2026-2027
COLLEGE CATALOG:
PROGRAM INFORMATON

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Photo 1: Graduation 2026, L to R: Joseph Moses, Kendall Wood-Coffin, President Susan Mingo, Wendy Eckert, Dr. Stephanie Brown, and Lisa Dereszewski

All Academic Offerings 4
Aquaculture Technology (AAS) 7
Aquaculture Technology (C) 14
Automotive Technology (C) 20
Business Management (AAS) 25
Career Studies (AAS) 29
Criminal Justice (AS) 31
Criminal Justice Conservation Law (AS) 36
Criminal Justice Corrections and Probation (AS) 40
Criminal Justice Corrections and Probation (C) 44
Diesel and Automotive Engine Overhaul (C) 48
Early Childhood Education (AAS) 52
Early Childhood Education (C) 58
Education (AS) 63
Electromechanical Instrumentation Technology (AAS) 66
Entrepreneurship (C) 71
Heating Technology (C) 74
Heating, Ventilation, and Air Conditioning (HVAC) Technology (AAS) 78
Heavy Equipment Operation (C) 84
Human Services (AAS) 88
Liberal Studies (AA) 92
Liberal Studies Health Occupations (C) 97
Mechanical Technology (AAS) 99
Mechanical Technology (C) 102
Mechanical Technology with Specialization in Passenger Vehicle (AAS) 104
Medical Assisting (AAS) 110
Medical Office Technology (C) 117
Nursing (AS) 122
Outdoor Leadership (AAS) Adventure Recreation & Tourism 128

Outdoor Leadership (C) Adventure Recreation & Tourism 132
Outdoor Leadership (AA) Adventure Therapy 136
Powersport Equipment and Small Engine Technician (C) 140
Refrigeration and Air Conditioning Technology (C) 143
Residential and Commercial Electricity Technology (D) 148
Substance Use and Recovery (C) 153
Trade and Technical Occupations (AAS) 155
Welding Technology (C) 157

All Academic Offerings

GLOSSARY OF TERMS

X= Credential is offered

AA = Associate in Arts

AS = Associates in Science

AAS = Associates in Applied Science

C = Certificate

D = Diploma

ACADEMIC CREDENTIALS AVAILABLE

The following table lists all academic offerings at the college and identifies which type of credential is offered.

Program of Study	AA	AS	AAS	D	C
Aquaculture Technology			X		X
Automotive Technology					X
Business Management			X		
Career Studies			X		
Criminal Justice		X			
Criminal Justice: Conservation Law		X			
Criminal Justice: Corrections and Probation		X			X
Diesel and Automotive Engine Overhaul					X
Early Childhood Education			X		X
Education		X			

Program of Study	AA	AS	AAS	D	C
Electromechanical Instrumentation Technology			X		
Entrepreneurship					X
Health Occupations					X
Heating Technology					X
Heavy Equipment Operation Technology					X
Human Services			X		
HVAC Technology			X		
Liberal Studies	X				
Mechanical Technology			X		X
Mechanical Technology: Passenger Vehicle			X		
Medical Assisting			X		
Medical Office Technology					X
Nursing		X			
Outdoor Leadership: Adventure Recreation & Tourism			X		X
Outdoor Leadership: Adventure Therapy			X		

Program of Study	AA	AS	AAS	D	C
Powersport Equipment/Small Engine Technician					X
Refrigeration and Air Conditioning Technology					X
Residential & Commercial Electricity				X	
Substance Use and Recovery					X
Trade & Technical Occupations			X		
Welding Technology					X

Table 1: All Academic offerings and available credentials

Aquaculture Technology (AAS)

PROGRAM OVERVIEW
Associate in applied science (AAS) – 62 credit hours

PURPOSE
The Associate in Applied Science (AAS) degree in Aquaculture Technology is designed to develop a world class, industry-relevant and advised, training program that utilizes cutting-edge technology to prepare the next generation of aquaculture workforce. The AAS degree will:

- Prepare graduates for entry- and intermediate-level positions relevant to the Maine's growing Aquaculture Industry.
- Prepare graduates with relevant experiential learning opportunities through highly developed and strategic industry partnerships, whereby lecture and in-person lab-based experiential learning occurs at partner locations across Maine's coastal communities.
- Provide individuals already working in aquaculture the opportunity to upgrade their skills and knowledge base for career advancement with a college degree and an avenue to work toward more advanced degrees.
- Identify, and integrate opportunities for students to utilize appropriate cutting-edge technology and advanced data skills in their aquaculture learning experience.
- Provide the required classroom learning component for industry-led apprenticeship programs, sponsored by WCCC through both the Certificate and AAS programming.
- Be well-informed by partnership with industry experts to ensure responsive alignment with Maine's Aquaculture Occupational Standards, other training programs and initiatives, and current and future workforce needs.

CAREER OPPORTUNITIES
Graduates of this program may pursue careers such as:

- Aquaculture Technician
- Farm Technician
- Hatchery Technician
- Recirculating Aquaculture Technician

PROGRAM OUTCOMES
Upon completion of the associate in applied science degree (AAS) in Aquaculture Technology, the graduate is prepared to:

1. Identify and apply the basic theories, principles, and practices of the aquaculture industry: including language, regulations, and management practices for coastal and land-based operations.
2. Review and practice the fundamental skills and techniques of aquafarming, including monitoring animal health, growth rates, and accounting for environmental factors that affect productivity.
3. Identify and analyze marine organisms, their evolutionary history, biogeography, anatomy, interactions with other organisms, adaptation to their environment and their impact on aquaculture.
4. Identify and adhere to regulatory and safety protocols and standards in aquaculture operations.
5. Evaluate career pathways in aquaculture, weighing the pros and cons, rewards, and demands to think critically and make informed decisions.
6. Interpret water quality and chemistry's role in animal and plant welfare and its influence on Maine's key species production.
7. Plan, develop and present a comprehensive biosecurity plan.

TECHNICAL STANDARDS

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

<u>Communication (Oral/Written)</u>

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand
- Communicate procedures for aquaculture to coworkers and customers

Examples:

- Read and write work orders
- Read schematics, meters, instrumentation, and testers

<u>Mobility / Motor Skills</u>

Essential Functions:

- Motor skills sufficient to move hands and use hands to grasp or manipulate
- Ability to safely operate machinery, instrumentation, and aquaculture equipment
- Mobility sufficient to perform physical activities requiring use of arms, legs, and full body movement

Examples:

- Handle nets, pipettes, small aquatic organisms, and instruments
- Perform fine motor tasks such as tagging, measuring, or sampling fish and aquatic species

- Make tank, pen, cage, and recirculating aquaculture system (RAS) component repairs
- Assemble and repair equipment such as water pumps, hoses, boats, outboard motors, and generators
- Use specialized gear such as rakes, nets, graders, sorters, incubators, aerators, diffusers, meters, and harvesting equipment

Physical activities may include:

- Crawling
- Lifting
- Carrying
- Bending
- Squatting
- Kneeling
- Balancing
- Stooping

<u>Physical Strength and Stamina</u>

Essential Functions:

- Ability sufficient to lift and carry

Examples:

- Lift and carry feed bags, equipment, and water containers weighing more than 50 pounds
- Install equipment overhead

<u>Sensory</u>

Essential Functions:

- Visual skills sufficient to see details at close range
- Listening skills sufficient to communicate with others
- Ability to detect sounds and environmental cues in indoor and outdoor settings
- Ability to communicate effectively over machinery or water noise
- Visual skills to inspect for safety and species health

Examples:

- Identify fish health, feeding behaviors, and water quality indicators
- Listen to colleagues' assessments of problems
- Listen for sounds to diagnose and troubleshoot issues
- Hear others in industrial or field environments via voice, loudspeaker, phone, or two-way radio
- Inspect equipment, environments, or aquatic species for potential health or safety issues
- Detect hazards in hatcheries or open-water environments

Environmental / Occupational Exposure

Essential Functions:

- Ability to work in environments with varying conditions

Examples:

- Exposure to extreme noise levels
- Exposure to extreme weather conditions
- Exposure to strong odors, live animals, aquatic chemicals, and fumes
- Work in confined spaces
- Work around motors, instrumentation, and equipment
- Work in non-climate-controlled indoor or outdoor environments
- Work in water environments such as ponds, tanks, raceways, or open water
- Work in wet, humid, or cold conditions

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
Elective	Approved Elective	3
AQU 101	Introduction to Aquaculture	3
BIO 112	Marine Biology	4
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MFG 101	Safety	2
Total Credits		16

Table 2: AQU AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
AQUA102	Intro to Basic Aquaculture Skills	1
AQU 111	Basic Principles of Aquaculture	4
AQU 112 or AQUA 120	Exploring Aquaculture Careers or Maine's Aquaculture Workforce: An In-Depth Study	3
AQU 212	Principles of Biosecurity	1
BIO 114	Introduction to Water Quality & Water Chemistry in Aquaculture	2
MAT 106	College Mathematics for Technologies	3
Total Credits		14

Table 3: AQU AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
AQU 211	Principles of Aquatic Animal Health, Nutrition & Disease Management (fin fish or shellfish & macroalgae tracks)	3
BIO 213	Applied Marine Biology in Aquaculture	3
Elective	Elective	3
HIS 122	History of Commercial Fishing in Maine	3
PSY 101	Intro to Psychology	3
Total Credits		15

Table 4: AQU AAS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
AQU 214	Applied Techniques in Aquaculture	8
AQU 215	Field Experience in Aquaculture	3
ENG 107	Speech	3
PHI 114 or PHI 115	Environmental Ethics Ethics	3
Total Credits		17

Table 5: AQU AAS Spring Semester Year Two

Approved Electives

The following table lists the approved electives for the Aquaculture Technology Program.

Course Code	Course Title	Credits
ADV 230	SCUBA	3
AQU 112	Exploring Aquaculture Careers	3
AQUA 120	Maine's Aquaculture Workforce: An In-Depth Study	3
AQU 215	Field Experience Internship I	3
AQUA 225	Environmental Ethics for the Blue Economy	3
BUS 110	Intro to Business	3
BUS 160	Entrepreneurship and New Venture Practice	3
BUS 161	Partners in Entrepreneurial Pathways 1.0	3
BUS 162	Partners in Entrepreneurial Pathways 2.0	3
COMP 140	Digital Fluency for the Modern Workplace	3
MFG 110	Manufacturing Process and Production	3
MFG 120	Quality Practices and Measurement	3
MFG 125	Maintenance Awareness	3
MFG 210	Green Production	3
WPD 109	Logistics and Supply Chain Mgmt I	1.5

Table 6: AQU AS Approved Electives

Aquaculture Technology (C)

PROGRAM OVERVIEW
Certificate (C) - 30 credit hours

PURPOSE
The Certificate (C) degree in Aquaculture Technology is designed to develop a world class, industry-relevant and advised, training program that utilizes cutting-edge technology to prepare the next generation of aquaculture workforce. The certificate will:

- Prepare graduates for entry-level positions relevant to the Maine's growing Aquaculture Industry.
- Prepare graduates with relevant experiential learning opportunities through highly developed and strategic industry partnerships, whereby lecture and in-person lab-based experiential learning occurs at partner locations across Maine's coastal communities.
- Provide individuals already working in aquaculture the opportunity to upgrade their skills and knowledge base for career advancement with a college degree and an avenue to work toward more advanced degrees.
- Identify, and integrate opportunities for students to utilize appropriate cutting-edge technology and advanced data skills in their aquaculture learning experience.
- Provide the required classroom learning component for industry-led apprenticeship programs, sponsored by WCCC through both the Certificate and AAS programming.
- Be well-informed by partnership with industry experts to ensure responsive alignment with Maine's Aquaculture Occupational Standards, other training programs and initiatives, and current and future workforce needs.

