business cards, newsletters, and catalogs. During the first part of the course, students will plan, organize, and develop computerized presentations using Microsoft PowerPoint. Students will make informal presentations using overhead transparencies, paper printouts, outlines, speaker notes, and audience handouts. Students then progress to stand-alone computerized electronic presentations that will include tables, graphs, pictures, video, sound, and animation effects using a projection device attached to a personal computer. The second part of the course will prepare students to produce a variety of professional-looking publications for home or business, using Microsoft Publisher, a desktop publishing software package.

### **CPT212 Keyboarding and Document Formatting II**

**3 cr.**

This course is designed for students who have successfully completed CPT112. Core fundamentals will be reviewed. Students will further develop their keyboarding speed and document production skills through the use of advanced office simulation assignments and independent work. Grammar, punctuation, quality of work, and professional attitude will be emphasized. Prerequisite: CPT112 passed with a C or better.

**CPT220 Computer Troubleshooting****3 cr.**

This course focuses on troubleshooting the process of investigation, isolating, and repairing problems with a computer. Installation and maintenance of hardware and software will also be covered.

**CTT100 Microcomputer Hardware I****3cr**

This course will introduce students to the insides of a personal computer. The student will learn to setup, install and troubleshoot computer hardware. Students will build a computer from components. Students will work cooperatively with others in problem analysis and remediation of hardware issues.

**CTT110 Microcomputer Operating Systems and Applications I****3 cr.**

This course will introduce students to installation and troubleshooting of computer operating systems and applications software. Students will be introduced to MS-DOS, Microsoft Windows and Unix. Students will be taught to recognize the needs of others and recommend software. Custom configuration of computer software will be introduced.

**CTT120 Database Structures and Development****3cr.**

This course will introduce students to database design. Creating, modifying and using a database system will be introduced along with querying and programming database systems.

**CTT130 Introduction to Computer Programming****3cr.**

This course prepares students to utilize Visual Basic as an object-oriented programming language. Topics include the Visual Basic environment, properties, controls, procedures, interfaces and structures. Knowledge of these topics will evolve through extensive programming examples and projects.

**CTT140 Introduction to Computer Networking****3cr.**

Introduction to computer networking introduces history of networks, network software, terminology, topologies, structure, protocols, cabling, modems, LANS, WANS, network management and security, and future direction in the industry.

**CTT144 Web Page Design** **3 cr.**  
Students will create and maintain Web pages using HTML5 coding techniques. This course is taught within the PC computer lab but the coursework can be completed on other computer platforms either at home or in the lab. Students are expected to be proficient with the operating system on their computers, including file management and connecting to the Internet. Students will learn to create and edit HTML and CSS files directly using a text editor. This course will not employ the use of an authoring tool in a WYSIWYG (What You See Is What You Get) environment, such as Adobe Dreamweaver or Wordpress. Students are encouraged to use the code view of their browser to gain insight into existing HTML structures. This course will focus on the implementation of a web site for professional use with modern CSS and SEO strategies. This course is designed for a student new to Windows Server Operating Systems. Prior experience within Microsoft Windows 7 or newer is expected.

**CTT145 Web Page Design** **3 cr.**  
This course will introduce Web page design and creation. Students will understand and acquire the necessary techniques to design an effective Web site, learn the basics of HTML, and work with publishing software using Microsoft FrontPage as an example.

**CTT147 Web Server Administration** **3 cr.**  
This class will teach students how to install, configure, and administer Microsoft IIS Web Servers. Activities will include adding the IIS role to an existing Windows Server installation, configuring web servers for delivery of web content, security, and performance. Other topics will include PCI compliance, logging, encryption, and ASP processing. The end result will be a live hosted site visible to public Internet guests and private intranet access. Hands-on experience through labs and projects will reinforce the reading, coursework, and exams.

**CTT150 Microcomputer Hardware II** **3cr.**  
This will be a continuation course of Microcomputer Hardware I. Computer hardware advanced concepts will be studied. Prerequisite: CTT100 passed with a C or better.

**CTT155 Advanced Computer Networking** **3 cr.**  
This will be a continuation course of Introduction to Computer Networking. Advanced aspects of network routing and switching as well as advanced trouble shooting techniques will be studied. Prerequisite: CTT140 passed with a C or better.

**CTT245 Computer Network Installation and Configuration** **3cr.**  
This course will instruct students in installation and configuration of computer networks of various sizes. Configuration of network operating systems, print servers, and security/access rights. Prerequisite: CTT140 passed with a C or better.

**CTT250 Microsoft Certification Preparation** **3 cr.**  
This course will focus on preparing students to take the Microsoft Desktop Certification exam for MTA certification. Following successful completing of the MTA exam, the class will then proceed to plan and prepare for the MCSA certification exams. Prerequisites: CTT150 and CTT155 passed with a C or better or permission of instructor.

**CTT255 Server Operating Systems****3 cr.**

This course will introduce students to installation, support and troubleshooting of computer server operating systems. Students will focus on Microsoft Windows Server platforms. Other server platforms will also be reviewed. Prerequisites: CTT140 and CTT150 passed with a C or better or permission of instructor.

**CTT260 Computer Capstone Project****3 cr.**

For the Computer Capstone Project, students will be required to plan and execute the installation of a selected client/server based application. Students will be required to plan, install and configure all prerequisites required by the application including desktop, server, network, and database components. Prerequisites: CTT245, CTT150 and CTT120 passed with a C or better or permission of instructor.

**CTT270 Introduction to Virtual Computing****3 cr.**

This course provides students with a background in virtualization technology needed to advance in today's technology workplace. The course includes an overview of virtualization technology with lectures dedicated to the latest virtualization products: VMware Workstation, VMware Server, Windows Virtual PC, and Microsoft Hyper-V. Additional lectures focus on using virtualization software in networked server environments and include building virtual networks, implementing high-availability clusters, enhancing performance and security, and using Microsoft Virtual Machine Manager to centralize management of multiple virtual servers. Many hands-on activities are included, which allow the student to work with virtual computing concepts, using real-world situations to build the skills necessary for a successful understanding of virtualization. Prerequisites: CTT110, CTT140, or permission of instructor.

**DRG124 Print Reading, Sketching, and Intro to CAD****3 cr.**

This course provides instruction in the basics of technical drawings, sketching, mechanical print reading and an introduction to Computer-Aided Drafting using industry standard software. Students will create drawings, both on paper and through the use of the CAD software, that are particular to their chosen trade.

**DRG125 Architectural Print Reading and CAD****3 cr.**

This course provides instruction in the basics of technical drawings and sketching, with a focus on architectural print reading, and an introduction to Computer-Aided Drafting using industry standard software. Students will create drawings, both on paper and through the use of the CAD software, that are particular to the building construction trade.

**DRG126 Architectural Drafting and CAD****3 cr.**

This course provides instruction in the basics of technical floor plan drawings, sketching, architectural print reading and an introduction to Computer-Aided Drafting using industry standard software. Students will create drawings, both on paper and through the use of the CAD software, that are particular to all facets of home construction.

**DRG127 Introduction to CAD - Computer Aided Drafting****3 cr.**

This elective CAD course provides instruction in the basics of Computer Aided Drafting. Students will begin by learning basic drafting concepts and subsequently will use both mechanical and architectural CAD software to complete their projects.

**ECE101 Introduction to Early Childhood Education****3 cr.**

This course provides an overview of the field, including historical and contemporary influences, major theories of development and learning, the organization of programs including space and equipment for indoor and outdoor activities, understanding and providing for children's health and nutrition needs, and establishing a safe learning environment. This course is the first in the sequence for the CDA credential. CDA topics include creating a positive healthy and safe environment for learning, developmentally appropriate programming, developmental screening and assessment, individualizing and lesson planning, unit teaching and curriculum webs, technology and academics in the classroom.

**ECE103 Management, Professional and Personal Development  
In Early Childhood Education****3 cr.**

This course will cover: legal regulations; equipment needs and selection; community relations; resources and employment procedures; positive relationships with families; staff and program management skills such as planning, record keeping, communication; managing stress; and professional development. This is the third course that will meet the requirements for the CDA credential. CDA topics include parents as partners; program evaluation; transitions and graduation from kindergarten; building community support systems; early childhood support systems; the early childhood profession; advocacy, career and educational opportunities; and commitment to professionalism.

**ECE210 Child Guidance and Discipline****3 cr.**

This course will discuss the differences between punishment and discipline and techniques for guiding children. Topics will include positive reinforcement, redirection of negative behavior, setting and enforcing limits, and the natural and logical consequences of a child's choices. Students will also learn techniques for self-control and stress management and develop an understanding that discipline develops from a respect for the dignity of the child.

**ECE230 Curriculum in Early Childhood Education (birth to three years) 3 cr.**

This course will provide an in-depth study into the development of curriculum for infants and toddlers. Topics include the diverse approaches to infant-toddler rearing and the very early years as a crucial time when basic patterns of living and learning are set. The course focuses on the needs of infants, toddlers, parents, and caregivers through age-appropriate scheduling, assessment of individual development and long-range planning. Students will develop creative instructional materials and will evaluate and utilize commercially developed products.



**ECE235 Curriculum in Early Childhood Education (ages 3-8)****3 cr.**

Emphasis will be on the development of curriculum and materials for the pre-school and primary age child. Focus will be on integrative curriculum through art, music, movement, math, social studies, science, and drama. Students will design and participate in activities using multiple intelligences and the project approach.

**ECO200 Macroeconomics****3 cr.**

This course examines the allocation of scarce resources and the economic reasoning used by people as consumers, producers, savers, investors, workers, voters, and government agencies. Key elements include the study of scarcity, supply and demand, market structures, the role of government, national income determination, money and the role of financial institutions, economic stabilization, and trade.

**ECO201 Microeconomics****3 cr.**

This course covers microeconomics the market structure of firms operating in competition and monopoly, labor markets and unions, income distribution, current economic problems, international economic, and alternative economic systems.

**EDU102 Introduction to Education, School and Community****3 cr.**

An overview of the educational profession, this course is required of all first-year students pursuing the associate degree in education and all students who may later pursue teacher certification in elementary or secondary education. The role of the professional educator and paraprofessional educator will be a focus, and the student will evaluate personal skills and attitudes in light of the expectations for the profession. Regular visits to local schools are a part of this experience.