CAREER OPPORTUNITIES
Graduates of this program may pursue careers such as:

- Aquaculture Technician
- Farm Technician
- Hatchery Technician
- Recirculating Aquaculture Technician

PROGRAM OUTCOMES
Upon completion of the associate in applied science degree (AAS) in Aquaculture Technology, the graduate is prepared to:

1. Identify and apply the basic theories, principles, and practices of the aquaculture industry: including language, regulations, and management practices for coastal and land-based operations.
2. Identify and analyze marine organisms, their evolutionary history, biogeography, anatomy, interactions with other organisms, adaptation to their environment and their impact on aquaculture.
3. Identify and adhere to regulatory and safety protocols and standards in aquaculture operations.
4. Evaluate career pathways in aquaculture, weighing the pros and cons, rewards, and demands to think critically and make informed decisions.
5. Interpret water quality and chemistry's role in animal and plant welfare and its influence on Maine's key species production.

TECHNICAL STANDARDS

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

<u>Communication (Oral/Written)</u>

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand
- Communicate procedures for aquaculture to coworkers and customers

Examples:

- Read and write work orders
- Read schematics, meters, instrumentation, and testers

<u>Mobility / Motor Skills</u>

Essential Functions:

- Motor skills sufficient to move hands and use hands to grasp or manipulate
- Ability to safely operate machinery, instrumentation, and aquaculture equipment
- Mobility sufficient to perform physical activities requiring use of arms, legs, and full body movement

Examples:

- Handle nets, pipettes, small aquatic organisms, and instruments
- Perform fine motor tasks such as tagging, measuring, or sampling fish and aquatic species
- Make tank, pen, cage, and recirculating aquaculture system (RAS) component repairs
- Assemble and repair equipment such as water pumps, hoses, boats, outboard motors, and generators

- Use specialized gear such as rakes, nets, graders, sorters, incubators, aerators, diffusers, meters, and harvesting equipment

Physical activities may include:

- Crawling
- Lifting
- Carrying
- Bending
- Squatting
- Kneeling
- Balancing
- Stooping

<u>Physical Strength and Stamina</u>

Essential Functions:

- Ability sufficient to lift and carry

Examples:

- Lift and carry feed bags, equipment, and water containers weighing more than 50 pounds
- Install equipment overhead

<u>Sensory</u>

Essential Functions:

- Visual skills sufficient to see details at close range
- Listening skills sufficient to communicate with others
- Ability to detect sounds and environmental cues in indoor and outdoor settings
- Ability to communicate effectively over machinery or water noise
- Visual skills to inspect for safety and species health

Examples:

- Identify fish health, feeding behaviors, and water quality indicators
- Listen to colleagues' assessments of problems
- Listen for sounds to diagnose and troubleshoot issues
- Hear others in industrial or field environments via voice, loudspeaker, phone, or two-way radio
- Inspect equipment, environments, or aquatic species for potential health or safety issues
- Detect hazards in hatcheries or open-water environments

<u>Environmental / Occupational Exposure</u>

Essential Functions:

- Ability to work in environments with varying conditions

Examples:

- Exposure to extreme noise levels

- Exposure to extreme weather conditions
- Exposure to strong odors, live animals, aquatic chemicals, and fumes
- Work in confined spaces
- Work around motors, instrumentation, and equipment
- Work in non-climate-controlled indoor or outdoor environments
- Work in water environments such as ponds, tanks, raceways, or open water
- Work in wet, humid, or cold conditions

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
Elective	Approved Elective	3
AQU 101	Introduction to Aquaculture	3
BIO 112	Marine Biology	4
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MFG 101	Safety	2
Total Credits		16

Table 7: AQU C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
AQUA 102	Intro to Basic Aquaculture Skills	1
AQU 111	Basic Principles of Aquaculture	4
AQU 112 or AQUA 120	Exploring Aquaculture Careers or Maine's Aquaculture Workforce: An In-Depth Study	3
AQU 212	Principles of Biosecurity	1
BIO 114	Introduction to Water Quality & Water Chemistry in Aquaculture	2
MAT 106	College Mathematics for Technologies	3
Total Credits		14

Table 8: AQU C Spring Semester Year One

Approved Electives

The following table lists the approved course electives for the Aquaculture Technology Certificate.

Course Code	Course Title	Credits
ADV 230	SCUBA	3
AQU 112	Exploring Aquaculture Careers	3
AQUA 120	Maine's Aquaculture Workforce: An In-Depth Study	3
AQU 215	Field Experience Internship I	3
AQUA 225	Environmental Ethics for the Blue Economy	3
BUS 110	Intro to Business	3
BUS 160	Entrepreneurship and New Venture Practice	3
BUS 161	Partners in Entrepreneurial Pathways 1.0	3
BUS 162	Partners in Entrepreneurial Pathways 2.0	3
COMP 140	Digital Fluency for the Modern Workplace	3
MFG 110	Manufacturing Process and Production	3
MFG 120	Quality Practices and Measurement	3
MFG 125	Maintenance Awareness	3
MFG 210	Green Production	3
WPD 109	Logistics and Supply Chain Mgmt I	1.5

Table 9: AQU C Approved Electives

Automotive Technology (C)

PROGRAM OVERVIEW

Certificate (C) – 36 credits 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
- automotive parts supply stores

PROGRAM 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 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.

TECHNICAL STANDARDS

The Mechanical Technology with Specialization in Passenger Vehicle program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Communication (Oral / Written)

Essential Function:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate procedures for auto repair to coworkers and customers
- Read and write work orders
- Read schematics, meters and testers

Mobility / Motor Skills

Essential Function:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate
- Ability to safely operate in and around machinery and electrical machinery
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body

Examples:

- Make auto repairs
- Assemble parts
- Work with many types of hand, air, or other power tools

Physical activities may include:

- Crawling
- Lifting
- Balancing
- Stooping

Physical Strength and Stamina

Essential Function:

- Ability sufficient to lift and carry

Examples:

- Lift and carry wheels, engine parts, brake rotors, etc.
- Install equipment overhead

Sensory

Essential Function:

- Visual skills sufficient to see details at close range

- Listening skills sufficient to communicate with others
- Identify sounds from the vehicle during diagnostic phase
- Visual skills to inspect or assess for safety

Examples:

- Identify defects and make repairs
- Listen to customer's assessment of problem
- Listen for sounds to diagnose problem
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio
- Inspect an area or piece of equipment for potential failures or safety issues
- Detect potential dangers in the shop such as smelling gas leaks, identifying leaks in hydraulic lifts, etc.

<u>Environmental / Occupational Exposure</u>

Essential Function:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Work in confined spaces

Examples:

- Work around motors and air tools
- Work outside or inside of a non-climate-controlled shop
- Work with petroleum products
- Work under a vehicle to make repairs

<u>Field or Industry Professional Standards</u>

Essential Function:

- Valid Driver's License

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MET 103	Principles of Vehicular Electronics	2
MET 114	Vehicular Electrical Systems I	1
MET 115	Vehicular Electrical Systems II	2
MET 116	Braking Systems I	1
MET 117	Braking Systems II	2
MET 120	Transmissions and Drive Train	3
WEL 109	Introductory Welding	2
Total Credits		17

Table 10: Auto C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
MAT 106	College Mathematics for Technologies	3
MET 107	Introduction to Engine Operation	2
MET 108	Principles of Vehicular Performance	2
MET 112	Engine Performance & Diagnostics I	1
MET 113	Engine Performance & Diagnostics II	2

Course Code	Course Title	Credits
MET 118	Steering and Suspension I	1
MET 119	Steering and Suspension II	2
MET 121	Heating and Air Conditioning Systems	3
MET 123	Maine State Inspection I	1
MET 126	Principles of Electric and Hybrid Vehicles	2
Total Credits		19

Table 11: Auto C Spring Semester Year One

Business Management (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 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.

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 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.

TECHNICAL STANDARDS

None

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
BUS 110	Introduction to Business	3
BUS 132	Business Law	3
COMP 140	Digital Fluency in the Modern Workplace	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MAT 112	Business Math	3
Total Credits		16

Table 12: BUS AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BUS 140	Accounting Principles I	3
CPT 123	Electronic Spreadsheet	3
ENG 107	Speech	3
MAT/SCI Elective	Math 115 or above/Science Elective	3
PSY or SOC 101	Introduction to Psychology or Introduction to Sociology	3
Total Credits		15

Table 13: BUS AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
BUS	Business Elective	3
BUS 176	QuickBooks Computerized Accounting	3
BUS 230	Supervisory Management	3
BUS 240 or BUS 242	Advertising & Marketing or International Marketing	3
BUS 255	International Business	3
Total Credits		15

Table 14: Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
BUS 205	Business Communications	3
BUS 215	Business Management	3
BUS 218	Business Finance	3
BUS 248	Business Cooperative Internship	3
ECO 200	Macroeconomics	3
Total Credits		15

Table 15: Spring Semester Year Two

Career Studies (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 61 – 62 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 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.

TECHNICAL STANDARDS
None

PROGRAM REQUIREMENTS

Any Semester Options

Consistent with the standards of accreditation established by the New England Commission of Higher Education, the curriculum is as follows:

Course Code	Course Title	Credits
Career/Occupational/ Technical courses	Career/Occupational/Technical — WCCC approved (Documented and evaluated portfolio of student's prior learning or equivalent coursework)	24
FYE 100	First Year Experience	1
General Education Electives	General Education — WCCC approved coursework in communications and/or literature; and/or social sciences, and/or humanities and/or fine arts	3
ENG 101	ENG 101 is a core requirement	3
COM Elective	Coursework in communication	3
MAT 106	MAT 106 is a core requirement	3
MAT/SCI Elective	Coursework in mathematics, and/or sciences	3-4
ART/HUS/Social Science Elective	Coursework in Creative Arts/Humanities/Social Science	6
Electives	Electives — WCCC approved Career Studies majors may elect courses offered by the college, provided that pre-requisites are met	15
Total Credits		61-62

Table 16: Career Studies AAS course options

Criminal Justice (AS)

PROGRAM OVERVIEW
Associate in Science (AS) – 63 credit hours

PURPOSE
The Associate in Applied Science (AS) 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.
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
- protective service workers including:
    - TSA agents
    - security systems personnel
    - homeland security officers
    - reserve officer
    - safety officers
    - intake worker positions
    - jail transport officers

PROGRAM OUTCOMES
Upon completion of the Associate in 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.

Important 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.

TECHNICAL STANDARDS

None

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
CMJ 101	Introduction to Criminal Justice	3
CMJ 115	Probation and Parole	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
PFT 100	Physically Fit for Duty (work) (1st or 3rd semester option)	1
PHI 116	Criminal Justice Ethics	3
PSY 101	Introduction to Psychology	3
Total Credits		16/17

Table 17: CMJ AS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
CMJ 122	Criminal Law & Report Writing I	3
CMJ 201	Civil Liberties	3
ENG 107	Speech	3
MAT 115	Statistics	3
PSC 101	American National Government	3
Total Credits		15

Table 18: CMJ AS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
CMJ 110	Intro to Corrections	3
CMJ 212	Criminal Investigations & Report Writing II	3
CMJ 220 or CMJ /HUS Elective	Police Operations or CMJ/HUS Elective	3
CMJ 245	Criminology	3
PFT 100	Physically Fit for Duty (work) (1st or 3rd semester option)	1
PSY 252	Criminal Psychology	3
Total Credits		15/16

Table 19: CMJ AS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
BIO 120	General Biology with Lab	4
CMJ 210	The Juvenile Justice System	3
CMJ 250	Criminalistics	3
CMJ 251	Criminal Justice Technical Skills Course	3
HIS	History elective	3
Total Credits		16

Table 20: CMJ AS Spring Semester Year Two

Approved Electives

The following table lists the approved electives for the Criminal Justice Program.

Course Code	Course Title	Credits
CMJ 102	Introduction to Conservation Law Enforcement	3
CMJ 204	Victimology	3
CMJ 225	Race and Ethnicity Issues in Law Enforcement	3
CMJ 220	Police Operations	3
CMJ 253	FARO Certification	3
HUS 125	Drug, Substance Use and Recovery	3
HUS 245	Addiction and the Family	3
HUS 236	Trauma and Recovery	3
HUS 155	Introduction to Substance Use, Poverty and Trauma	3

Table 21: CMJ AS Approved Electives

Criminal Justice Conservation Law (AS)

PROGRAM OVERVIEW
Associate in Science (AS) – 64 credit hours

PURPOSE
The Associate in Science (AS) degree in Criminal Justice with a specialization in Conservation Law is designed with a three-fold purpose:

1. To prepare graduates for entry level positions relevant to conservation law enforcement.
2. To prepare students for upper division coursework at Universities and colleges where a bachelor's degree in conservation law is desired.
3. To respond to the growing demand of law enforcement employees in conservation areas 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:

- Fish & Wildlife Enforcement Officer
- Wildlife Refuge Officer
- Park Ranger
- Natural Resources Officer
- Marine Enforcement Officer
- Conservation Park Security Guard

PROGRAM OUTCOMES
Upon completion of the Associate in Science Degree in the Criminal Justice with a specialization in Conservation Law, 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 conservation 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. Understand and apply knowledge concerning safety and conscientious stewardship of the environment.
7. Be a responsible member of society and the workforce, applying knowledge skills and abilities, ultimately, for the betterment of one's local community.

Important 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.

TECHNICAL STANDARDS

None

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ADV 105	Introduction to Sea Kayaking	1
ADV 119	Wilderness Expedition Skills I	4
ADV 141	The Maine Environment I	1.5
CMJ 101	Introduction to Criminal Justice	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
PFT 100	Physically Fit for Duty (work)	1
PHI 116	Criminal Justice Ethics	3
Total Credits		17.5

Table 22: Con Law AS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ADV 121	Wilderness Expedition Skills II	4
ADV 142	The Maine Environment II	1.5
CMJ 102	Introduction to Conservation Law Enforcement	3
CMJ 122	Criminal Law & Reporting I	3
CMJ 201	Civil Liberties	3
Total Credits		14.5

Table 23: Con Law Spring Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
CMJ 212	Criminal Investigation & Report Writing II	3
ENV 135	Wildlife and Fisheries Management	3
ENV 140	Environmental and Recreational Land Management	3
HIS	History Elective	3
PSY 101	Introduction to Psychology	3
Total Credits		15

Table 24: Con Law Fall Semester Year Two

Spring Semester Year Two
The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
BIO 120 or BIO 112	General Biology with Lab or Marine Biology	4
CMJ 224	Search and Rescue	1
CMJ 250	Criminalistics	3
CMJ 251	Criminal Justice Technical Skills Course	3
COM 200	Principles of Interpretation	3
MAT 115	Statistics	3
Total Credits		17

Table 25: Con Law Spring Semester Year Two

Criminal Justice Corrections and Probation (AS)

PROGRAM OVERVIEW
Associate in Science (AS) – 62 credit hours

PURPOSE
The Associate in Science (AS) degree in Criminal Justice with a specialization in Corrections and Probation is designed with a three-fold purpose:

- To prepare graduates for entry level positions relevant to Corrections and Probation Officers.
- To prepare students for upper division coursework at universities and colleges where a bachelor's degree is desired.
- To respond to the growing demand of Corrections and Probation 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:

- correctional officers
- Probation and Parole Officers
- Re-entry Specialists
- Drug Court Caseworkers
- Pre-trial Caseworkers
- intake worker positions
- Victim Witness Advocates
- jail transport officers

PROGRAM OUTCOMES
Upon completion of the Associate in Science Degree in the Criminal Justice Program, the graduate is prepared to:

1. Analyze and evaluate the sociological and psychological theories of crime causation and evaluation of human behavior.
2. Apply critical thinking and problem-solving techniques within the correctional, probation and parole environments.
3. Explain and summarize the history of American Prisons and the evolution of parole and the administration of parole services.

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. Identify the characteristics of a responsible member of society and the workforce, and apply these characteristics when working on a team, participating in field-based projects or addressing community issues and needs.
7. Identify and support the challenges faced by individuals with psychological, social, or economic deficits as they regard human rights, access to services, financial strain, and social stigma.
8. Collaborate with other treatment team members from a variety of disciplines and perspectives in the treatment of individuals, families, and other groups.
9. Identify and apply formal and informal support services in the community for justice involved persons as they re-enter society.
10. Exercise effective interpersonal communications and effective counseling skills and group communication techniques while dealing with diverse populations.

Important 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.

TECHNICAL STANDARDS

None

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
CMJ 110	Introduction to Corrections	3
CMJ 115	Probation and Parole	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
PHI 116	Criminal Justice Ethics	3
PSY 101	Introduction to Psychology	3
Total Credits		16

Table 26: Corrections AS Fall Semester, Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
CMJ 201	Civil Liberties	3
ENG 107	Speech	3
HUS 213	Case Management	3
HUS 231	Interviewing and Counseling	3
MAT 115	Statistics	3
Total Credits		15

Table 27: Corrections AS Spring Semester, Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
CMJ 204	Victimology	3
CMJ 245	Criminology	3
HIS	History Elective	3
HUS 215	Crisis Identification and Resolution	3
PSY 252	Criminal Psychology	3
Total Credits		15

Table 28: Corrections AS Fall Semester, Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
BIO 120	General Biology with Lab	4
CMJ 210	The Juvenile Justice System	3
CMJ 255	Corrections Management	3
HUS 155	Introduction to Substance Use, Poverty and Trauma	3
HUS 236	Trauma and Recovery	3
Total Credits		16

Table 29: Corrections AS Spring Semester, Year Two

Criminal Justice Corrections and Probation (C)

PROGRAM OVERVIEW
Certificate (C) – 34 credit hours

PURPOSE
The Certificate in Criminal Justice with a specialization in Corrections and Probation is designed with a three-fold purpose:

- To prepare graduates for entry level positions relevant to Corrections and Probation Officer Assistants.
- Prepare students for entry into an associate degree program, and
- To respond to the growing demand of Corrections and Probation employees seeking to enhance their skills and knowledge base for career advancement.

CAREER OPPORTUNITIES
Graduates of the program will be qualified for positions such as:

- correctional officers
- Probation and Parole Officer Assistants
- Re-entry Specialists, Drug Court Caseworkers
- Pre-trial Caseworkers
- intake worker positions
- Victim Witness Advocates
- jail transport officers

PROGRAM OUTCOMES
Upon completion of the Certificate in Corrections / Probation in the Criminal Justice Program, the graduate is prepared to:

1. Analyze and evaluate the sociological and psychological theories of crime causation and evaluation of human behavior.
2. Apply critical thinking and problem-solving techniques within the correctional, probation and parole environments.
3. Explain and summarize the history of American Prisons and the evolution of parole and the administration of parole services.
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. Identify the characteristics of a responsible member of society and the workforce, and apply these characteristics when working on a team, participating in field-based projects or addressing community issues and needs.
7. Identify and support the challenges faced by individuals with psychological, social, or economic deficits as they regard human rights, access to services, financial strain, and social stigma.
8. Collaborate with other treatment team members from a variety of disciplines and perspectives in the treatment of individuals, families, and other groups.

Important 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.

TECHNICAL STANDARDS

None

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
CMJ 110	Introduction to Corrections	3
CMJ 115	Probation and Parole	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
HUS 125 or HUS 155	Drugs Substance Use and Recovery or Introduction to Substance Use, Poverty, and Trauma	3
PHI 116	Criminal Justice Ethics	3
Total Credits		16

Table 30: Corrections C Fall Semester, Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
CMJ 201 or CMJ/HUS Elective	Civil Liberties or CMJ Elective or HUS Elective	3
CMJ 210	The Juvenile Justice System	3
CMJ 245	Criminology	3
HUS 215	Crisis Identification and Resolution	3
MAT 115	Statistics	3
PSY 252	Criminal Psychology	3
Total Credits		18

Table 31:Corrections C Spring Semester, Year One

Approved Electives

The following table lists the approved electives for the Criminal Justice Corrections and Probation Certificate.

Course Code	Course Title	Credits
CMJ 204	Victimology	3
CMJ 225	Race and Ethnicity Issues in Law Enforcement	3
HUS 213	Case Management	3
HUS 231	Interviewing and Counseling	3
HUS 236	Trauma and Recovery	3

Table 32: Corrections C Approved Electives

Diesel and Automotive Engine Overhaul (C)

PROGRAM OVERVIEW
Certificate (C) – 30 credit hours

PURPOSE
The Diesel and Automotive Engine Overhaul 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 OUTCOMES
Upon completion of the certificate curriculum in the Diesel and Automotive Engine Overhaul 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.

TECHNICAL STANDARDS

The Diesel and Automotive Engine Overhaul program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Communication (Oral/Written)

Essential Function:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate procedures for repairs to coworkers and customers
- Write work orders
- Read prints, schematics, and documents

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate
- Ability to safely operate in and around machinery
- Ability to install items overhead
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body

Examples:

- Make repairs
- Assemble parts
- Work with many types of hand, air, or other power tools
- Work at heights up to 35' while carrying tools and equipment

Physical activities may include:

- Climbing
- Lifting
- Balancing
- Stooping
- Reaching

Physical Strength and Stamina

Essential Functions:

- Ability sufficient to lift and carry

Examples:

- Lift and carry wheels, engine parts, brake rotors, etc.

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Listening skills sufficient to communicate with others
- Identify sounds from the vehicle during diagnostic phase
- Visual skills to inspect or assess for safety

Examples:

- Identify defects and make repairs
- Clearly distinguish all primary colors
- Read meters and testers
- Listen to customer's assessment of problem
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio
- Listen for various pitches emitted by testers and meters
- Inspect an area or piece of equipment for potential failures or safety issues
- Detect potential dangers in the shop such as smelling gas leaks, identifying leaks in hydraulic lifts, etc.

Environmental / Occupational Exposure

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Ability to use petroleum products or other chemicals

Examples:

- Work around motors and air tools
- Work outside or inside of a non-climate-controlled shop
- Work around diesel fuel, motor oil, etc.

Field or Industry Professional Standards

Essential Functions:

- Wear safety equipment
- Valid Driver's License
- CDL standards (for vision/etc.)

Examples:

- Wear safety glasses
- Good peripheral vision and depth perception
- 20/40 corrected in at least one eye (CDL standard)

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MET 101	Diesel Engine Overhaul	3
MET 103	Principles of Vehicular Electronics	2
MET 132	Diesel Engine Fuel Systems	1
MET 137	Diesel Engine Overhaul Lab	4
WEL 109	Introductory Welding	2
Total Credits		16

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
MAT 106	College Mathematics for Technologies	3
MET 108	Principles of Vehicular Performance	2
MET 142	High Performance Engine	2
MET 138	Automotive Engine / Motor Overhaul	3
MET 139	Automotive Engine / Motor Overhaul Lab	5
Total Credits		14

Early Childhood Education (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 62 credit hours

PURPOSE
The Associate of Applied Science (AAS) degree in Early Childhood Education (ECE) prepares graduates to enter positions in a variety of programs that serve children birth to eight years of age, including programs that serve children with special learning and developmental needs. Through a combination of coursework and practical internships, students gain foundational knowledge of the theories of child development along with opportunities for hands on experience including the delivery of meaningful curriculum, practice of observation and assessment, and the use of positive guidance and discipline strategies. That National Association of Education of Young Children (NAEYC) Professional Preparation Standards are weaved through ECE courses and internship experiences to prepare students with a working knowledge of core values and principles in the profession of early childhood education. The AAS degree may also be a pathway to earning a bachelor's degree and a teaching certificate.

CAREER OPPORTUNITIES
ECE graduates are qualified to apply to Maine Department of Education for an Education Technician II certification. It may also be a pathway to Educational Technician III certification and/or bachelor's degree and teaching certification (the ECE program has articulation agreements with University of Maine Augusta and Farmington). Graduates are qualified to seek positions as assistant teachers at Head Start programs, or occupations working with children at community based programs that serve families and children. Graduates may also choose to open their own child care program through licensing with the Maine Department of Health and Human Services.

PROGRAM OUTCOMES
Upon completion of the AAS degree in the Early Childhood Education program and in accordance with the NAEYC Professional Preparation Standards, the graduate is prepared to:

1. Use child development knowledge base to create safe, health, respectful, supportive environments for all young children.
2. Understand the importance of developmental domains – cognitive, physical, social, emotional to design, implement and evaluate meaningful curriculum for each child.