**EDU140 Educational Communications and Technology****3 cr.**

This course introduces the student to the theory and practices of effective interpersonal and technological communication strategies in an educational setting. Students get hands-on experience in effective verbal and nonverbal interpersonal communication strategies. Additionally, the course will focus on developing student skills in the use of modern educational equipment and software. Students will learn multiple ways to communicate and to use technology to enhance student learning.

**EDU180 Children's Literature****3 cr.**

Emphasis will be placed on creating a language environment that encourages children to develop an interest in reading and literature. Experiences will include development of reading centers, storytelling, creative dramatics, poetry, finger plays, puppetry, and the evaluation, selection and presentation of age-appropriate reading materials. Students will learn how to encourage and enhance verbal and nonverbal skills by creating an interactive and communication-rich environment filled with oral and written resources.

**EDU190 Field Experience I in Early Childhood Education,  
Elementary or High School** **3 cr.**

This course provides an opportunity to gain experience and to develop skills and competencies in early childhood or school settings. Content discussed in courses is to be applied and synthesized in the experience. This course is mandatory for all students in WCCC's Education and Early Childhood Education programs. Students able to document significant work experience in these fields may request a waiver of this requirement.

**EDU195 Field Experience II in Early Childhood Education,  
Elementary or High School (100 hours)** **3cr.**

This course provides additional practical experience in an early childhood or school setting. Successful completion of the course requires demonstrated competence of educational principles, practices and techniques learned in other courses and applied at the field experience site. Students able to document significant work experience in these fields may request a waiver of this requirement.

**EDU210 Guided Self-Study in Education (100 hours)** **3 cr.**

As an alternative for self-directed students, students have the opportunity to do a self-guided, self-study project, subject to the approval of the department chair. The project is to be in an area of education chosen by the student. It must have effective application in the classroom, school or district. The project's subject and an initial outline of the plan are to be presented to the department chair for approval.

**EDU215 Learning and the Brain** **3cr.**

This course is an overview of the human brain and a study of how recent advances in technology and brain research are revolutionizing our understanding of how the brain learns. Students will learn to develop and implement strategies to enhance student learning by teaching with the brain in mind.

**EDU220 Cyber Resources for Education** **3 cr.**

This course is an exploration of the wonderful world of the Internet, focusing on the vast resources available to educators on the Web. Students will learn to incorporate Internet resources in teaching through a variety of hands-on activities.

**EDU225 Teaching, Learning and Technology** **3 cr.**

This class is an overview of communications skills, learning styles, and educational technologies designed to enhance the abilities of students to effectively communicate in the educational setting and to develop the abilities of students to use current educational software and devices. The use of technology to meet the specific and differentiated learning styles of students will be emphasized. Students will be exposed to the wonders of the Internet as they relate to education and will learn to evaluate and use online resources effectively.

**EDU240 Advanced Communication and Technology****3 cr.**

This course is an introductory level class requiring previous knowledge of computers or software. Students will acquire knowledge of an experience with various technologies, including projectors, video cameras, computers, videodiscs, and scanners. Participants will be required to apply technology to enhance teaching and learning. Many of the course assignments will be project based. Students will learn to use the Internet to enhance instruction and will learn to develop Web pages. Prerequisite: EDU140.

**EDU255 Methods of Reading, Math and Science****3 cr.**

Emphasis will be placed on creating a language-learning environment that encourages the learner to develop an interest in reading, math, and science. Experiences will include development of learning centers for reading, math and science and selection and presentation of age-appropriate reading, math and science materials. Students will learn how to encourage and enhance both verbal and nonverbal skills by creating an interactive and communication-rich environment that uses the multiple intelligences. The environment will be filled with oral, graphic, and written resources.

**EDU260 Academic Remediation for Students At-Risk for Disabilities****3 cr.**

This course is designed to provide students with knowledge of methods and materials for teaching academic skills to elementary through high school age students with disabilities and other at-risk conditions. Students will learn different instructional strategies, behavioral objectives and task analysis, and data-based reinforcement strategies. The interaction of curricula, discipline, language, legislation, and Maine Learning Results will be examined while students are in their placements. EDU260 should be taken concurrently with EDU290.

**EDU265 School Law****3 cr.**

This course is designed to introduce students to federal and state educational law, constitutional law, and case law. Students will gain a basic understanding of the laws that govern our public school systems. Due process, liability, confidentiality, student discipline and student safety will be emphasized. Additionally, the course will focus on the major laws that govern education, including No Child left Behind; the Individuals with Disabilities Education Act; and the Family Education Rights and Privacy Act.

**EDU275 Multiple Intelligences****3 cr.**

This course is an in-depth examination of Howard Gardner's theory of Multiple Intelligences and of the many kinds of abilities and many ways learners demonstrate potential. The emphasis of the course will be on understanding the multiple ways people learn and designing lessons to accommodate each student's individual strengths.

**EDU290 Internship in Early Childhood Education,  
Elementary or High School**

**6 cr.**

A 260-hour semester-long internship for graduating students in early childhood education or education which places interns in settings where they take full responsibility for the planning and implementation of the program for a two-three week period. Seminars will accompany the internship. Total 16-20 hours weekly. Prerequisites for ECE majors: ECE101, ECE103, ECE190, ECE200, ECE230 or ECE235. Prerequisites for Education majors are: EDU102, EDU195, PSY195 and SED220.

**EMS099 First Responder**

**0 cr.**

This 45-hour first aid course is designed for people who want work as a first responder and for rescue personnel who need emergency care training. Lifesaving techniques are taught to stabilize the patient until the ambulance arrives. Upon successful completion of this course and the state written and practical exams, the student will be eligible for Maine state licensure.

**EMS100 Emergency Medical Service Refresher**

**0 cr.**

This 26-hour refresher course for emergency medical services personnel satisfies the educational requirements for re-licensure as a Maine ambulance attendant. Upon successful completion of this course and the State written and practical exams, the student will be eligible for Maine State licensure.

**EMS109 Emergency Medical Technician**

**5.5 cr.**

A 117-hour, certified, nationally recognized basic training program that covers all emergency medical techniques currently considered being within the responsibilities of the basic EMT providing emergency care with an ambulance service. At the course conclusion, persons may take the State of Maine written and practical examinations for licensure as an EMT. Persons may also take the national registry examination.

**EMS112 Wilderness First Responder**

**4 cr.**

This course differs significantly from conventional EMS courses and other programs that are oriented towards the urban environment. In this course, the student will learn to deal with medical emergencies when help is miles away and dialing 911 is not an option. The student will prepare for emergency situations that involve prolonged patient care, severe environments, and improvised equipment. Wilderness First Responder is the definitive medical training course for all outdoor leaders and enthusiasts. Prerequisite: Students must be at least 16 years of age to participate in this course; 16-17 year olds must provide written proof of parental consent.

**EMS113 Emergency Medical Technician-Intermediate****6 cr.**

A 240-hour course that builds on the knowledge and skills acquired in the basic EMT course, this intermediate program covers physiology of the respiratory and cardiovascular systems, airway assessment and management, recognition and management of shock, and cardiac disorders. The course is open to currently licensed basic EMTs who are recommended by their ambulance or rescue services. Clinical experience will include time in cardiac care units, an operating room to perform endotracheal intubation and peripheral IV insertions. This is a state-approved training program following state and national guidelines and curriculum. Upon successful completion of all parts of the course, the student is eligible for the State of Maine written and practical licensing examinations for advanced EMT-intermediate.

**EMS201 Fundamentals of EMS****3 cr.**

Introduces the student to the role of the Advanced Life Support Provider. Topics covered include roles and responsibilities of ALS providers, medical terminology, self-care, and initial patient stabilization and management. Students will learn how to obtain a history and perform a physical assessment on a patient.

**EMS202 Cardiac/Respiratory Emergencies****3 cr.**

Provides an in-depth study of the respiratory and cardiovascular system. In the lab, students will learn advanced airway skills, perfect ventilation techniques, and perform basic cardiac rhythm interpretation. An introduction to the pathophysiology and management of cardiovascular and respiratory disorders will be provided. This course serves as a core course for the EMT-Intermediate (AEMT) licensure.

**EMS205 A-EMT Skills Seminar****2 cr.**

This course serves two major purposes. First, it serves as a refresher for those currently licensed Advanced EMTs wishing to become paramedics. Second, it is a required course for students who seek to be licensed at the Advanced EMT (AEMT) level. Students will review and practice all intermediate/advanced EMT skills in an interactive seminar format. The course includes multiple case studies, interactive lab sessions, and creative teaching methods. The course concludes with mandatory skills tests to assure mastery of the topics covered in the AEMT curriculum.

**EMS206 A-EMT Clinical Preceptorship and Field Internship****3 cr.**

This course provides students the opportunity to apply the didactic knowledge and skills developed in the classroom, in the pre-hospital and clinical setting. Students partner with pre-hospital providers at local ambulance services and clinical preceptors in various healthcare settings to develop skills in clinical decision-making, electrocardiology, and management of acute and chronic disease. This clinical experience focuses in the skills needed to function at the Intermediate/AEMT level.

**ENG098 College Writing****3 cr.**

This course will prepare students for the rigors of College Composition ENG101 and other advanced writing courses. The course will provide a review of the fundamentals of college level reading and writing, with the primary emphasis on the writing process, grammar, usage, and style.

**ENG101 College Composition****3 cr.**

This course provides an introduction to academic writing. Students will study and practice standard rhetorical modes through frequent writing assignment and critical analysis of reading selections. This course emphasizes writing as a process of drafting, revising, rewriting, and proofreading. It also provides an introduction to information literacy. Students will study and practice locating, evaluating, integrating, and documenting sources in MLA style. Prerequisite: ENG 098 passed with a C or better or satisfactory scores on the reading and writing placement tests. The successful student will have basic skills in keyboarding and electronic document editing.

**ENG107 Speech****3 cr.**

This oral communication course offers experience in the selection and organization of speech content, audience analysis, and delivery. Classroom experience emphasizes preparation and delivery of informative and persuasive speeches, as well as other types of oral presentations.

**ENG203 Special Topics in Literature****3 cr.**

This course varies each semester. It focuses on a given author, literary genre or motif. Each course will study a variety of representative works of literature on the special topic. Some of the topics have included Shakespeare, Mark Twain, King Arthur, and Maine poetry. Students can take multiple versions of this course for credit because the topics differ.

**ENG208 Creative Writing****3 cr.**

This course will serve as an introduction to the writing of poetry, fiction, and creative non-fiction. Students will study the literary techniques and forms central to each of these genres, and then apply them to produce original manuscripts. In addition, students will read and discuss exemplary texts from published writers. Students will also learn to critique their own work and the work of others through in-class workshops. Prerequisite: ENG101.

**ENG209 Shakespeare****3 cr.**

This course is an introductory analysis of Shakespeare's dramatic and poetic works. Key themes and scenes, as well as language use, will be assessed as they connect to the social context of that time and also to contemporary culture and current issues. Additionally, film and theatrical productions will be viewed for several dramatic works to study the translations of Shakespeare's text to visual media. Prerequisite: ENG101.

**ENG210 Technical Writing****3 cr.**

This course provides students with workplace communication skills regularly used in industry and trade professions. Students will focus on various writing situations common in industry and choose suitable organization, development and presentation methods, which could include memo, letter, informal/formal reports, instructions and technical graphics. Students will also practice job procurement skills and presenting technical information orally. Since this course is taught in a computer lab, students should have adequate internet and computer skills. Prerequisite: ENG 101 with a “C” or better.

**ENG212 Introduction to Literature****3 cr.**

This course introduces students to the principal literary genres, including epic and lyric poetry, the short story, the novel, and drama, with attention to textual analysis, literary terminology, and critical research. Students will prepare oral and written class presentations. Prerequisite: ENG101 passed with a C or better.

**ENG214 Literature and Film****3 cr.**

This course examines the relationship between film and literary text (novels, short stories and plays) and analyzes how narrative is interpreted and re-interpreted through fiction and cinematic techniques. Students will explore how a director translates a writer’s story using the tools of film to create a distinct and unique visual narrative. Just like critically reading a novel, students will learn how to critically read a film and use this knowledge to interpret and evaluate both artistic modes and how they inter-relate and how they diverge. Prerequisite: ENG101.

**ENG215 Contemporary American Fiction****3 cr.**

In this course, students will read and study a selection of recent American fiction, from 1945-present. They will consider and discuss contemporary short stories and novels as individual texts, as well as in relation to one another. They will also analyze the texts within the context of contemporary American culture, politics, history, and identity, including issues related to race, class, gender, ethnicity, religion, and sexuality. Students will focus on reading the texts critically and actively, learning the language and framework of literary analysis. Students will study the history and evolution of the novel, along with the formal and stylistic considerations that novelists take into account while writing their texts. Prerequisite: ENG101.

**ENV110 Field Natural History****4 cr.**

This is a course that will emphasize field and laboratory studies of the diversity and richness of habitats found in Maine. Examination of the interplay between living and non-living systems within fresh water, marine and terrestrial environments will be the focus of these studies. Students will appropriately use basic field and laboratory equipment to conduct environmental investigations and write suitable technical (lab) reports regarding their investigations.

**FDS127 Food Safety & Sanitation****3 cr.**

This course is designed to prepare students to protect the public from food-borne illnesses. Students will learn to identify food borne illnesses and their prevention, means to prevent cross-contamination, HACCP as a means to prevent food contamination through the flow of food, and facility and pest management. Students successfully completing this course will be eligible for a certificate from the National Restaurant Association Education Foundation upon passing a certification exam.

**FDS140 Introduction to Hospitality and Tourism Management****3 cr.**

This course is an introduction to the hospitality and tourism industry and will provide an overview of the world's largest industry. It includes an overview of food and beverage, accommodations, travel, and tourism services. The basics of management functions and the future possibilities of the tourism industry will be covered.

**FDS146 Customer Service & Human Resources in Food Service****3 cr.**

Students in this course will examine how Human Resources, Professional Development and Customer Service in the foodservice industry are inter-related. Students will learn the importance of an organizational plan, components of staffing and a strong training program, and how to build a team. Through the lenses of the food service, the class will look at their own professional development and how to create good customer service.

**FDS164 Baking Theory & Lab I****3cr**

This course will present to the students both the knowledge and skill set needed to create a variety of baked goods and present them in an appealing manner. Students will have the opportunity to prepare yeast breads, artisan breads, lean yeast and rich yeast dough, quick breads, doughnuts, pies, cakes, and cookies. Students will also learn about the variety of hand tools and equipment used in the bakeshop. Reading and converting formulas as well as ingredient knowledge will be stressed.

**FDS165 Baking Theory & Lab II****3cr.**

Students in this course will utilize the skills learned in Baking I to create pastries, éclairs', and strudels'. An emphasis on creating food art will be stressed with work with chocolate, marzipan, pastillage as well as plating desserts.

Prerequisite: FDS164 or instructor permission.

**FDS166 Culinary Science Theory & Lab I****5cr.**

This course is designed to give the student a complete perspective of culinary theory and lab experience. Students will have the opportunity to learn and quickly apply the lessons to create skills that are needed for a career in the food service. Specifically students in the first semester will learn kitchen safety, sanitation, and knowledge of equipment, knife skills, how to make stocks, soups, sauces, cold sauces, braising, stewing, breakfast cooking, and various cooking techniques.



**FDS167 Culinary & Lab II****3 cr.**

This course is designed to give the student a complete perspective of culinary theory and a lab experience. Students will have the opportunity to learn and quickly apply the lessons to create skills that are needed for a career in the food service. Specifically students in the second semester will further the skills learned in the first semester and deepen their understanding of the food products.

**FDS171 Fundamentals of Nutrition****3 cr.**

This course will introduce the functions and sources of nutrients, digestion, absorption and utilization of food. Nutrition needs and guidelines for dietetic planning are covered.

**FDS212 Menu Management and Purchasing****3 cr.**

This course is designed to develop an understanding of the central role the menu plays in the establishment. The student will develop this understanding through looking at the considerations of planning a menu, costing the menu, pricing the menu, and finally creating a menu. The menu that the students create will demonstrate good menu mechanics and represent the style of service the students has chosen. The fundamentals of purchasing will also be stressed through examining purchasing specifications, product knowledge, and developing par-lists. Prerequisite: FDS166 and FDS167.

**FDS260 Food and Hospitality Service Work Cooperative****2 cr.**

Students work in an approved hospitality and/or food service employment setting for a minimum of one week (40 hours) and are evaluated by their on-site supervisor. Students may or may not be paid for the experience. Emphasis is placed on the application of academic skills in an actual working environment. Travel is required to satisfy the requirement of this field experience. This course also includes 15 hours of work preparation skills and portfolio development. Prerequisite: FDS125, FDS126 and FDS144 and concurrent registration in FDS158 or permission of instructor.

**FDS261 International Exchange****3 cr.**

This course offers the student a unique opportunity to experience a foreign culture in the context of studying the culinary arts. Students will engage in a course of study at a foreign college (or other approved institution) and complete a formal research project under the supervision of experienced instructors. Up to three (3) credits may be awarded for this course, depending on the ambition of the research project completed by the student. All costs for this course, including the cost of tuition, are the responsibility of the student, and will vary depending on the specific program and on prevailing airfare and lodging costs. Typically, programs are available in France, Austria, Canada, and Ireland.

**FDS262 Disney Experiential Learning Co-op****2 cr.**

Based on selection by the Disney World College program and WCCC requirements, student participation in the program will provide the student with a paid work experience, a living experience, and an educational experience at what is considered the number one vacation destination resort in the world. Advanced transportation and housing costs will be the student's responsibility.

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[www.facebook.com/discoverwccc](http://www.facebook.com/discoverwccc)

**FYE100 First Year Experience****1 cr.**

Students will actively and deliberately engage in the requirements of their transition into college. This seminar focuses on *how* to succeed. It will facilitate a strong start, empower with necessary skills and awareness, chart a path toward achievement of goals, and direct students toward supports as needed. Particular attention will be paid to navigating the college environment, expectations of the institution, individual learning style, career development, academic strategies, community building, time management and time theft. This is a pass/fail course.

**GEO101 Introduction to Geography****3 cr.**

This course is a survey of the branches of geography, including the principles, methods, and tools of the geographer. The curriculum incorporates GIS and GPS as tools for exploration, as well as local geography, and international studies for added content and applications.

**GET199 General Technology****(Variable Credit-Maximum 24 cr.)**

Prior Learning – Portfolio Assessment

Recognition is granted of appropriate and significant prior learning and its credit relationship to degree requirements. Knowledge and skills (not chronological experience) acquired prior to matriculation are systematically identified and documented in a portfolio, which is assessed by the college, and credit is awarded. Prerequisite: ENG101 and Portfolio Development Instruction passed with a C or better.

**GIS201 Global Positioning Systems (GPS)****1 cr.**

This short course introduces GPS technology, applications, sources of error, and corrections; students learn to use Garmin and Trimble GPS receivers, and they execute a simple project using GPS technology. Course is from UMM catalog and taught by UMM faculty.

**GIS204 Introduction to Global Positioning System****2 cr.**

Students will gain knowledge of the Global Positioning System, using handheld receivers in the field to navigate and gather local information and entering the data into a computer to make maps. Topics to be covered include the basic principles of the technology, uses of GPS, sources of error, methods used to minimize error and prevent data loss, basic geodesy related to GPS and basic mapping software. Students will do several outdoor, on-site activities with handheld Garmin and Trimble receivers, as well as mapping activities in the laboratory. They will be assessed on their laboratory worksheets, quizzes and a simple service project. Prerequisites: Basic knowledge of Microsoft Windows. Experience with spreadsheets and high school algebra are helpful.

**GIS230 Geographic Information Systems Applications (GIS) I****4 cr.**

This course is an introduction to the basic principles of geography, information technology, cartography, and graphic design as they apply to GIS and spatial analysis; students learn basic skills in ArcGIS software; they survey GIS applications and data types; and they execute and document a simple service-learning project. Course is from UMM catalog and taught by UMM faculty.