3. Use a variety of developmentally appropriate approaches and instructional strategies to guide children's development and learning.
4. Understand and conduct observation and assessment to promote positive outcomes for use in development of appropriate goals, curriculum, and teaching strategies for young children.
5. Understand the complex and diverse characteristics of children's families and communities and build reciprocal relationships that support families.
6. Understand that positive relationships are the foundation of work with young children.
7. Engage in professional behavior and use ethical guidelines to uphold ethical standards as a member of the early childhood profession.

TECHNICAL STANDARDS

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

Communication (Oral/Written)

Essential Functions:

- Effective verbal and written communication to support collaborative professional relationships with colleagues, professional partners, children, and children's families.

Examples:

- Compose emails and texts in standard English
- Communicate with children using appropriate tones and language and at their level
- Discuss children's needs and developmental progress with parents and educational support personnel
- Document in writing and through oral language educational and curriculum plans

Critical Thinking and Decision Making

Essential Functions:

- Ability to maintain focus in an early childhood setting.
- Ability to adapt quickly and effectively to changes in daily routines, environments, and situations.
- Ability to follow guidance, feedback, and directions related to early childhood best practices.
- Ability to maintain proper professional boundaries in both home and school environments.

Examples:

- Limit use of technology to classroom-focused activities
- Respond appropriately during emergency situations
- Follow written and verbal feedback with minimal prompting
- Apply rules and regulations with minimal prompt
- Adapt behavior, language, and positioning based on the situation

Mobility / Motor Skills

Essential Functions:

- Actively participate in and support an early childhood education setting's daily routine

Examples:

- Sustain periods of mobility
- Physically interacting with children indoors and outdoors
- Participate in and facilitate gross and fine motor activities.
- Lift children, move furniture, and move equipment

Physical activities may include:

- Bending
- Lifting
- Twisting
- Crouching

Physical Strength and Stamina

Essential Functions:

- Ability to possess sufficient physical strength, mobility, and stamina to meet the daily demands of working with children in active and sometimes physically demanding environments.

Examples:

- Maintain the physical endurance required to work a full day in a busy, dynamic classroom
- Lift, carry, and move children and classroom materials

Sensory

Essential Functions:

- Ability to monitor children according to state licensing and accreditation requirements
- Ability to tolerate multiple sensory inputs

Examples:

- Observe and participate in activities with children
- Observe and document children's development and learning
- Respond to verbal cues and responses from children, such as questions or crying
- Change diapers and care for sick or injured children

Environmental / Occupational Exposure

Essential Functions:

- Ability to safely and effectively work in environments that may involve exposure to communicable illnesses, bodily fluids, and common childhood conditions
- Working with children who may exhibit unpredictable behaviors, emotional outbursts, or physical contact requiring calm, consistent, and safe responses.
- Ability to work in varying environmental temperatures and conditions.

Examples:

- Follow state and accreditation safety protocols, such as the use of protective gloves and sanitation procedures
- Respond to challenging behaviors in a calm and appropriate manner
- Dress appropriately for the weather

Field or Industry Professional Standards

Essential Functions:

- Implement and adhere to an early childhood setting's operating procedure, state childcare licensing rules, Maine Department of Education regulations, and/or the National Association for the Education of Young Children's Code of Ethical Conduct.

Examples:

- Obtain applicable background check(s) with fingerprinting (CHRC and DHHS Child Care Provider)
- Complete required training and certifications such as CPR/First Aid or BLS (Basic Life Support), Mandated Reporter Training, and State-approved health and safety training

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ECE 100	Introduction to Early Childhood Education	3
EDU 180	Children's Literature	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
PSY 101	Introduction to Psychology	3
PSY 190	Child and Adolescent Development	3
Total Credits		16

Table 33: ECE AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ECE 104	Professional Development in Early Childhood Education	3
ECE 185	Observation and Assessment in Early Childhood	3
MAT	Math Elective of MAT 112 or above	3
SED 220	Education of Young Children with Special Needs	3
SOC 101	Introduction to Sociology	3
Total Credits		15

Table 34: ECE AAS Spring Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
BIO 120	General Biology	4
ECE 197	Field Experience in ECE	3
ECE 210	Child Guidance and Discipline	3
ECE 230	Curriculum in Early Childhood Education (Birth to Age 3)	3
ENG 107	Speech	3
Total Credits		16

Table 35: ECE AAS Fall Semester Year Two

Spring Semester Year Two
The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
ECE 235	Curriculum in Early Childhood Education (Ages 3-8)	3
EDU 280	Internship in Early Childhood Education	6
Elective	Approved Education Elective	3
HUS 255	Diverse Care in Human Services	3
Total Credits		15

Table 36: ECE AAS Spring Semester Year Two

Early Childhood Education (C)

PROGRAM OVERVIEW
Certificate (C) – 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 (ECE100, ECE104, and PSY190), 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.

CAREER OPPORTUNITIES
A CDA credential qualifies students for:

- entry-level classroom
- home-based childcare
- 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 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.

TECHNICAL STANDARDS

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

Communication (Oral/Written)

Essential Functions:

- Effective verbal and written communication to support collaborative professional relationships with colleagues, professional partners, children, and children's families.

Examples:

- Compose emails and texts in standard English
- Communicate with children using appropriate tones and language and at their level
- Discuss children's needs and developmental progress with parents and educational support personnel
- Document in writing and through oral language educational and curriculum plans

Critical Thinking and Decision Making

Essential Functions:

- Ability to maintain focus in an early childhood setting.
- Ability to adapt quickly and effectively to changes in daily routines, environments, and situations.
- Ability to follow guidance, feedback, and directions related to early childhood best practices.

- Ability to maintain proper professional boundaries in both home and school environments.

Examples:
- Limit use of technology to classroom-focused activities
- Respond appropriately during emergency situations
- Follow written and verbal feedback with minimal prompting
- Apply rules and regulations with minimal prompt
- Adapt behavior, language, and positioning based on the situation

<u>Mobility / Motor Skills</u>

Essential Functions:
- Actively participate in and support an early childhood education setting's daily routine

Examples:
- Sustain periods of mobility
- Physically interacting with children indoors and outdoors
- Participate in and facilitate gross and fine motor activities.
- Lift children, move furniture, and move equipment

Physical activities may include:
- Bending
- Lifting
- Twisting
- Crouching

<u>Physical Strength and Stamina</u>

Essential Functions:
- Ability to possess sufficient physical strength, mobility, and stamina to meet the daily demands of working with children in active and sometimes physically demanding environments.

Examples:
- Maintain the physical endurance required to work a full day in a busy, dynamic classroom
- Lift, carry, and move children and classroom materials

<u>Sensory</u>

Essential Functions:
- Ability to monitor children according to state licensing and accreditation requirements

- Ability to tolerate multiple sensory inputs

Examples:

- Observe and participate in activities with children
- Observe and document children's development and learning
- Respond to verbal cues and responses from children, such as questions or crying
- Change diapers and care for sick or injured children

Environmental / Occupational Exposure

Essential Functions:

- Ability to safely and effectively work in environments that may involve exposure to communicable illnesses, bodily fluids, and common childhood conditions
- Working with children who may exhibit unpredictable behaviors, emotional outbursts, or physical contact requiring calm, consistent, and safe responses.
- Ability to work in varying environmental temperatures and conditions.

Examples:

- Follow state and accreditation safety protocols, such as the use of protective gloves and sanitation procedures
- Respond to challenging behaviors in a calm and appropriate manner
- Dress appropriately for the weather

Field or Industry Professional Standards

Essential Functions:

- Implement and adhere to an early childhood setting's operating procedure, state childcare licensing rules, Maine Department of Education regulations, and/or the National Association for the Education of Young Children's Code of Ethical Conduct.

Examples:

- Obtain applicable background check(s) with fingerprinting (CHRC and DHHS Child Care Provider)
- Complete required training and certifications such as CPR/First Aid or BLS (Basic Life Support), Mandated Reporter Training, and State-approved health and safety training

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ECE 100	Introduction to Early Childhood Education	3
EDU 180	Children's Literature	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
PSY 101	Introduction to Psychology	3
PSY 190	Child and Adolescent Development	3
Total Credits		16

Table 37: ECE C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ECE 104	Professional Development in Early Childhood Education	3
ECE 185	Observation and Assessment in Early Childhood	3
HUS 255	Diverse Care in Human Services	3
MAT	Math Elective of MAT 112 or above	3
SED 220	Education of Young Children with Special Needs	3
Total Credits		15

Table 38: ECE C Spring Semester Year One

Education (AS)

PROGRAM OVERVIEW
Associate in Science (AS) – 62 credit hours

PURPOSE
The Education program at WCCC provides a comprehensive introduction to the field of education, especially for those considering teaching as a future career. The curriculum, which includes a strong background in liberal studies like English, mathematics, speech, and the social sciences, provides students with the opportunity to gain extensive knowledge about learning preferences, instructional techniques, developmentally appropriate practice, behavior management, special education, curriculum development, instructional technology, cultural competency, and a variety of other pertinent educational topics. An internship is integral to the program and may be completed at the student's place of employment if appropriate. Students with extensive working experience in schools may be granted up to 6 credits in lieu of the internship.

CAREER OPPORTUNITIES
Graduates who hold an Associate degree in Education meet the requirements of the Maine Department of Education (DOE) for certification as Educational Technician II and other one-on-one positions in schools and child and family facilities as community or behavioral aides. In addition, graduates who wish to proceed to a teacher certification program at a four-year college, an articulation agreement is in place with the University of Maine at Augusta.

PROGRAM OUTCOMES
Upon completion of the Associate in Science Degree in Education, the graduate is prepared to:

1. Apply current principles of child development to sustain a developmentally appropriate educational environment for children.
2. Use a variety of assessment methods to plan curriculum that promotes positive outcomes for all students using National and State standards.
3. Use a variety of instructional strategies to meet diverse learning needs of students.
4. Continue professional growth through reflective practice and continuing education.
5. Research, analyze, and reflect on contemporary cultural issues, in relation to the delivery of special education services including providing accommodations for exceptionalities.

Technical Standards

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
EDU 103	Introduction to Education, School, and Community	3
EDU 180	Children's Literature	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MAT	Math Elective MAT 112 or higher	3
PSY 101	Introduction to Psychology	3
Total Credits		16

Table 39: EDU AS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BIO 120	General Biology	4
ENG 107	Speech	3
PSY 190	Child and Adolescent Development	3
SED 235	Behavior Management Techniques	3
SED 282	Teaching the Exceptional Child in the Regular Classroom	3
Total Credits		16

Table 40: EDU AS Spring Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
EDU 215	Learning and the Brain	3
EDU 245	Assessment and RTI	3
Elective	Humanities/Creative Arts	3
HUS 255	Diverse Care in Human Services	3
SOC 101	Introduction to Sociology	3
Total Credits		15

Table 41: EDU AS Fall Semester Year Two

Spring Semester Year Two
The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
EDUC 255	Methods of Instruction for All Students	3
EDU 280	Internship in ECE, Elementary or High School	6
Elective	Education Elective	3
PHI 101	Introduction to Philosophy	3
Total Credits		15

Table 42: EDU AS Spring Semester Year Two

Electromechanical Instrumentation Technology (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AA) – 63 credit hours

PURPOSE
The Electromechanical Instrumentation Technology Associate in Applied Science Degree is designed to provide students with additional knowledge beyond our Residential and Commercial Electricity program in the areas of Programmable Logic Controls, Instrumentation, Computer Electronics, and Physics. Graduates of this program will have solid skills to work in the production, manufacturing and process industries. The graduate will possess knowledge of the control process in manufacturing and production, troubleshooting, and maintaining such systems.

CAREER OPPORTUNITIES
Graduates from the program will be prepared to assume positions in manufacturing facilities where the process is computer controlled and involves programmable logic circuits and both electronic and pneumatic control. This program has been developed through a cooperative partnership with the local paper production industry. It is designed, however, to be applicable to a variety of manufacturing and production industries. Students will have the opportunity to start careers in the manufacturing sector locally and regionally as well as transfer to four-year programs in the engineering fields.