**GIS233 Geographic Information Systems Applications (GIS) II** **4 cr.**

This course covers advanced principles of geography, information technology, cartography, graphic design, and analysis of raster-based spatial data as they apply to GIS; students focus on raster analysis and modeling, learning advanced skills in ArcGIS software, including extensions and scripts. The course also includes a survey of advanced GIS applications. For a final project, students execute and document an advanced project with practical implications. Course is from UMM catalog and taught by UMM faculty. Prerequisite: GIS230.

**GIS234 Internship** **4 cr.**

Students will complete a 120-hour internship for an employer where the student is engaged in applied GIS projects. Course is from UMM catalog and taught by UMM faculty.

**GIS242 Remote Sensing and Image Analysis** **4 cr.**

This course introduces remote sensing technologies, with an emphasis on satellite imagery. Students learn basic image analysis for oceanographic modeling, land cover change detection, climate analysis, and similar applications, then they execute and document a simple project. Course is from UMM catalog and taught by UMM faculty. Prerequisite: GIS230 & GIS233.

**GIS243 Geostatistics** **4 cr.**

This course introduces the basic principles of geostatistics, including descriptive statistics such as variance and covariance, spatial autocorrelation, distribution and dispersion, and spatial trends. We will also learn advanced methods of estimation with spatial interpolation, as well as methods for analyzing error and uncertainty. Course is from UMM catalog and taught by UMM faculty. Prerequisite: GIS230, GIS233, & MAT115.

**GIS244 Advanced Projects in Geographic Information Systems (GIS)** **4 cr.**

Students pursue individual advanced service-learning or advanced academic projects in GIS, meeting in class for critiques, trouble-shooting labs, and seminars relevant to project topics or methods. Project topics may vary widely. Course is from UMM catalog and taught by UMM faculty. Prerequisite: GIS230 & GIS233.

**GIS 245 Application Development** **4 cr.**

This course will introduce the basics of creating tools to extend GIS software using Model Builder software and basic coding with Visual Basic for Applications. Students will execute a simple project. Course is from UMM catalog and taught by UMM faculty.

**GIS246 Community Applications of Geographic Information Systems** 4 cr.  
Students work together on a group project for a single community client, most likely a town's comprehensive plan or similar municipal application. Students will be expected to work closely with clients and community residents to assess and respond to their needs. This course would be useful for anyone in the GIS program, but it is recommended particularly for students pursuing community studies, economics, or environmental studies. Course is from UMM catalog and taught by UMM faculty. Prerequisite: GIS 230 & GIS 233.

**HCA100 American Health Care Systems** 3 cr.  
This course provides a broad understanding of how health care is delivered in the United States to include outpatient and inpatient primary care services, long-term care, and different models of these systems. This course explores patient populations, health care cost, access, and quality. The outlook of health care and foreseeable developments with technology and changing levels of care in the U.S. health system are also examined.

**HCA200 Health Care Informatics** 3 cr.  
The focus of this course is on the application of health information in the health care setting by providing an overview of both the management of information and its use in clinical and administrative settings. Students will explore management systems, electronic records, and the processes of data interchange. Prerequisite: HCA100.

**HCA210 Human Resources Management** 3 cr.  
This course explores procedures and methods in human resources management for health care organizations. Students will explore management tools and techniques, with particular emphasis on personnel functions, union management, and management styles. Students will develop an understanding of behaviors, to improve their leadership skills. Prerequisite: HCA100.

**HCA220 Legal Aspects of Health Care Administration** 3 cr.  
This course provides a wide range of legal topics and how they relate to being a health care professional. Topics discussed are the legal system, physician-patient relationship, professional liability and medical malpractice, public duties of the physician, the medical record, patient rights, and ethical issues. Prerequisite: HCA100.

**HCA230 Health Care Administration Management Foundations** 3 cr.  
This course provides the foundations for analyzing critical issues facing health care managers by using a multidisciplinary approach in reaching those decisions. Case scenarios will be used to bring forward real-world experiences and to help students understand professional and managerial situations in health care. Prerequisite: HCA100.

**HIS109 History of Downeast Maine****3 cr.**

Exploring Down East History is a hands-on approach to discovering the history of the easternmost region of Main, as found in Washington County. We will be seeking answers to the questions: Why have people come here? In what ways have they sustained themselves? How have they responded to change? Through a coordinated series of field trips, selected contemporary records, supplemented by published historical narratives, this course investigates the origin and development of human society from Native American beginnings to the present.

**HIS112 American History to Reconstruction****3 cr.**

This course will cover the United States from its first inhabitants to European exploration, settlement, the Revolution, Independence, and the creation of a new nation. They will explore concepts of Sectionalism, political parties, Jacksonian democracy, Age of Reform, westward expansion, the impending crisis, Civil War and reconstruction. Students will be introduced to major political, economic, military, social, and cultural developments from earlier beginnings to reconstruction.

**HIS113 American History from Reconstruction****3 cr.**

This course will study the United States from the reconstruction period to the present. Topics will include growth of the West and South. The Machine Age, the Progressive Era, World War I, the roaring 20s, depression, recovery, reform, World War II, the Cold War, reform and conflict of the 1960s and the 1970s, the Reagan Era, post Reagan up to current events. The student will be exposed to concepts of U.S./foreign relations and will be introduced to the major political, economic, military, social, and cultural developments of this period including developing an understanding of the new global economy and its relationship to the U.S.

**HIS115 Maine History****3 cr.**

This course is designed to give a broad background in Maine history. Maine history is used as a microcosmic example to identify, clarify, and explain the problems and themes of national history. At the same time, students will become aware of the aspects of Maine's past that are unique to New England and to the state.

**HIS117 World History to 1715****3 cr.**

Within the time frame, particular emphasis will be placed on the ideas, institutions, and cultural heritage of civilization, as well as a more traditional focus on political events. Emphasis will be placed on the following key themes: the political, philosophical and cultural legacies of ancient Greece and Rome; the origins and beliefs of Judaism and Christianity; Medieval society and institutions; the Renaissance and Reformation; European exploration and colonization; the emergence of capitalism; the English Revolution; Constitutionalism and Absolutism; the Scientific Revolution and the Enlightenment.

**HIS119 World History from 1715 to Present****3 cr.**

Within the time frame, particular emphasis will be placed on the ideas, institutions, and cultural heritage of the West, as well as more traditional focus on political events. Emphasis will be placed on the following key themes: the legacy and meaning of the American and French Revolutions, the Industrial Revolution, the ideologies of 19th and 20th century Europe, imperialism and decolonization; the origin and impacts of the two world wars and postwar superpower relations.

**HIS170 History of World Food****3 cr.**

This interdisciplinary course traces the development of various ethnic cultures from the aboriginal pursuit of indigenous foods through the evolution of agriculture and transportation. Cultural customs, religions, geography and government relations, and local art, as well as the pleasure of food, are covered.

**HTG123 Electricity in the Oil Heat Industry****3 cr.**

This course introduces students to the concepts of electricity in the oil heat industry. Topics include safety, current flow, resistance, National Electrical Code, and reading schematic diagrams. Emphasis will be placed on installing and troubleshooting electrical control circuitry for modern oil heat systems.

**HTG132 Heating Technology I****12 cr.**

This course offers instruction in basic theory, safety procedures, fitting and pipe identification, types of heating systems, basic electricity, installation of tanks and piping, sheet metal fabrication, chimney flues, draft controls, and residential domestic oil burner installation and controls.

**HTG152 Heating Technology II****12 cr.**

This course offers instruction in the heat loss calculation and heating system designs and layouts. It also includes electrical testing, heating codes, service and maintenance problems, multiple zone systems and controls, and LP gas utilization. Prerequisite: HTG132 passed with a C or better.

**HUS101 Introduction to Human Services****3cr.**

Students will learn about human services, the helping process, and the role and function of the human service professional. The purpose of this course is to examine the broad range of services and varying responsibilities of the human service professional. Students will gain an understanding of the types of agencies where human service professionals are employed, and be exposed to an overview of the human service profession. This course is the first course toward training students to become professionals in the human service field.

**HUS102 Topics in Health & Aging****3 cr.**

This course explores topics and issues related to various aspects of aging, including sociological, governmental, political, health care, and economic. The course looks at the issues associated with our aging population and how those issues affect people of all ages. Several current controversies associated with our changing population are examined.

**HUS120 Vocational Aspects of Disability****3 cr.**

Students will become familiar with vocational implications of physical, psychiatric, and intellectual disabilities. Students will learn about employment resources and theories, as well as tolls to assist individuals with various disabilities in finding and maintaining employment. Prerequisite: HUS101, or with instructor permission.

**HUS125 Substance Abuse****3 cr.**

An exploration of substance abuse in contemporary society, this course reviews the physical, psychological and social impact of substance abuse and addresses the strategies used in treating it. The impact of substance abuse from a personal, familial, social, economic, and public health perspective will be emphasized.

**HUS204 Human Service Internship I****3 cr.**

This 135 hour internship serves to put knowledge into practice. Students will partner with one or more human service providers to gain experience and an in-depth, personal understanding of the work of human service professionals. Periodic meetings with faculty are required. Prerequisite: HUS101 and PSY101, or with instructor permission.

**HUS205 Human Service Internship II****3 cr.**

The internship serves to put knowledge into practice. Students will partner with one or more human service providers to gain experience and an in-depth, personal understanding of the work of human service professionals. Periodic meetings with faculty are required. Prerequisite: HUS203. Additional requirements may be set by individual sites.

**HUS212 Case Management****3 cr.**

An introduction in case management as it is utilized in health and human services. Case management is a process of assessing a client's needs, and planning and facilitating their connections with health and human services and other resources. Case management includes education, advocacy and networking with providers and services across many disciplines. This course will introduce students to the skills and responsibilities central to case management, as well as professional, legal, and ethical issues that impact this service. Prerequisite: HUS101.

**HUS215 Crisis Identification and Resolution****3 cr.**

Students will become familiar with crisis theory and behaviors that often prompt crisis interventions, and which interventions are used in times of crisis. The course will cover topics such as severe and persistent mental illness, co-incurring disorders, trauma, and threats to self and others. Prerequisite: HUS101, or with instructor permission.

**HUS218 Community Mental Health****3 cr.**

A study of community mental health systems from historic and current perspectives. Emphasis is placed on the work of social service agencies and the roles of human services workers. The nature of helping relationships including attitudes, values, skills and conflict will be explored. The care of specific and diverse populations will be covered. Special focus will be on mental health services available in the local environment. Prerequisite: HUS101, or with instructor permission.