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

PROGRAM OUTCOMES
Students who successfully complete the Associates in Applied Science degree in Electromechanical Instrumentation Technology will be able 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 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. Qualify for employment opportunities with manufacturing facilities, companies using process control systems, and industrial maintenance and troubleshooting companies.

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate with coworkers and customers

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Ability to perform basic computer functions
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
- Ability to safely operate in and around electricity

Examples:

- Visually inspect, move, and control a robot
- Work with electrical wiring
- Enter data into a computer, open, save, and close files and programs
- Use a meter to test, verify, or troubleshoot an energized circuit

Physical activities may include:

- Stooping
- Crawling
- Reaching
- Squatting
- Lifting
- Bending

Physical Strength and Stamina

Essential Functions:

- Ability to participate in an activity for long periods of time

Examples:

- Work on a project for up to six continuous hours

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range

- Ability to distinguish colors, shades, and textures
- Visual skills to inspect or assess for safety
- Listening skills sufficient to communicate with others

Examples:

- View blueprints, sketches, and schematic drawings
- Work with wires of different colors
- Inspect an area or piece of equipment for potential failures or safety issues
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio

<u>Environmental / Occupational Exposure</u>

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to dust, chemicals, and fumes

<u>Field or Industry Professional Standards</u>

Essential Functions:

- Safely operate tools and equipment

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
REY 131	Residential and Commercial Electricity Technology I	2
REY 152	Residential and Commercial Electricity Technology II	8
TEC 150	Electronic Principles I	3
Total Credits		17

Table 43: EIT AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
NEC 111	National Electrical Code	3
PSY 101	Introduction to Psychology	3
REY 181	Residential and Commercial Electricity Technology III	9
TEC 151	Electronic Principles II	3
Total Credits		18

Table 44: EIT AAS Spring Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching, and Introduction to CAD	3
EIT 180	Programmable Logic Control I	3
EIT 250	Industrial Electrical Troubleshooting	3
ENG 210	Technical Writing	3
MAT 127	College Algebra	3
Total Credits		15

Table 45: EIT AAS Fall Semester Year Two

Spring Semester Year Two
The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
EIT 225	Industrial Instrumentation, Automation and Process Control	3
EIT 240	Programmable Logic Control II	3
Elective	Art/Humanity/Social Science Elective	3
PHY 120	Physics	4
Total Credits		13

Table 46: EIT AAS Spring Semester Year Two

Entrepreneurship (C)

PROGRAM OVERVIEW
Certificate (C) – 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 OUTCOMES
Upon completion of the certificate, 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.

TECHNICAL STANDARDS
None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
BUS 110	Introduction to Business	3
BUS 132	Business Law	3
BUS 160	Entrepreneurship and New Venture Practices	3
BUS 240	Advertising & Marketing	3
FYE 100	First Year Experience	1
MAT 112	Business Math	3
PHI 115	Ethics	3
Total Credits		19

Table 47: ENTR C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BUS 140	Accounting Principles I	3
BUS 215	Business Management	3
ENG 101	College Composition	3
Elective	Elective	3
PSY 105	Human Relations	3
Total Credits		15

Table 48: ENTR C Spring Semester Year One

Approved Electives

The following table lists the approved electives for the Entrepreneurship Certificate.

Course Code	Course Title	Credits
BUS 176	QuickBooks Computerized Accounting	3
BUS 230	Supervisory Management	3
BUS 255	International Business	3
CPT 123	Electronic Spreadsheet	3
MAT Elective	Math/Science	3

Table 49: ENTR C Approved Electives

Heating Technology (C)

PROGRAM OVERVIEW
Certificate (C) – 35 credit hours

PURPOSE
The Heating Technology certificate 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 and at a one-week co-op 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 certificate, 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 OUTCOMES
Upon completion of the Heating Technology certificate, 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.

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate with coworkers and customers
- Be able to clearly and effectively communicate with others, at moderate distances and without line of sight.
- Be able to understand orders, instructions and descriptions and be able to read and comprehend technical manuals, manufacturer's specifications and instructions, and warning labels in English.

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Ability to safely move around the jobsite, which includes crawling into tight spaces, confined spaces, climbing and working on a ladder and working at various heights
- Ability to work in varied spaces
- Be able to effectively use a computer with a manual keyboard, mouse, and viewing a monitor / screen

Examples:

- Use hand tools and power tools
- Workspaces may include extreme heights, crawlspaces, or confined spaces

Physical activities may include:

- Stooping
- Crawling
- Reaching
- Squatting
- Lifting
- Bending
- Balancing
- Climbing

Physical Strength and Stamina

Essential Functions:

- Ability to participate in an activity for long periods of time
- Ability sufficient to lift and carry at least 60 pounds

Examples:

- Participate in project-related activity for up to six continuous hours

- Be able to reach, manipulate, and operate equipment necessary for laboratory work.

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Be able to distinguish between tones of various pitches and differentiate between the primary colors
- Visual skills to inspect or assess for safety
- Listening skills sufficient to communicate with others

Examples:

- Have good peripheral vision and depth perception.
- Have sufficient visual capacity to read blueprints, sketches, schematic diagrams and other printed documents including but not limited to tape measures, architect and engineer scales, meters and testers.
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio

Environmental / Occupational Exposure

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Must not have a debilitating fear of insects, spiders, snakes or lizards.

Examples:

- Work outdoors
- Work with construction materials and tools
- Work with various chemicals including but not limited to; acids, acid-like chemicals, solvents, glues, cleaners, oils and refrigerants.

Field or Industry Professional Standards

Essential Functions:

- Safely operate tools and equipment
- Wear safety equipment
- Must be able to wear a tool pouch for up to 10 hours per day.

Examples:

- PPE includes but not limited to safety glasses, closed-toe shoes, hard-hats, safety harnesses, and fall protection gear.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching and Intro to CAD	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
HVAC 100	Heating Technology I	10
Total Credits		17

Table 50: Heating C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
HVAC 105	Electricity in the HVAC Industry	3
HVAC 110	Heating Technology II	9
MAT 106	College Mathematics for Technologies	3
PSY 101	Introduction to Psychology	3
Total Credits		18

Table 51: Heating C Spring Semester Year One

Heating, Ventilation, and Air Conditioning (HVAC) Technology (AAS)

PROGRAM OVERVIEW

Associate in Applied Science (AAS)– 64 credit hours

PURPOSE

The HVAC/R Applied Science Degree is designed to develop an industry-necessary and relevant training program that will utilize the new-age technologies to prepare the future technicians of the HVAC/R industry. The AAS degree will:

- Prepare graduates for entry- and intermediate-level positions relevant to the Maine's growing HVAC/R Industry.
- Prepare graduates with knowledge and experience through industry partnerships, whereby lecture and in-person lab-based experiential learning occurs in house and through internships in the field as well as on-site learning.
- Provide individuals already working in the HVAC/R field the opportunity to upgrade their skills and knowledge base for career advancement with a college degree and an avenue to work toward more necessary licensure.
- Identify, and integrate opportunities for students to utilize appropriate cutting-edge technology and advanced tool operation skillsets in their learning experience.
- Provide the required classroom learning component for industry-led apprenticeship programs, sponsored by WCCC through both the Certificate and AAS programming.
- Be well-informed by partnership with industry experts and the Maine State Fuel Board to ensure responsive alignment with current industry needs, Laws and Rules, other training programs and initiatives, and current and future workforce needs.

CAREER OPPORTUNITIES

Graduates of the program will be qualified and able to be licensed to work as a Field Technician in all aspects of the HVAC/R trade such as:

- an Outside Salesperson for wholesale companies such as F.W. Webb
- System Design Engineer
- Code Enforcement Officer for state or local government to name a few.

PROGRAM OUTCOMES

Upon completion of the Associate in Applied Science Degree in HVAC/R, the graduate is prepared to:

1. Identify and apply the basic theories, principles, and practices of the HVAC/R trade: including regulations, nomenclature, and best practices for customer service and system maintenance
2. Identify system components and controls of oil, gas, and refrigeration appliances.
3. Identify and systematically troubleshoot common problems and components.
4. Identify and adhere to regulatory and safety protocols and standards in the HVAC/R trade.
5. Evaluate career pathways in the HVAC/R industry, weighing the pros and cons, rewards, and demands in order to think critically and make informed decisions.
6. Use best practices when working with customers, using proper techniques for good customer relations.
7. Ability to complete the Maine State exam for Journeyman Oil Burner License
8. Complete the Maine State exam for Appliance Service and Connection gas license

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate with coworkers and customers
- Be able to clearly and effectively communicate with others, at moderate distances and without line of sight.
- Be able to understand orders, instructions and descriptions and be able to read and comprehend technical manuals, manufacturer's specifications and instructions, and warning labels in English.

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Ability to safely move around the jobsite, which includes crawling into tight spaces, confined spaces, climbing and working on a ladder and working at various heights
- Ability to work in varied spaces
- Be able to effectively use a computer with a manual keyboard, mouse, and viewing a monitor / screen

Examples:

- Use hand tools and power tools
- Workspaces may include extreme heights, crawlspaces, or confined spaces

Physical activities may include:

- Stooping
- Crawling
- Reaching
- Squatting
- Lifting
- Bending
- Balancing
- Climbing

Physical Strength and Stamina

Essential Functions:

- Ability to participate in an activity for long periods of time
- Ability sufficient to lift and carry at least 60 pounds

Examples:

- Participate in project-related activity for up to six continuous hours
- Be able to reach, manipulate, and operate equipment necessary for laboratory work.

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Be able to distinguish between tones of various pitches and differentiate between the primary colors
- Visual skills to inspect or assess for safety
- Listening skills sufficient to communicate with others

Examples:

- Have good peripheral vision and depth perception.
- Have sufficient visual capacity to read blueprints, sketches, schematic diagrams and other printed documents including but not limited to tape measures, architect and engineer scales, meters and testers.
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio

Environmental / Occupational Exposure

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Must not have a debilitating fear of insects, spiders, snakes or lizards.

Examples:

- Work outdoors
- Work with construction materials and tools

- Work with various chemicals including but not limited to; acids, acid-like chemicals, solvents, glues, cleaners, oils and refrigerants.

Field or Industry Professional Standards

Essential Functions:

- Safely operate tools and equipment
- Wear safety equipment
- Must be able to wear a tool pouch for up to 10 hours per day.

Examples:

- PPE includes but not limited to safety glasses, closed-toe shoes, hard-hats, safety harnesses, and fall protection gear.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching and Intro to CAD	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
HVAC 100 or HVAC 120	Heating Technology I, or Refrigeration and Air Conditioning Technology I	10
Total Credits		17

Table 52: HVAC AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
HVAC 105	Electricity in the HVAC Industry	3
HVAC 110 or HVAC 130	Heating Technology II or Refrigeration and Air Conditioning Technology II	9
MAT 106	College Mathematics for Technologies	3
PSY 101	Introduction to Psychology	3
Total Credits		18

Table 53: HVAC AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
ENG 210 or ENG 107	Technical Writing or Speech	3
Elective	General Education Elective	3
HVAC 100 or HVAC 120	Heating Technology I, or Refrigeration and Air Conditioning Technology I	10
Total Credits		16

Table 54: HVAC AAS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
HVAC 110 or HVAC 130	Heating Technology II or Refrigeration and Air Conditioning Technology II	9
PHY 120	Physics	4
Total Credits		13

Table 55: HVAC AAS Spring Semester Year Two

Heavy Equipment Operation (C)

PROGRAM OVERVIEW
Certificate (C) – 28 credit hours

PURPOSE
The Heavy Equipment Operations program prepares students for operations 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 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.

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Effectively communicate with classmates and instructional staff using appropriate visual and/or auditory communication from a distance of 20 feet.
- Write work orders
- Read prints, schematics, and documents

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate
- Ability to safely operate in and around machinery
- Ability to physically setup, move, or climb ladders, scaffolding, etc., unaided, using the designated safety method.

Examples:

- Make repairs
- Assemble parts
- Work with many types of hand, air, or other power tools
- Work at heights up to 35' while carrying tools and equipment

Physical activities may include:

- Climbing
- Lifting
- Balancing
- Stooping Reaching

Physical Strength and Stamina

Essential Functions:

- Lift and carry up to or 50 pounds of building materials/equipment

Examples:

- Lift and carry wheels, engine parts, brake rotors, etc.