**HUS222 Disabilities and Psycho-Social Rehabilitation****3 cr.**

An overview of perspectives relating to the day-to-day problems of persons with mental, physical and developmental disabilities including mental retardation, autism, cerebral palsy, epilepsy, traumatic brain injury and other nervous symptom disorders. The rehabilitation process will be examined, including strategies and techniques for rehabilitation of the various disabilities. Additional focus will be on developing the knowledge and skills necessary for functional assessment and rehabilitation planning. Ethical and legal issues such as self-determination, strategies for independence and nondiscrimination will be addressed. Prerequisite: PSY101, or with instructor permission.

**HUS230 Interviewing and Counseling****3 cr.**

An introductory course focusing on the skills fundamental to professional interviewing and to different psychological approaches to counseling. Ethical issues will be emphasized. Students will participate in small group sessions to practice their interviewing and counseling techniques and to hone their skills in group processes, communication patterns, leadership and decision-making. The class will include group participation, role-playing and simulation. Prerequisite: HUS101, or with instructor permission.

**HUS235 Trauma and Recovery****3 cr.**

Students will become familiar with trauma, screening and assessment tools, as well as resources and the use of natural and professional supports for those who have experienced trauma. Students will become aware of the lasting effects that trauma can have and become familiar with the recovery model. Prerequisite: HUS101, or with instructor permission.

**MAT091 Algebra I****3 cr.**

This course covers integers, fractions, decimals, ratio, proportion, and percent, and then uses these concepts to solve problems involving expressions, single variable equations, and systems of equations. Functions and graphing are also introduced. Prerequisite: Scores on the WCCC Placement Assessment Examination are used for placement into this course. Credits earned do not apply to any credential requirements or toward graduation from any degree program.



**MAT092 Intermediate Algebra****3 cr.**

This course begins with polynomials and then moves into roots and radicals. Additional topics include factoring, rational equations, quadratics, inequalities and absolute values. Time permitting, exponential and logarithmic equations will be introduced. Prerequisite: MAT 091 or equivalent passed with a C- or better or by satisfactory scores on the WCCC Placement Assessment Examination. Credits earned do not apply to any credential requirements toward graduation from any degree program.

**MAT104 Elements of Mathematics****1 cr.**

This course begins with an assessment and review of arithmetic, including fractions. A significant portion of the course will be devoted to developing an understanding of the metric system and metric conversions. Calculator proficiency will be emphasized. Basic statistics will be covered, including the standard normal curve and students will develop proficiency in interpreting graphs and charts.

**MAT106 College Mathematics for Technologies****3 cr.**

This course reviews fractions, decimals, and percent. It covers integers, simple algebraic equations and formulas, ratio, proportion, geometric concepts, and right triangle trigonometry. This course emphasizes applied mathematics. Prerequisite: MAT091 passed with a C- or better or satisfactory scores on the skills assessment examination.

**MAT112 Business Mathematics****3 cr.**

This course presents the mathematics needed to understand the procedures and policies of business transactions, covering bank reconciliation, payroll, trade and cash discounts, simple and compound interest, consumer credit, present and future value, securities and problem solving with fractions and percent. Prerequisite: MAT 091 with a C- or better or by satisfactory scores on the WCCC skills assessment examination.

**MAT115 Statistics: Concepts & Methods****3 cr.**

This course covers organizing data, random samples, graphs, histograms, and frequency distributions, averages and variations, mode, median, mean, and standard deviations, correlation, regression, elementary probability theory, binomial probability distributions, sampling distributions, estimation and hypothesis testing. Prerequisite: MAT092 or equivalent passed with a C- or better.

**MAT127 College Algebra****3 cr.**

This course starts with a brief review of the fundamental concepts of algebra and then moves to equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities. Prerequisite: MAT092 or equivalent passed with a C- or better or by satisfactory scores on the WCCC skills assessment examination.

**MAT130 College Algebra and Trigonometry****3 cr.**

This course starts with a brief review of the fundamental concepts of algebra and then moves to equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions and applications, vectors, and systems of equations and inequalities. Prerequisite: MAT 092 or equivalent passed with a C- or better or by satisfactory scores on the WCCC skills assessment examination.

**MDT125 Medical Terminology****3 cr.**

Students become familiar with the most commonly used medical terms that are encountered in physical exams, medical correspondence, x-ray and pathological reports. Students will learn pronunciation rules for medical terms and are introduced to the rules of punctuation, abbreviation, format, style, and grammar as they apply to medical transcription. This course must be passed with a B- or better.

**MDT130 Medical Office Management****3 cr.**

This course is designed to give the student hands-on medical office experience. The student will learn records management procedures, electronic health care records, organization of a health record, triaging patients, medical inventory, basic financial practices, and the overall day-to-day operations of a physician's office. This course must be passed with a B- or better. Prerequisite: CPT112, CPT140 and MDT 125.

**MDT133 Medical Documentation****3 cr.**

Students will gain medical documentation, transcription and scribing knowledge through authentic physician dictation and case studies. A wide variety of medical reports will be transcribed and scribed. Students will become familiar with the entire medical office workflow and how to electronically document patient information. Accuracy and appropriate use of medical abbreviations will be stressed and emphasized. Students will become accustomed to using reference materials. This course must be passed with a B- or better. Prerequisite: CPT140 and MDT125.

**MDT135 Clinical Office Procedures I****4 cr.**

The student will be introduced to the role of a medical office professional through extensive textbook study, lectures, industry speakers, and local field trips. Topics include administrative tasks, various work environments, medical ethics, medical law, and basic medical office practice. Through a medical office practice set, students will experience a realistic medical setting dealing with History and Physical Reports, Operative Reports, Consultation Reports and Pathology Reports. Students will transcribe a series of patient reports. Principles of asepsis, disease transmission, and OSHA standards will be introduced. Students will be responsible for administering vital signs, blood pressure, height, weight, and pulse. Emphasis will be placed on developing positive interpersonal skills and a strong work ethic. HIPAA standards and questions related to patient care, consent, and authorization will be discussed thoroughly. This course must be passed with a B- or better. Prerequisite: MDT125 and CPT140.

**MDT220 Phlebotomy****3 cr.**

This introductory course will prepare a student to collect, handle, and analyze a blood specimen properly. Phlebotomy safety, OSHA regulations, and CDC precautions will be followed at all times. This course must be passed with a B- or better. Prerequisite: MDT125 or with instructor permission. Prerequisite: Completion of Immunization History Form and all immunizations up to date.

**MDT221 Insurance Coding and Billing****3 cr.**

Students will become familiar with ICD-10 and CPT coding, as well as the CMS-1500 forms for patient case scenarios. The importance of accurate codes will be stressed as well as the addition of modifiers, E codes, and V codes. This course must be passed with a B- or better. Prerequisite: MDT125.

**MDT225 Phlebotomy Internship****3 cr.**

This internship provides practical phlebotomy experience in a clinical setting. Emphasis will be placed on specimen collection; handling and processing CLIA waived tests. Students will be required to successfully complete 100 venipunctures and 5 dermal punctures at the clinical site and record a minimum of 80 clinical hours. Students will also be trained in Health Care Provider First Aid and CPR. This course must be passed with a B- or better. Prerequisite: MDT220 and completion of Immunization History Form and all immunizations up to date.

**MDT227 Introduction to Pharmacology****3 cr.**

This course is designed to provide the student with a broad knowledge of drugs, their origin, characteristics, and side effects. Emphasis is placed on patient education and the importance of working with medication. This course must be passed with a B- or better. Prerequisite: MDT125.

**MDT230 Phlebotomy Capstone****3 cr.**

This course will culminate procedures learned in MDT220, Phlebotomy and the practical experience from MDT225, Phlebotomy Internship. Pre-analytical factors of the sample or patient as they relate to and influence laboratory procedures will be covered and an emphasis will be placed on registration and preparation for the Phlebotomy Technician Certification Exam offered by the American Society for Clinical Pathology. This course must be passed with a B- or better. Co-requisite: MDT 225 and prerequisite: MDT 220.

**MDT235 Clinical Office Procedures II****3 cr.**

This course will employ methodologies of CLIA-Waived testing, performance of electrocardiography, the correct administration of oral, parental and topical medications, specimen collection and patient care. A special emphasis will be placed on reviewing manufacturer's instructions, patient care, education and patient rights. This course must be passed with a B- or better. Prerequisite: MDT135.

**MDT240 Medical Assisting Capstone****3 cr.**

This capstone course is designed to integrate learning from previous semesters. Students will utilize their knowledge and skills to recognize disease processes, medical treatment, medication interactions, signs, symptoms and outcomes of common diseases. This course will integrate current patient topics and thinking about etiology, prognosis, and clinical practice of medicine. A holistic, interdisciplinary approach to patient centered care, education, and quality will be utilized. This course must be passed with a B- or better. Prerequisite: MDT125, MDT135, MDT227, and MDT235, or with instructor permission.

**MDT245 Clinical Medical Cooperative Practicum****4 cr.**

This course will integrate the clinical office skills necessary for the medical office. It will allow students the opportunity to integrate knowledge and skills learned. This 165-hour externship is a hands-on learning experience at a local medical center or office. This is an unpaid externship per CAAHEP standards. This course must be passed with a B- or better. Prerequisite: MDT135, MDT220 and MDT235, or with instructor permission and completion of Immunization History Form and all immunizations up to date. Prior to entering this course, the student must possess current Health Care Provider CPR.

**MET100 General Service****3 cr.**

Emphasis on preventative maintenance to include fuel systems, cooling systems, air/exhaust systems, brake systems, power train inspections and lubrication, hydraulic systems, and all lubricating oils and filters.

**MET102 Introduction to OSHA Safety/First Aid/CPR****3 cr.**

An introductory course designed to cover the handling of hazardous materials, respiratory safety, fire safety, and first aid. Students successfully completing this course will receive the 30-hour OSHA certification and will be Red Cross First Aid and CPR certified.