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Listening skills sufficient to communicate with others
- Identify sounds from the vehicle during diagnostic phase
- Identify and react to safety alarms which include, but not limited to, fire alarms, back up alarms and those meant for emergencies
- Visual skills to inspect or assess for safety

Examples:

- Listen to customer's assessment of problem
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio
- Listen for various pitches emitted by testers and meters
- Inspect an area or piece of equipment for potential failures or safety issues
- Detect potential dangers in the shop such as smelling gas leaks, identifying leaks in hydraulic lifts, etc.

<u>Environmental / Occupational Exposure</u>

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Ability to use petroleum products or other chemicals

Examples:

- Work around motors and air tools
- Work outside or inside of a non-climate-controlled shop
- Work around diesel fuel, motor oil, etc.

<u>Field or Industry Professional Standards</u>

Essential Functions:

- Wear safety equipment
- Valid Driver's License
- CDL standards (for vision/etc.)

Examples:

- Wear safety glasses
- Good peripheral vision and depth perception
- 20/40 corrected in at least one eye (CDL standard)

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MET 100	General Service	3
MET 102	Introduction to OSHA Safety/First Aid/CPR	3
MET 150	Introduction to Equipment Operations	2
MET 151	Heavy Equipment Operation Project	4
Total Credits		16

Table 56: HEO C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
MAT 106	College Mathematics for Technologies	3
MET 155	Grade Work	3
MET 156	Forklift Operation and Maintenance	2
MET 157	Crane Theory and Operation	2
WEL 109	Introductory Welding	2
Total Credits		12

Table 57: HEO C Spring Semester Year One

Human Services (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 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.

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 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.

TECHNICAL STANDARDS

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
HUS 101	Introduction to Human Services	3
HUS 125	Drug, Substance Use and Recovery	3
MAT Elective	Math Elective of MAT112 or above	3
PSY 101	Introduction to Psychology	3
Total Credits		16

Table 58: HUS AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BIO/SCI	Any BIO/SCI with Lab	4
Elective	English/Communications Elective	3
HUS 213	Case Management	3
HUS 231	Interviewing and Counseling	3
PHI 115	Ethics	3
Total Credits		16

Table 59: HUS AAS Spring Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
HUS 204	Human Services Internship I	3
HUS 210	Ethics and Policy in Human Services	3
HUS 219	Community Mental Health	3
HUS Elective	Human Services Elective	3
SED 220 or SED 235	Education of Young Children with Special Needs or Behavior Management	3
Total Credits		15

Table 60: HUS AAS Fall Semester Year Two

Spring Semester Year Two
The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
Elective	Arts/Humanities/Social Science Elective	3
HUS 236	Trauma and Recovery	3
HUS 240	Group Process and Procedure	3
HUS 255	Diverse Care in Human Services	3
HUS Elective	Human Services Elective	3
Total Credits		15

Table 61: HUS AAS Spring Semester Year Two

Liberal Studies (AA)

PROGRAM OVERVIEW
Associate in Arts (AA) – 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 62 or 63 credits of course work with 32 of the credits comprising a required core of courses and 30 or 31 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 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.

Technical Standards

None.

Program Requirements

All Requirements

The following table lists all required courses.

Course Code	Course Title	Credits
Creative Arts Elective	Creative Arts Elective	3
Electives	General Electives	15
English Elective	English Elective	3
ENG 101	College Composition	3
ENG 107	Speech	3
ENG 212	Introduction to Literature	3
FYE 100	First Year Experience	1
HIS 117	World History to 1715	3
HIS 119	World History from 1715 to Present	3
Humanities Elective	Humanities Elective	3
Math or Science Elective	Math or Science Elective	3 or 4
MAT 127 or MAT 115	College Algebra/Statistics	3
PHI 114 or PHI 115	Environmental Ethics or Ethics	3
PSY 101	Introduction to Psychology	3

Course Code	Course Title	Credits
Science Elective	Students must choose a Laboratory Science course from BIO, CHY, or ENV	4
SOC 101	Introduction to Sociology	3
Social Science Elective	Social Science Elective	3
Total Credits		62 or 63

Table 62: LS AS Core Requirements

APPROVED ELECTIVES

General Education Approved Electives

The following table lists approved electives for the General Electives requirement.

Course Code	Course Title	Credits
General Electives	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.	15

Table 63: LS AS Approved General Electives

Creative Arts Approved Electives

The following table lists approved electives for the Creative Arts requirement.

Course Code	Course Title	Credits
ART 105	Drawing for Beginners	3
ART 201	Mixed Media Artwork	3
ENG 208	Creative Writing	3
ENG 214	Literature and Film	3

Table 64: LS AS Approved Creative Arts Elective

English Approved Electives
The following table lists approved electives for the English requirement.

Course Code	Course Title	Credits
ENG 203	Special Topics in Literature	3
ENG 208	Creative Writing	3
ENG 209	Shakespeare	3
ENG 214	Literature and Film	3
ENG 215	Contemporary American Fiction	3

Table 65: LS AS Approved English Elective

Humanities Approved Electives
The following table lists approved electives for the Humanities requirement.

Course Code	Course Title	Credits
HIS 112	American History to Reconstruction	3
HIS 113	American History from Reconstruction	3
HIS 115	Maine History	3
PHI 101	Intro to Philosophy	3
PHI 114	Environmental Ethics	3

Table 66: LS AS Approved Humanities Elective

Math or Science Approved Electives
The following table lists approved electives for the Math or Science requirement.

Course Code	Course Title	Credits
MAT or BIO or CHY or ENV	Students may choose any Math course numbered 115 or higher or an additional Science course from BIO, CHY, or ENV.	3 or 4

Table 67: LS AS Approved Math or Science Elective

Science Approved Electives
The following table lists approved electives for the Science requirement.

Course Code	Course Title	Credits
BIO or CHY or ENV	Students must choose a Laboratory Science course from BIO, CHY, or ENV.	4

Table 68: LS AS Approved Science Elective

Social Science Approved Electives
The following table lists approved electives for the Social Science requirement.

Course Code	Course Title	Credits
PSC 101	American National Government	3
PSY 105	Human Relations	3
PSY 190	Child and Adolescent Development	3
SOC 102	Sociology of the Family	3

Table 69: LS AS Approved Social Science Elective

Liberal Studies Health Occupations (C)

PROGRAM OVERVIEW
Certificate (C) – 30 – 31 credit hours

PURPOSE
The Health Occupations Certificate is designed as a preparation program for students wishing to enter occupations in health careers at a Maine Community College campus, a University of Maine campus, or Maine private college health program. The program is structured to encourage career exploration and provide guidance to students of opportunities as they prepare to apply to their chosen health degree program.

CAREER OPPORTUNITIES
Successful completion of the program qualifies graduates to transfer into a two or four-year health degree program. Transfer programs could lead to a career in:

- Nursing
- medical assisting
- physical therapy
- phlebotomy
- respiration therapy
- health information management
- Radiology

PROGRAM OUTCOMES
Upon completion of the Certificate in Health Occupations, the graduate is prepared to:

1. Form and test scientific hypothesis, evaluate empirical evidence, and reflect upon and learn from mistakes.
2. Employ clear, concise, and consistent written and verbal communication skills and practice active listening techniques.
3. Locate, analyze, synthesize, and evaluate information.
4. Read with comprehension and critically analyze arguments.
5. Calculate, analyze, and communicate conclusions using both qualitative and quantitative data.
6. Synthesize and evaluate meaning based upon philosophical, literary, or multidisciplinary perspectives.
7. Identify and evaluate ethical concerns from a theoretical, professional and/or cultural perspective.

Technical Standards

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
BIO 225	Anatomy & Physiology I	4
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MDT 125	Medical Terminology	3
PSY 101	Introduction to Psychology	3
Total Credits		14

Table 70: HOC C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BIO 235	Anatomy & Physiology II	4
ENG 107	Speech	3
MAT 115	Statistics	3
Medical or Science Elective	Medical or Science Elective	3 or 4
PHI 115	Ethics	3
Total Credits		16-17

Table 71: HOC C Spring Semester Year One

Mechanical Technology (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 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 overhaul or other combinations of courses to meet their interests and career objectives. Students must complete four semesters as prescribed within the chosen technology.

Technology program curriculum that can be used:

- Automotive Technology
- Diesel and Automotive Engine Overhaul
- Heavy Equipment Operations
- Heavy Equipment Maintenance
- Powersport Equipment/Small Engine Technician
- Welding 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 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.

TECHNICAL STANDARDS
Refer to the Technical Standards listed under the Program or Certificate of the MET or WEL courses you are selecting.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MET or WEL	Mechanical Technology Electives – any MET and/or WEL designation (See notes).	7-11
Total Credits		11-15

Table 72: Mech Tech AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
MAT 106	College Mathematics for Technologies	3
MET or WEL	Mechanical Technology Electives – any MET and/or WEL designation (See notes).	7-11
WEL 109	Introductory Welding	2
Total Credits		12-16

Table 73: Mech Tech AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
BUS Elective	Business Elective	3
Math or Science Elective	Math/Science (above the 100 level)	3
ENG 210	Technical Writing	3

Course Code	Course Title	Credits
MET or WEL	Mechanical Technology Electives – any MET and/or WEL designation (See notes).	7-11
Total Credits		16-20

Table 74: Mech Tech AAS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching, and Intro to CAD	3
Social Science Elective	Social Science Elective	3
MET or WEL	Mechanical Technology Electives – any MET and/or WEL designation (See notes).	7-11*
Total Credits		13-17

Table 75: Mech Tech AAS Spring Semester Year Two

NOTES

1. Minimum of 7 to a Maximum of 11 in MET or WEL credits per semester to total 37 MET or WEL credits.
2. Students must obtain a certificate in Welding Technology to be eligible for the WEL electives to apply to an AAS in Mechanical Technology.

Mechanical Technology (C)

PROGRAM OVERVIEW
Certificate (C)– 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.

Technology program curriculum that can be used:

- Automotive Technology
- Diesel and Automotive Engine Overhaul
- Heavy Equipment Operations
- Heavy Equipment Maintenance
- Powersport Equipment/Small Engine Technician
- Welding 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 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.

TECHNICAL STANDARDS
Refer to the Technical Standards listed under the Program or Certificate of the MET or WEL courses you are selecting.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
FYE 100	First Year Experience	1
MET Elective	Mechanical Technology Electives (any MET designation)	6
MET 100	General Service	3
MET 102	Introduction to OSHA Safety/First Aid/CPR	3
MET 103	Principles of Vehicular Electronics	2
WEL 109	Introductory Welding	2
Total Credits		17

Table 76: Mech Tech C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
MAT 106	College Mathematics for Technologies	3
MET Elective	Mechanical Technology Electives (any MET designation)	7
MET 107	Introduction to Engine Operation	2
Total Credits		15

Table 77: Mech Tech C Spring Semester Year One

Mechanical Technology with Specialization in Passenger Vehicle (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 68 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
- manufacturer's service and/or parts representative

PROGRAM 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 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.

TECHNICAL STANDARDS

The Mechanical Technology with Specialization in Passenger Vehicle program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

<u>Communication (Oral / Written)</u>

Essential Function:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate procedures for auto repair to coworkers and customers
- Read and write work orders
- Read schematics, meters and testers

<u>Mobility / Motor Skills</u>

Essential Function:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate
- Ability to safely operate in and around machinery and electrical machinery
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body

Examples:

- Make auto repairs
- Assemble parts
- Work with many types of hand, air, or other power tools

Physical activities may include:

- Crawling
- Lifting
- Balancing
- Stooping

Physical Strength and Stamina

Essential Function:

- Ability sufficient to lift and carry

Examples:

- Lift and carry wheels, engine parts, brake rotors, etc.
- Install equipment overhead

Sensory

Essential Function:

- Visual skills sufficient to see details at close range
- Listening skills sufficient to communicate with others
- Identify sounds from the vehicle during diagnostic phase
- Visual skills to inspect or assess for safety

Examples:

- Identify defects and make repairs
- Listen to customer's assessment of problem
- Listen for sounds to diagnose problem
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio
- Inspect an area or piece of equipment for potential failures or safety issues
- Detect potential dangers in the shop such as smelling gas leaks, identifying leaks in hydraulic lifts, etc.

Environmental / Occupational Exposure

Essential Function:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Work in confined spaces

Examples:

- Work around motors and air tools
- Work outside or inside of a non-climate-controlled shop
- Work with petroleum products
- Work under a vehicle to make repairs

Field or Industry Professional Standards

Essential Function:

- Valid Driver's License

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MET 103	Principles of Vehicular Electronics	2
MET 114	Vehicular Electrical Systems I	1
MET 115	Vehicular Electrical Systems II	2
MET 116	Braking Systems I	1
MET 117	Braking Systems II	2
MET 120	Transmission and Drive Train	3
WEL 109	Introductory Welding	2
Total Credits		17

Table 78: Pass Vech AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
MAT 106	College Mathematics for Technologies	3
MET 107	Introduction to Engines Operation	2
MET 108	Principles of Vehicular Performance	2
MET 112	Engine Performance & Diagnostics I	1
MET 113	Engine Performance & Diagnostics II	2

Course Code	Course Title	Credits
MET 118	Steering and Suspension I	1
MET 119	Steering and Suspension II	2
MET 121	Heating & Air Conditioning Systems	3
MET 123	Maine State Inspection	1
MET 126	Principles of EV/Hybrid Vehicles	2
Total Credits		19

Table 79: Pass Vech AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
Elective	General Education Elective	3
Elective	Math/Science (above the 100 level)	3
ENG 210	Technical Writing	3
MET 101	Diesel Engine Overhaul	3
MET 132	Diesel Engine Fuel Systems	1
MET 137	Diesel Engine Overhaul Lab	4
Total Credits		17

Table 80: Pass Vech AAS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching, and Intro to CAD	3
Elective	Social Science Elective (PSY 101 or SOC 101 or SOC 102	3
MET 138	Automotive Engine & Motor Overhaul	3
MET 139	Automotive Engine & Motor Overhaul Lab	5
MET 142	High Performance Engines	2
Total Credits		15

Table 81: Pass Vech AAS Spring Semester Year Two

Medical Assisting (AAS)

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 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) 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 or assistant
- medical or unit secretary
- transcriptionist/coder/abstractor
- patient registration, receptionist, billing manager
- billing or medical records clerk

PROGRAM 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.
    1. AAMA — American Association of Medical Assistants, Certified Medical Assisting Exam (CMA)
    2. AMT — American Medical Technologist, Registered Medical Assisting Exam (RMA)

Additional Information

Program Goals:
To prepare medical assistants to meet competency in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Occupational Risks:

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility. As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress
- Workplace Violence

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

TECHNICAL STANDARDS

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

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand
- Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds

Examples:

- Legibly document relevant patient information (manual or via computer) using correct terminology and spelling
- Interpret doctor's orders
- Record patient responses to treatments
- Establish rapport with patients, families, and other health care providers

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects, pinch with thumb or forefinger
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
- Mobility sufficient to reach above shoulder height
- Mobility sufficient to bend and retrieve items below waist level

Examples:

- Utilize delicate instruments with patients
- Maneuver in confined spaces
- Twist body to adjust equipment and obtain supplies in various positions

Physical activities may include:

- Bending
- Stooping
- Lifting
- Reaching
- Kneeling
- Crouching
- Squatting

Physical Strength and Stamina

Essential Functions:

- Ability to stand for extended periods of time
- Ability sufficient to lift and carry up to 50 pounds

- Ability to support and assist patients
- Ability to push 200 pounds

Examples:

- Stand and walk up to 12-hour shifts
- Lift and carry equipment
- Assist patient in and out of a wheelchair and on/off an examination table
- Push a patient weighing 200 pounds in a wheelchair

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range and manipulate equipment
- Visual skills sufficient to discriminate shapes and colors
- Listening skills sufficient to communicate with others
- Identify various sounds
- Ability to touch and locate anatomy on patients to perform physical assessments
- Ability to tolerate various odors

Examples:

- Read accurately numbers, letters, and cursive writing on instruments, equipment, computer screens, and paper
- Identify reagents and other materials such as laboratory media and the physical properties of various body fluids
- Observe patient responses to treatment
- Hear verbal communication from patients and other health care team members
- Hear equipment/emergency alarms, call bell, or call for help
- Listen to heart, lung, and blood pressure sounds
- Feel for pulse
- Differentiate between temperature and pressure variations
- Work with patients with poor hygiene

Environmental / Occupational Exposure

Essential Functions:

- Exposure to communicable and infectious diseases, secretions, blood, and bodily fluids
- Exposure to environmental hazards
- Possible exposure to X-ray radiation
- Ability to work under high stress situations and respond promptly
- Ability to use personal protective equipment correctly

Examples:

- Possible exposure to HIV, hepatitis, etc.
- Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances
- Respond appropriately in emergency to maintain patient safety and care

Field or Industry Professional Standards

Essential Functions:

- Criminal background check
- CPR certification
- Adhere and follow the Medical Assisting Education Review Board technical standards

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
COMP 140	Digital Fluency in the Modern Workplace	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MAT 106	College Mathematics for Technologies or higher	3
MDT 103	Introduction to Medical Assisting	3
MDT 125	Medical Terminology	3
Total Credits		16

Table 82: MDT AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 134	Medical Documentation	3
MDT 136	Clinical Office Procedures I	3
MDT 221	Insurance Coding and Billing	3
Total Credits		15

Table 83: MDT AAS Spring Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
BIO 130	Human Anatomy and Physiology	4
BUS 230	Supervisory Management	3
MDT 223	Phlebotomy and Infection Control	3
MDT 228	Introduction to Pharmacology	3
MDT 236	Clinical Office Procedures II & Lab	4
Total Credits		17

Table 84: MDT AAS Fall Semester Year Two

Spring Semester Year Two
The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
Elective	Elective	3
MDT 240	Medical Assisting Capstone	3
MDT 245	Clinical Medical Cooperative Practicum	4
PHI 115	Ethics	3
PSY 101 or PSY 105	Introduction to Psychology or Human Relations	3
Total Credits		16

Table 85: MDT AAS Spring Semester Year Two

Medical Office Technology (C)

PROGRAM OVERVIEW
Certificate (C) – 31 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
Positions available include:

- office manager or assistant
- medical or unit secretary
- transcriptionist/coder/abstractor
- patient registration, receptionist, billing manager
- billing or medical records clerk

PROGRAM 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.

TECHNICAL STANDARDS

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

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand
- Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds

Examples:

- Legibly document relevant patient information (manual or via computer) using correct terminology and spelling
- Interpret doctor's orders
- Record patient responses to treatments
- Establish rapport with patients, families, and other health care providers

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects, pinch with thumb or forefinger
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
- Mobility sufficient to reach above shoulder height
- Mobility sufficient to bend and retrieve items below waist level

Examples:

- Utilize delicate instruments with patients
- Maneuver in confined spaces
- Twist body to adjust equipment and obtain supplies in various positions

Physical activities may include:

- Bending
- Stooping
- Lifting
- Reaching
- Kneeling
- Crouching
- Squatting

Physical Strength and Stamina

Essential Functions:

- Ability to stand for extended periods of time
- Ability sufficient to lift and carry up to 50 pounds

- Ability to support and assist patients
- Ability to push 200 pounds

Examples:

- Stand and walk up to 12-hour shifts
- Lift and carry equipment
- Assist patient in and out of a wheelchair and on/off an examination table
- Push a patient weighing 200 pounds in a wheelchair

<u>Sensory</u>

Essential Functions:

- Visual skills sufficient to see details at close range and manipulate equipment
- Visual skills sufficient to discriminate shapes and colors
- Listening skills sufficient to communicate with others
- Identify various sounds
- Ability to touch and locate anatomy on patients to perform physical assessments
- Ability to tolerate various odors

Examples:

- Read accurately numbers, letters, and cursive writing on instruments, equipment, computer screens, and paper
- Identify reagents and other materials such as laboratory media and the physical properties of various body fluids
- Observe patient responses to treatment
- Hear verbal communication from patients and other health care team members
- Hear equipment/emergency alarms, call bell, or call for help
- Listen to heart, lung, and blood pressure sounds
- Feel for pulse
- Differentiate between temperature and pressure variations
- Work with patients with poor hygiene

<u>Environmental / Occupational Exposure</u>

Essential Functions:

- Exposure to communicable and infectious diseases, secretions, blood, and bodily fluids
- Exposure to environmental hazards
- Possible exposure to X-ray radiation
- Ability to work under high stress situations and respond promptly
- Ability to use personal protective equipment correctly

Examples:

- Possible exposure to HIV, hepatitis, etc.
- Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances
- Respond appropriately in emergency to maintain patient safety and care

Field or Industry Professional Standards

Essential Functions:

- Criminal background check
- CPR certification
- Adhere and follow the Medical Assisting Education Review Board technical standards

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
COMP 140	Digital Fluency in the Modern Workplace	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MAT 106	College Mathematics for Technologies or higher	3
MDT 103	Introduction to Medical Assisting	3
MDT 125	Medical Terminology	3
Total Credits		16

Table 86: MDT C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 134	Medical Documentation	3
MDT 136	Clinical Office Procedures I	3
MDT 221	Insurance Coding and Billing	3
Total Credits		15

Table 87: MDT C Spring Semester Year One

Nursing (AS)

Program Overview
Associate in Science (AS) – 69 credit hours (with pre-requisite semester)

Purpose
The Nursing Program at Washington County Community College is designed to provide students with the opportunity to enter nursing and transfer to bachelor's degree programs in nursing. Educational mobility exhibited by the nursing program at Washington County Community College gives students the opportunity to develop and augment technical skills and knowledge based on a balanced educational program.
The A.S. in Nursing is an appropriate fit for the program mix at Washington County Community College and a complement to the allied health programs currently offered. This program will not replace any current programs offered at Washington County Community College. The college has renovated dedicated space for the program and invested in the most advanced technology to support the ADN program.

Career Opportunities
There are numerous career opportunities as a Registered Nurse. By pursuing a degree in Nursing, students can look forward to opportunities caring for individuals across the lifespan. Students can work in acute care, outpatient clinic settings, long term or assisted living facility settings, home health settings, and many other specialties areas. After completion of the associate degree nursing program students can continue their education and expand their career opportunities. Students interested in pursuing higher degrees in nursing can look forward to careers in leadership roles, nursing education, and as advanced practice providers should they choose to become nurse practitioners.

Program Outcomes
Upon completion of the Associate in Science degree in Nursing, the graduate is prepared to:

1. Apply principles of biological, behavioral, and social sciences to assess, plan, and implement safe, evidence-based nursing care across the lifespan.
2. Use clinical reasoning and the nursing process to identify patient needs, solve problems, and evaluate outcomes in diverse healthcare settings.
3. Demonstrate clinical competence and accountability in performing safe, effective nursing interventions that promote optimal patient outcomes.
4. Integrate technology, equipment, and current evidence to support decision-making and improvement to the quality and safety of patient care.

5. Communicate and collaborate effectively with patients, families, and interdisciplinary teams while integrating ethical, legal, and professional responsibility.