**MET103 Principles of Vehicular Electronics I****2 cr.**

Students will study the basic principles of electricity and electronics while strengthening and increasing knowledge of electricity and electronics for the automotive and heavy-duty technicians. The course includes the theory of vehicular electrical circuits and devices, concentrating on computer controls. Proper testing methods of circuits, components and processors will also be covered.

**MET107 Introduction to Engine Operation****2 cr.**

This course is restricted to Automotive, Heavy Equipment Maintenance and Heavy Equipment Operation students in their second semester. Introduction to engine applications, basic construction, and correct operation will be discussed. Both diesel and gasoline engines will be included in the lessons.

**MET108 Principles of Vehicular Performance****2 cr.**

This course utilizes the theories from MET 103 Principles of Vehicular Electronics through hands-on experience in a lab environment. Emphasis will be placed on testing and diagnosis of automotive electrical/electronic circuits and devices as they apply to vehicle performance. These tasks will be performed in accordance with ASE/NATEF standards.

**MET112 Engine Performance and Diagnostics I****1 cr.**

This course provides students with the knowledge and skills to comprehend vehicular fuel, ignition, and computer systems' components and their effect on vehicle performance.

**MET113 Engine Performance and Diagnostics II****2 cr.**

As a continuation of MET112, this course expands the student's knowledge of vehicular ignition, fuel, and computer systems through testing and analyzing of components and systems in accordance with ASE/NATEF guidelines. Students will prepare for ASE/NATEF national certification.

**MET114 Vehicular Electrical Systems I****1 cr.**

This course provides a knowledge and understanding of automotive electrical theory and the components that make up a vehicle's electrical system.

**MET115 Vehicular Electrical Systems II****2 cr.**

A continuation of MET114, this course expands the students' knowledge of electrical fundamentals in magnetism and chemical reactions. Vehicular electrical systems will be studied while working with starting and charging systems. Vehicle wiring and components will be tested for proper operation by checking against industry specifications. Students will explore the possibilities of circuit failures using specialized electrical test equipment while safely performing hands-on identification and diagnosis and determining needed repairs of these systems in accordance with ASE/NATEF guidelines. Students will prepare for ASE/NATEF national certification.

**MET116 Braking Systems I****1 cr.**

This course is an introduction to vehicular braking system hydraulics, components and safety issues for proper diagnosis and service of automotive and light truck brake systems.

**MET117 Braking Systems II****2 cr.**

A continuation of topics covered in MET116 Braking Systems I, this course focuses on diagnosis, failure analysis, service procedures, and adherence to manufacturers' specifications in accordance with ASE/NATEF guidelines. Students will prepare for ASE/NATEF national certification.

**MET 118 Steering and Suspension I****1 cr.**

This course is an introduction to the theory and operation of steering and suspension components and their effect on vehicle handling.

**MET119 Steering and Suspension II****2 cr.**

A continuation of MET118 Steering Suspension I, this course will cover the diagnosis and repair of steering pumps, gears and related chassis systems. Wheel alignment angles will be understood by performing four-wheel alignments. These tasks will be performed in accordance with ASE/NATEF guidelines. Students will prepare for ASE/NATEF national certification.

**MET120 Transmission and Drive Train****3 cr.**

This course consists of theory and application of the operation and repair of automotive/light truck automatic transmissions, manual transmissions, and drive train systems. Emphasis is given to preventative maintenance, system diagnosis, failure analysis, and proper service procedures. Students will prepare for ASE/NATEF national certification.

**MET121 Heating and Air Conditioning Systems****3 cr.**

This course is designed to provide students with knowledge and understanding of automotive heating and air conditioning systems and their impact on driver comfort and vehicle reliability, while observing environmental concerns. Students will gain the understanding needed to perform proper heating and air conditioning service while emphasis is given to system diagnosis, failure analysis, and proper service procedures, as well as the use of specialized shop tools and equipment.

**MET122 Hydraulics****3 cr.**

This course provides an overview of hydraulic theory, including hydraulic principles, terminology, component identification, and the principles of mechanical advantage inherent in hydraulic systems.

**MET123 Maine State Inspection****1 cr.**

This course reviews State of Maine motor vehicle laws to prepare students to take the motor vehicle inspection license exam and how to check motor vehicles for compliance of these laws. The application and manual requests for the Maine State Inspection exam will be sent out at the beginning of the second semester by the Instructor. Students are responsible for the fee to cover the application and manual costs. The Maine State Inspection License Exam will be given at the end of this course.

**MET129 Introduction to Engine Overhaul****3 cr.**

This course is designed to give the student knowledge of diesel engine theory and construction, including engine operation, component identification and terminology. This is the companion course to MET131.

**MET131 Engine Overhaul Lab****4 cr.**

In a modern, well-equipped lab, students are given a hands-on opportunity to overhaul a diesel engine, using factory service manuals and a variety of specialty tools. Proper disassembly and assembly of the engine is taught. Measurement, repair, and assembly of all components provide a solid technical background in diesel engines.

**MET132 Diesel Engine Fuel Systems****1 cr.**

This course will make the student aware of the various manufacturers and types of fuel delivery systems used on the diesel engine. From the fuel tank through the filters to the engine, this course covers the most important principles and explains how the diesel engine uses fuel injection to produce power.

**MET135 Commercial Driver's License Training****4 cr.**

Commercial Driver's License introduces students to the trucking industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

**MET142 High Performance Engines****1 cr.**

Designed for the performance engine enthusiast, this course concentrates on the use and installation of high performance components. The effects of carburetion, camshaft design, and exhaust systems will be covered.

**MET144 Engine Repair and Performance****3 cr.**

Taught to the standards of NATEF/ASE, this course covers engine theory and repair techniques and procedures. Successful completion of this course prepares students for the ASE exams in engine specialty areas.

**MET145 Advanced Engine Repair Lab****5 cr.**

Engine overhauling, block reconditioning, cylinder head machining and the use of common machine tools are taught. Manufacturer recommended procedures and specifications are closely followed. Successful completion of this course prepares students for the ASE exams in engine specialty areas.

**MET150 Introduction to Equipment Operation****2 cr.**

This course covers equipment safety practices, equipment pre-start checks, parking and stopping equipment, and general controls/operation of different types of equipment.

**MET151 Equipment Operation Projects****4 cr.**

This course covers operation of equipment to work on projects, to grade, load, haul, leveling, digging, and dozing of gravel, in job-like situations. The student will be involved in some actual construction work.

**MET152 Heavy Duty Brakes****3 cr.**

The course emphasis is on air brake and hydraulic brake operation and function, including all components of the braking systems. CDL brake adjustment certification is included with this course.

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**MET153 Steering and Suspension****3 cr.**

This course covers all types of steering and suspension systems related to on- and-off road industrial equipment. The operation and function of all components of the systems are emphasized.

**MET155 Grade Work****3 cr.**

This course covers plotting and correction of irregularities of ground to a definite limit of grade and alignment. Basic grade work with math and blueprint reading pertaining to the course will be covered.

**MET156 Forklift Operation and Maintenance****2 cr.**

This course covers operation and inspection of powered industrial fork trucks. Upon successful completion, the student will receive certification by the National Safety Council as a fork truck operator.

**MET157 Crane Theory and Operation****2 cr.**

This course covers crane theory, safety, rigging, use of load charts, and operation of cranes.

**MET158 Heavy Duty Electrical Systems****3 cr.**

The course emphasis is on equipment electrical systems, including charging, starting, ignition, and lighting circuits. Operation, service, and maintenance of all components of these circuits are included.

**MET159 Power Trains****3 cr.**

This course covers the operation and maintenance of components in a power train, including clutches, transmissions, differentials, and final drives. Most types of commercial and industrial equipment are included.

**MET170 Small Engine Repair and Tune Up****3 cr.**

This course will cover the operating principles of small engines, including compression, fuel, governor, and electrical, cooling and lubricating systems. Troubleshooting methods and engine selection and application will be covered. Students will prepare for the Briggs and Stratton master service technician exam.

**MET171 Power Equipment Drivelines/Hydraulics and Hydrostatics****3 cr.**

This course is an introduction to power equipment drivelines/hydraulics and hydrostatics. Students will develop a solid understanding of systems that propel equipment/vehicles powered by small engines. This course focuses on diagnosis, failure analysis, service procedures, and adherence to manufacturers' specifications in accordance with Equipment & Education Training Council, Inc. (EETC) guidelines.



**MET172 Power Equipment Electrical Systems and Generators** 3 cr.

This course will utilize industry training standards set forth by the Equipment & Engine Training Council, Inc. (EETC) to train students to safely diagnose and repair all types of electrical systems pertaining to Power sports and off road small engine equipment. Students will develop skills necessary to diagnose and service portable generators.

**MET173 Marine and Personal Watercraft Repair and Maintenance** 3 cr.

This course is an introduction to Marine and Personal Watercraft, components and focuses on safely diagnosing systems, failure analysis, service procedures, and adherence to manufacturers' specifications. Outboard motors, personal watercraft/jet ski service, repair and maintenance will be the concentration of this course.

**MET190 Recreational Vehicles Operation and Maintenance** 3 cr.

This course will cover off-road applications of; 2-3-4-wheel all-terrain vehicles; and snowmobiles. It will focus on proper application of equipment, applicable vehicle laws and regulations, environmentally conscious-off road use, and user safety under all applications. Vehicle maintenance, both prevention and emergency repair, will be emphasized.

**MET195 Outdoor Powered Equipment Vehicle Repair and Maintenance** 3 cr.

This course covers various aspects of service and repair of outdoor powered equipment and vehicles. While this class is designed as a continuation of MET190, Recreational Vehicles Operation and Maintenance, students can begin with this course pending instructor approval.

**MET200 Advanced Equipment Operation** 4 cr.

This course will cover septic system installation, preparing ground for foundation footings, and trenching. The use of transits is integral to the course. Prerequisite: MET150, MET151 and MET155.

**MET220 Equipment Hydraulics** 3 cr.

This course covers all components of open- and closed-centered hydraulic systems. Theory, operation, maintenance, and repair of these components are emphasized.

**MET232 Advanced Engine Overhaul/Machine Shop** 6 cr.

A selected group of top achievers with a full year of "Engine Specialist" background are placed in a real life shop atmosphere and given the opportunity to hone their skills obtained from the previous year. The course encourages students to think and act on their own, allowing them the freedom to perform various operations with minimal supervision. A pre-class session and daily time sheets let the instructor keep up with various stages of the students' progress.

**MFG101 Safety****2 cr.**

This course introduces students to safe operating practices and procedures in a manufacturing environment. Performance of emergency drills, performing corrective action when observing unsafe practices, new equipment safety integration, and ergonomics are discussed. Students who pass this course are prepared to take the MSSC Safety portion of the CPT industry credential.

**MFG110 Manufacturing Processes and Production****3 cr.**

This course introduces students to overall manufacturing processes and production. Common industry topics such as customer need identification, resource and procurement, equipment production scheduling, setting production goals and team assignments are addressed. Production documentation and final product delivery concepts are introduced. Students who pass this course are prepared to take the MSSC Manufacturing Process and Production portion of the CPT industry credential.

**MFG118 Pulp and Paper Technology****3 cr.**

This course serves as an overview of pulp and paper technology as an industry. The focus of the course is to describe the entire pulp and paper industry from sustainable timber harvesting practices, various types of species of trees used in pulping, the general papermaking process, to finishing and shipping/logistical management.

**MFG120 Quality Practices and Measurement****3 cr.**

This course prepares students to work in a quality control and measurement sector within the manufacturing/production industry. Areas addressed are quality audit activities, calibration of data collection equipment, continuous improvement implementation, inspection, documentation, and corrective action implementation. Record keeping and use of industry standard testing and measurement equipment are also introduced. Students who pass this course are prepared to take the MSSC Quality Practices and Measurement portion of the CPT industry credential.

**MFG125 Maintenance Awareness****3 cr.**

This course introduces students to the concepts of preventative maintenance, routine scheduled repair, monitoring of equipment for correct performance, and production scheduling around maintenance activities. Students who pass this course are prepared to take the MSSC Maintenance Awareness portion of the CPT industry credential.

**MFG128 Papermaking Process****3 cr.**

This course serves as the overview of the papermaking process. Topics include the various types of papermaking processes, processing techniques, surface treatments, and testing of paper in various stages of production. Various chemical compositions, mechanical principles, steam influences on production, and wet-end chemistry are also introduced. Prerequisite: MFG118 or with instructor permission.

**MFG210 Green Production****2 cr.**

This course trains students on environmental issues in manufacturing. Topics introduced are the issues associated with becoming green, implementation of environmental programs, environmental incident identification, reporting, and recovery, and recycling implementation for production facilities. Students who pass this course are prepared to take the MSSC Green Production portion of the CPT industry credential. Prerequisite: MFG110 or with instructor permission.

**MFG222 Process Instrumentation and Control****3 cr.**

This course serves as the introduction to the instrumentation and control systems used in the manufacturing/production industry. Various instruments, control systems, and technology used in the manufacturing/production industry are presented. Terminology, variables in processes, symbols used in the process documentation, logic and control loops, and process troubleshooting is covered. Prerequisite: TEC151 and MFG110.

**NEC111 National Electrical Code****3 cr.**

This 45-hour course covers all nine chapters of the national electrical codebook. Students develop a thorough understanding of the code requirements and applications, as well as proficiency in researching various code rules. Must be passed with a C or better.

**NGP110 Basic Principles and Practices for Propane/Natural Gas****1 cr.**

This course is a prerequisite to the more advanced classes and includes sections covering the physical properties and combustion characteristics of propane, identifying propane industry standards, safety codes and regulations, identifying the basic parts of tanks, cylinders, and bulk storage installations, maintaining a safe working environment, identifying commonly used hand tools and supplies, and serving the customers. State certification testing is included. This is a pass/fail course.

**NGP116 Distribution Systems Operations****2 cr.**

This course focuses primarily on the procedure of placing a vapor distribution system into operation. The course also addresses the different system test required for vapor distribution systems and appliances, validating the container, piping, and regulator, how and when to make the final connections, how to purge the system of air, appliance controls and safety devices, and how to adjust air. This is a pass/fail course.

**NGP118 Appliance Installation****2 cr.**

The course includes placing propane utilization equipment into service, identifying the fundamental principles of venting and ventilation, pressure testing and leak checking propane-piping systems, controlling propane/air mixtures for proper combustion, and sizing /installing natural draft venting systems. This is a pass/fail course.

**NGP120 Appliance Service****2 cr.**

Appliance service covers identifying troubleshooting skills and electrical circuits/systems, measuring electrical quantities, identifying operating characteristics and components of common sensing devices, and troubleshooting control devices basic to gas operating equipment. This is a pass/fail course.

**NUT171 Nutrition Lab****1 cr.**

This 30-hour course will make science accessible through the application of nutrition and physiological principles. Biological and physiological principles will come alive as digestion, absorption, metabolism, nutrition assessment and the relation of nutrition to health are studied and applied. Students will use this new information in their everyday lives, as they become more knowledgeable consumers of both nutrients and nutrition information.

**PHI101 Introduction to Philosophy****3 cr.**

This course is a study of the perennial problems of philosophy as discussed by authors of all periods, from the Pre-Socratic Greeks to contemporary writers. This survey focuses primarily on western philosophy, but also introduces eastern thought. Such issues as free will vs. determinism, the problem of evil, the mind-body split, the nature of time, the limits of science and mysticism are among topics offered.

**PHI114 Environmental Ethics****3 cr.**

This course will introduce students to the study of environmental ethics. Students will explore Western and Non-Western perspectives concerning the environment, deep ecology, social ecology, animal rights, biodiversity, ecofeminism, species preservation, economics and the environment, global justice, as well as sustainable society issues.

**PHI115 Ethics****3 cr.**

Ethics is the study of that which is of fundamental interest to every human. This course provides the student with the study of ancient and contemporary issues involving actions freely performed that significantly harm or benefit humankind and the reasoned methods of judging such behavior.

**PLU103 Introduction to Plumbing Technology****3 cr.**

This course is a study of the plumbing trade, residential and commercial, as practiced in the State of Maine. This course introduces students to the fundamental principles of plumbing technology. Topics include plumbing materials and tool identification, fixtures, drainage, venting, and potable water installation.

**PLU105 Maine State Internal Plumbing Code****3 cr.**

This 45-hour course will cover the 15 sections of the State of Maine internal plumbing code. The student will gain the necessary skills to study and interpret the present Maine code.

**PLU134 Plumbing Technology I****12 cr.**

The design and installation of plumbing systems, soldering and brazing of piping systems, plastic piping, and installation and repair of house fixtures are presented in shop work. The course also covers the first half of the plumbing code.

**PLU155 Plumbing Technology II****12 cr.**

Students gain advanced experience in design and installation of plumbing systems through work projects. The course covers the second half of the plumbing code.

Prerequisite: PLU134 passed with a C or better.

**PSC101 American National Government****3 cr.**

This course is an introductory study of the major principles, structures and practices of the United States government. The course will focus on topics such as the Constitution and its development, the federal system, civil liberties and civil rights, public opinion and interest groups, the Congress, the Supreme Court, the Presidency, domestic and foreign policy formation, the federal budget and federal taxation.

**PSY101 Introduction to Psychology****3 cr.**

This course is an introduction in the discipline of psychology. The student will be able to define and describe the science of psychology and demonstrate knowledge of theoretical issues, psychological processes, and mechanisms of behavior.

**PSY105 Human Relations****3 cr.**

Human Relations introduces students to the principles of psychology applied to the understanding of self and others. Students will study the interactions that exist between people at work, in organizations and in one's personal life. The student will be provided with a clear, insightful, and comprehensive understanding to the principles and underlying psychological dynamics of interpersonal relations and have the opportunity to practice these skills.

**PSY195 Child and Adolescent Development****3 cr.**

This course explores the growth and development of the child from conception through adolescence. Investigations of the physical, cognitive, and social-emotional domains are used to understand and describe the developing person. Students will understand the theories, research, and the multiple variables that affect the growth and development of children and adolescents. This is the second core course in the CDA certification series. The CDA certificate topics covered are: language and literacy development; literacy and the acquisition of second languages; development; cognition; discovery and problem solving; children as individuals; peer relationships and developing values; positive child guidance/discipline; observing and recording behavior; inclusion of children with disabilities; children at risk, developing self-esteem; developing identity, and the influence of family, peers, and community.

**PSY207 Developmental Psychology****3 cr.**

The development of the individual is an exciting process, beginning at birth and continuing through the intricate changes of growth and aging. The study of the life span is also intriguing because each of us, and everyone we care about, is constantly developing. This course therefore includes the biosocial, cognitive and psychosocial domains of human development. Prerequisite: PSY101.

**PSY225 Adult Development from Young Adulthood to Death****3 cr.**

This is the continuation of the study of development of the person throughout adulthood in the physical, social, emotional, moral, and cognitive domains. It is concerned with growth and development over time and with changes during the life span. Topics to be explored will be sex roles, sexuality, work and leisure, marriage and alternate lifestyles (singlehood, same sex marriages), parenting, aging, retirement, relinquishing roles of the elderly, role integration and death and dying.

**POS150 Introduction to American Politics****3 cr.**

This course will introduce the student to the fundamentals of American politics. Students will study and analyze the many different aspects of United States politics, including political culture, the founding period, the constitution, the federal system, public opinion and the mass media, campaigns and elections, political parties, interest groups, Congress, the presidency, the bureaucracy, the judiciary, public policies, civil liberties, civil rights and international and defense policies. In addition, the student will study and analyze how power operates as a part of political culture, various institutions and important actors within American politics.

**POS151 American State and Local Government****3 cr.**

This course is intended to introduce the student to the essentials of sub-national government in the United States. We will study and analyze many different aspects of state and local politics, including: federalism, state constitutions, citizen participation, elections, political parties, interest groups, campaigns, governors, budgeting, the bureaucracy, state legislatures, the judiciary, local government, leadership and governance, economic development, intergovernmental relations, and various public policies. Particular attention will be paid to state and local government within Maine. In addition, the student will study and analyze how power operates as a part of political culture, various institutions and important actors within sub-national government in the United States.

**REY103 Introduction to Residential Electricity****3 cr.**

This course is an introduction to the residential electrical trades. It covers basic electrical theory, safety, tools and material used specifically in the electrical trades. It also introduces the student to the National Electrical Code as well as gives them some hands on training in conductor terminations and residential wiring techniques.

- REY131 Residential & Commercial Electrical Technology I** **2 cr.**  
This course is an introduction to the electrical trade. It covers basic electrical theory, safety, tools, and material used specifically in the electrical trade. It also introduces the student to the national electrical code as well as gives them some hands on training in conductor terminations.
- REY152 Residential & Commercial Electrical Technology II** **8 cr.**  
Topics include residential building plans, branch & feeder circuits, services, rough-in wiring, switching circuits, devising and fixture installation. Prerequisite: REY 131 passed with a C- or better or with instructor permission.
- REY181 Residential & Commercial Electrical Technology III** **9 cr.**  
Topics include trouble shooting, phone and data wiring, green wiring techniques, commercial blueprint reading, commercial services, commercial wiring methods and motors & controls. Prerequisite: REY152 passed with a C- or better.
- REY184 Residential & Commercial Electricity IV** **4 cr.**  
Topics include commercial lighting low voltage wiring, h. v. a. c. wiring, over current protection, special wiring situations and journeyman exam preparations. Prerequisite: REY181 passed with a C- or better.
- REY190 Residential & Commercial Electricity Internship** **3 cr.**  
The practicum provides students with a supervised field experience. Students will gain hands-on experience in the electrical contracting field. This opportunity increases students' occupational awareness and professionalism. This is a pass/fail course.
- SCI101 Foundations of Modern Science** **4 cr.**  
An introduction to the basic founding principles of modern Physics, Chemistry, and Biology. The student will develop a broad understanding of the basic laws of physics, structure of the atom, theory of relativity, origin of the universe, cell structure, molecular genetics, the theory of evolution and natural selection. Students will also be introduced to laboratory equipment, procedures, safety and laboratory reporting.
- SED220 Education of Children with Special Needs** **3 cr.**  
This course is designed to introduce students to the field of special education and to train students to identify special needs, to refer children, and to care and teach children with special needs in an inclusive setting. Students will learn causes, characteristics, and appropriate intervention and interaction strategies for children with special needs.

**SED230 Behavior Management Techniques****3 cr.**

This course is designed to provide students with the knowledge and skills necessary to deal more effectively with students with emotional and behavioral difficulties. The emphasis of the course will be on the use of data collection to better understand how to intervene and change negative behaviors. Course content will emphasize both formal and informal data gathering techniques. Students will be taught how to select, plot, and interpret student self-control, self-esteem, and social skill problems. Crisis management techniques and the development of behavior management plans will be covered.

**SOC101 Introduction to Sociology****3 cr.**

This course is a general study of people in society, with emphasis on the nature of culture, social institutions, social interaction and social units and their influence on the individual. An overview of sociological concepts and perspectives is also presented.

**SOC102 Sociology of the Family****3 cr.**

This course is an introduction to sociology, with an emphasis on family systems. Foundational sociological theory will be covered as a basis for an in-depth study of modern family structures. This course will explore the contemporary issues of power relationships; family organization and reorganization; single parent families; divorce, family violence, malfunction; and the effect of the family on the socialization of children.

**SPA101 Introduction to Spanish****3 cr.**

Introduction to Spanish is a beginner's course that emphasizes the skills needed for everyday communications in communities or places of employment. In this course, students will learn language function, vocabulary and grammar. Not only will students develop a proficiency in and appreciation for the Spanish language, but also an understanding of Hispanic cultures and their growing importance in our world.

**SPA103 Introduction to Spanish II****3 cr.**

Introduction to Spanish II is the second part of a course that emphasizes the skills needed for everyday communications in communities or places of employment. In this course, students will learn language function, vocabulary and grammar. Not only will students develop a proficiency in and appreciation for the Spanish language, but also an understanding of Hispanic cultures and their growing importance in the world.

**TEC121 Introduction to Computer Applications****3 cr.**

This course is designed to introduce students with little or no computer experience to the basics of the personal computer, to a graphical user interface, the most common operating system, and the three most commonly used types of computer applications: the word processor, spreadsheet, and database.

**TEC150 Electronic Principles I****3 cr.**

This course studies the principles of basic electric and electronic circuits for non-electronic majors. Topics to be covered: current flow, series, parallel and series circuits; active elements; electronic circuits and systems; and simple applications.



**TEC151 Electronic Principles II****3 cr.**

This course is a study of electrical waveforms, reactive components, impedance, resonance, magnetism, and circuit evaluation. Prerequisite: TEC150 passed with a C or better.

**TTO199 Trade and Technical Occupations Variable Credit-Maximum 24 cr.**

Prior Learning-Apprenticeship. Recognition of appropriate and significant prior learning and its credit relationship to degree requirements is granted. Knowledge and skills (not chronological experience) acquired prior to enrollment are systematically identified and documented in a portfolio, which is assessed by the college, and credit is awarded. Prerequisite: Minimum of three years in a registered or college-approved apprenticeship, ENG101, and portfolio development instruction.

**WEL109 Introductory Welding****2 cr.**

This course teaches basic arc welding, light MIG welding, and torch work.

**WEL160 Basic Welding Technology I****6 cr.**

This course will introduce students to machines and accessories, electrode identification, oxyacetylene flame cutting and pipefitting, with welding in all positions with 6011 electrodes. Introduction to 7018 low hydrogen electrodes is included.

**WEL161 Basic Welding Technology II****4.5 cr.**

Units of instruction include safety, brazing and soldering, arc position welding, TIG welding, oxyacetylene processes, welding metallurgy, pipe welding, and plate welding. Students learn to apply the process best suited to each type of job.

**WEL162 Advanced Welding Preparation****1.5 cr.**

This unit is a prerequisite for all full-time students in the advanced course. All structural welding tests using 7018 stick and MIG.045-flux core will be covered.

**WEL163 Advanced Welding I****1 cr.**

This course will study structural welding on 1/4" and 3/8" thick plate using an open root weld with 3/32" 7018 and 1/8" 6011 electrodes. Students must pass a guided bend test in the horizontal, vertical and overhead positions. Prerequisite: WEL162

**WEL164 Pipe Welding I****1.5 cr.**

This is an introductory course in carbon steel pipe welding. It provides the student with pipe fit-ups, tacking techniques and welding procedures in the root pass with 6011 electrodes. The 7018 electrode will be used for fillers and cover passes. Prerequisite: WEL163 passed with a C or better.

**WEL165 Pipe Welding II****1.5 cr.**

Carbon steel pipe welding using 3/32" 7018 electrodes for root pass and 3/32" 7018 electrodes for filler and cover passes. Prerequisite: WEL164 passed with a C or better.

**WEL166 Pipe Welding III****1 cr.**

This is an advanced course in carbon pipe welding. The entire course will be with 7018 electrodes with heavy emphasis on the 6G positions. Preparation time for certifying exam may be provided. Prerequisite: WEL165 passed with a C or better.

**WEL167 TIG Welding I****1.5 cr.**

GTAW pipe welding schedule 40, mild steep pipe in 2G and 5G position. This is an introduction to TIG pipe welding. It provides the student with pipe fit-ups, tacking techniques, and TIG welding in the root. Prerequisite: WEL166 passed with a C or better.

**WEL168 TIG Pipe Welding Stainless I****1 cr.**

This is an introductory TIG welding course on schedule 10 stainless pipes; includes fit-up, tacking, and making quality stainless welds.

**WEL169 TIG Pipe Welding Stainless II****1.5 cr.**

This is an advanced TIG welding course on schedule 10 stainless pipe, using solar flux and argon purge on the open root passes. Prerequisite: WEL168 passed with a C or better.

**WEL170 TIG Tube Welding****1.5 cr.**

This is an advanced TIG welding course, welding boiler tubes to boiler tubes in a water wall. This course will use the buddy system type welding. Prerequisite: WEL169 passed with a C or better.

**WEL171 Welding Work Cooperative****1 cr.**

Students work in an approved welding setting for a minimum of one week and are evaluated by their on-site supervisor. Must have permission of the instructor.

# FACULTY AND PROFESSIONAL STAFF

## President's Cabinet

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Alexander Clifford	Dean of Academic Affairs
Desiree Thompson	Dean of Finance and Administration
Susan Mingo	Dean of Enrollment Management & Student Affairs

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Jon Charters, Master Carpenter.

George Chmielecki, Computer Technology. BS, Political Science, Northeastern University.

Rachel Cilley, Cook I. Sanitation Certificate.

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William Cody, Director of Information Technology. AAS, Washington County Community College.

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Floyd Holmes, HVAC Technician. Certificate, Plumbing Technology and Heating Technology, Washington County Technical College; Diploma, Construction Technology, Washington County Technical College; Master Oil Burner Technician; Propane and Natural Gas License; Class B Driver's License with HAZMAT endorsement.

Kevin Howland, Heavy Equipment Maintenance. Certificate, Washington County Community College.

Greg Johnson, Powersport Equipment/Small Engine Technician. Certificate, Marine Painting, Washington County Technical College; Master Service Technician, Diagnostics, Theory and General Knowledge, Products, Repowering, Failure Analysis & Warranty; Bronze Level Technician; Gold Master Wrench; Small Engine Technician; Four Stroke Engine Technician; Two Stroke Engine Technician; Certification, Ski-doo Technician, Outboard Mechanic, Husqvarna Service Technician, ATV, Snowmobile, and PWC Technician, Marine and Industrial Coatings; Journeyman Plumber; Maine Oil Dealers Association Oil Burners Technician; Master Oil Burner Technician.

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## GOVERNANCE

The Maine Community College System Board of Trustees governs the college. The President of the Maine Community College System is Derek Langhauser. The Maine Community College System board members, their residence, and business affiliation are:

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Northern Maine Development  
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**William Cassidy**

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**Patricia Duran**

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**Jeanne Paquette, Commissioner**

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**Directions to Washington County Community College Calais Campus – from within Calais:**

Go to the first traffic light at Route 1, North Street. At the next traffic light, turn right onto Main Street. Drive past the Calais Motor Inn on right, St. Croix Country Club on the left, and Pratt Chevrolet on the right. The WCCC driveway is directly on right past the WCCC sign. Come up the main driveway and take the second driveway on the right. Enter the building with “WCCC” over the entrance.