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand
- Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds

Examples:

- Document relevant patient information (manual or via computer) using correct terminology and spelling
- Interpret doctor's orders
- Record patient responses to treatments
- Establish rapport with patients, families, and other health care providers

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
- Mobility sufficient to perform physical activities that require dexterity and flexibility to move body in a variety of positions

Examples:

- Utilize instruments with patients
- Perform CPR
- Prepare medications (PO, IM, IV)
- Use a computer keyboard and mouse
- Move around in patients' rooms and treatment areas
- Maneuver in confined spaces

Physical activities may include:

- Pushing/Pulling
- Running
- Bending
- Stooping
- Lifting
- Reaching

Physical Strength and Stamina

Essential Functions:

- Ability to stand for extended periods of time
- Ability sufficient to lift and carry a minimum of 40 pounds

Examples:

- Stand and walk up to 12-hour shifts
- Walk up to 5 miles per day
- Lift and/or maneuver patients
- Lift and move equipment

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range and manipulate equipment
- Listening skills sufficient to communicate with others
- Identify various sounds
- Ability to touch and locate anatomy on patients to perform physical assessments
- Ability to tolerate various odors

Examples:

- Observe patient responses to treatment
- Hear equipment/emergency alarms, call bell, or call for help
- Listen to heart, lung, and blood pressure sounds
- Feel for pulse
- Work with patients with poor hygiene

Environmental / Occupational Exposure

Essential Functions:

- Frequent exposure to communicable and infectious diseases, secretions, blood, and bodily fluids
- Exposure to environmental hazards
- Possible exposure to X-ray radiation
- Ability to work under high stress situations and respond promptly
- Work in confined spaces

Examples:

- Possible exposure to HIV, hepatitis, etc.
- Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances
- Respond appropriately in emergency to maintain patient safety and care
- Wear a face mask

Field or Industry Professional Standards

Essential Functions:

- Criminal background check
- CPR certification
- Completion of required tests and screening

- Move without mobility assisted devices (clinical site requirement)

Examples:

- TB test
- Drug screening
- Immunizations

ACCREDITATION STATUS

Effective **July 22, 2026**, the associate nursing program at Washington County Community College, located in Calais, Maine, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. Candidacy status can be checked on the ACEN public notice website: Washington County Community College. This candidacy status expires on **July 22, 2028**.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
ACEN website

Program Requirements

Pre-Requisite Semester

The following table lists the pre-requisite courses for the Nursing Program. An achievement of C+ or higher is required in each of these pre-requisite courses.

Course Code	Course Title	Credits
BIO 225	Anatomy and Physiology with Lab	4
ENG 101	English Composition	3
MAT 115	Statistics	3
PSY 101	Introduction to Psychology	3
Total Credits		13

Table 88: NURS AS Pre-Requisite Semester

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
BIO 235	Anatomy and Physiology II with Lab	4
FYE 100	First Year Experience	1
NURS 103	Foundations of Nursing	8
PSY 207	Developmental Psychology	3
Total Credits		16

Table 89: NURS AS Fall Semester Year One

Spring Semester Year One
The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
BIO 220	Microbiology with Lab	4
NURS 110	Pharmacology	3
NURS 137	Nursing Across the Lifespan I	8
Total Credits		15

Table 90: NURS AS Spring Semester Year One

Summer Semester Year One
The following table lists required courses for Summer Semester, Year One.

Course Code	Course Title	Credits
ENG 212	Introduction to Literature	3
NURS 254	Nursing Across the Lifespan II	8
Total Credits		11

Table 91: NURS AS Summer Semester Year One

Fall Semester Year Two
The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
ENG 107	Speech	3
NURS 280	Nursing Across the Lifespan III	10
NURS 282	Transition into Nursing Practice	1
Total Credits		14

Table 92: NURS AS Fall Semester Year Two

Outdoor Leadership (AAS)
Adventure Recreation & Tourism

PROGRAM OVERVIEW
Associate in Applied Science (AAS) – 63 credit hours

PURPOSE
The purpose of the Adventure Recreation & Tourism option of the Outdoor Leadership 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
- Maine guide in sea kayaking, recreation, hunting and fishing

PROGRAM 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.

TECHNICAL STANDARDS

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ADV 105	Introduction to Sea Kayaking	1
ADV 114	Ropes Course Facilitation	2
ADV 119	Wilderness Expedition Skills I	4
ADV 141	The Maine Environment I	1.5
EMS 114	Wilderness Advanced First Aid (Mod B)	1.5
ENG 101	English Composition	3
FYE 100	First Year Experience	1
PFD 100	Physically Fit for Duty	1
Total Credits		15

Table 93: ADV R&T AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ADV 115	Outdoor Leadership	3
ADV 121	Wilderness Expedition Skills II	4
ADV 125 Or ADV 260	Tourism Seminar or Foundations of Outdoor Therapy	3
ADV 142	The Maine Environment II	1.5
ADV 175	Internship/Practicum	3
EMS 116	Wilderness First Responder Bridge (Mod A)	1.5

Course Code	Course Title	Credits
Total Credits		16

Table 94: ADV R&T AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
ADV Elective	Adventure Recreation Elective	3
ADV 226	Adventure Programming	3
GE Elective	General Education Elective	3
HIS 115	Maine History	3
PHI 114	Environmental Ethics	3
Total Credits		15

Table 95: ADV R&T AAS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
ADV Elective	Adventure Recreation Elective	3
ADV 250	Capstone	3
CMJ 224	Search and Rescue	1
COM 200	Environmental Interpretation	3
Math Elective	Math Elective – MAT 112 or above	3
Science Elective	Any 4-Credit Lab Science Elective	4
Total Credits		17

Table 96: ADV R&T AAS Spring Semester Year Two

Outdoor Leadership (C)
Adventure Recreation & Tourism

PROGRAM OVERVIEW
Certificate (C) – 32 credit hours

PURPOSE
The purpose of the Adventure Recreation & Tourism option of the Outdoor Leadership Certificate program is to equip students with a strong foundation of economic, cultural, and environmental studies related to the Adventure Recreation & 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 & Tourism certificate 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
- Maine guide in sea kayaking, recreation, hunting and fishing

PROGRAM OUTCOMES
Upon completion of the Certificate 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.

TECHNICAL STANDARDS

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ADV 105	Introduction to Sea Kayaking	1
ADV 114	Ropes Course Facilitation	2
ADV 119	Wilderness Expedition Skills I	4
ADV 141	The Maine Environment I	1.5
EMS 114	Wilderness Advanced First Aid (Mod B)	1.5
ENG 101	English Composition	3
FYE 100	First Year Experience	1
PFD 100	Physically Fit for Duty	1
Total Credits		15

Table 97: ADV R&T C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ADV 115	Outdoor Leadership	3
ADV 121	Wilderness Expedition Skills II	4
ADV 142	The Maine Environment II	1.5
ADV 175	Internship/Practicum	3
CMJ 224	Search and Rescue	1
EMS 116	Wilderness First Responder Bridge (Mod A)	1.5

Course Code	Course Title	Credits
Math Elective	Math Elective – MAT 112 or above	3
Total Credits		17

Table 98: ADV R&T C Spring Semester Year One

Outdoor Leadership (AAS)
Adventure Therapy

Program Overview
Associate in Applied Science (AAS) – 64 credit hours

Purpose
The Adventure Therapy option of the Outdoor Leadership program at Washington County Community College was created in response to the increasing demand for qualified, trained outdoor professionals in adventure-based and nature-based therapy. This program focuses on providing students the skills needed to provide front-line support services to clients in adventure-based and nature-based therapeutic programs in Maine, across the country, and around the world. Adventure Therapy provides students with the opportunity to combine training in outdoor leadership skills with counseling and facilitation skills, allowing them to lead and facilitate adventure-based and wilderness-based therapeutic experiences using effective techniques to help clients cope with and overcome various behavioral, cognitive, social, and affective disorders. This hands-on, experiential program utilizes Maine's natural environment as a classroom, allowing students to study how adventure-based and nature-based therapeutic programs are transforming people's lives.

Career Opportunities
Successful completion of the program qualifies graduates to work as field guides, recovery coaches, program directors, and other support positions for organizations that specialize in providing adventure-based and wilderness-based therapeutic programs in the outdoor behavioral health field.

Program Outcomes
Upon completion of the Associate in Applied Science degree in Outdoor Leadership Adventure Therapy, the graduate is prepared to:

1. Identify and apply principles of self-care and personal leadership in a variety of challenging outdoor environments.
2. Research and discuss the history and importance of various types of outdoor programs.
3. Identify and apply effective risk management concepts before, during, and after various outdoor activities.
4. Identify and apply various leadership theories related to outdoor leadership and programming.

5. Identify and interpret various components of the natural world.
6. Research common ethical viewpoints and formulate a personal environmental ethic.
7. Create and deliver outdoor programs that address a specific set of outcomes.
8. Identify and apply outdoor technical skills to meet industry standards specific to various certifications and licensures.
9. Explain the role that risk and wilderness play in providing a therapeutic experience.
10. Identify various forms of crisis and formulate appropriate plans to manage its impact.

TECHNICAL STANDARDS

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ADV 105	Introduction to Sea Kayaking	1
ADV 114	Ropes Course Facilitation	2
ADV 119	Wilderness Expedition Skills I	4
ADV 141	The Maine Environment I	1.5
EMS 114	Wilderness Advanced First Aid (Mod B)	1.5
ENG 101	English Composition	3
FYE 100	First Year Experience	1
Total Credits		14

Table 99: ADV Therapy AAS Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ADV 115	Outdoor Leadership	3
ADV 121	Wilderness Expedition Skills II	4
ADV 142	The Maine Environment II	1.5
ADV 175	Internship/Practicum	3
ADV 260	Foundations of Outdoor Therapy	3
EMS 116	Wilderness First Responder Bridge (Mod A)	1.5
Total Credits		16

Table 100: ADV Therapy AAS Spring Semester Year One

Fall Semester Year Two

The following table lists required courses for Fall Semester, Year Two.

Course Code	Course Title	Credits
ADV or HUS Elective	Any HUS or ADV Elective	3
HUS 125	Drug, Substance Use and Recovery	3
PHI 114	Environmental Ethics	3
PSY 101	Intro to Psychology	3
Science Elective	Any 4-Credit Lab Science Elective	4
Total Credits		16

Table 101: ADV Therapy AAS Fall Semester Year Two

Spring Semester Year Two

The following table lists required courses for Spring Semester, Year Two.

Course Code	Course Title	Credits
COM 200	Environmental Interpretation	3
GE Elective	General Education Elective	3
HUS 231	Interviewing and Counseling	3
HUS 236	Trauma and Recovery	3
HUS 240	Group Process	3
Math Elective	Math Elective – MAT 112 or above	3
Total Credits		18

Table 102: ADV Therapy AAS Spring Semester Year Two

Powersport Equipment and Small Engine Technician (C)

PROGRAM OVERVIEW
Certificate (C) – 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 OUTCOMES
Upon completion of the Certificate 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.

9. Work towards EETC 4 Stoke Technician certification.
10. Work towards Briggs & Stratham and Kohler Engine certifications.
11. Work towards Stihl Bronze training.
12. Work towards Mercury Outboard Technician certification.

TECHNICAL STANDARDS

None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
MET 103	Principles of Vehicular Electronics	2
MET 170	Small Engine Repair and Tune-up	3
MET 171	Power Equipment Drivelines/Hydraulics	3
MET 195	Outdoor Powered Equipment Vehicle Repair and Maintenance	3
Total Credits		15

Table 103: Powersport C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
MAT 106	Mathematics for Technologies	3
MET 172	Power Equipment Electrical Systems and Generators	3
MET 173	Marine and Personal Watercraft Repair and Maintenance	3
MET 190	Recreational Vehicles Operation and Maintenance	3
WEL 109	Introductory Welding	2
Total Credits		14

Table 104: Powersport C Spring Semester Year One

Refrigeration and Air Conditioning Technology (C)

PROGRAM OVERVIEW
Certificate (C)– 35 credit hours

PURPOSE
The Refrigeration and Air Conditioning Technology certificate prepares the student with the skills and knowledge used for careers in the refrigeration and air conditioning industry. Students learn how to assemble, maintain, and repair refrigeration and air conditioning 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 and at a one-week co-op with different types of refrigeration and air conditioning 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:

- refrigeration and air-conditioning contractors
- HVAC 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 OUTCOMES
Upon completion of the of the Refrigeration and Air Conditioning Technology certificate, 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 Refrigeration and Air Conditioning equipment.

5. Assemble, maintain, and repair Refrigeration and Air Conditioning systems according to code specifications of the National Fire Protection Association.

6. Safely and efficiently use tools and materials required for operation of Refrigeration and Air Conditioning 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.

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate with coworkers and customers
- Be able to clearly and effectively communicate with others, at moderate distances and without line of sight.
- Be able to understand orders, instructions and descriptions and be able to read and comprehend technical manuals, manufacturer's specifications and instructions, and warning labels in English.

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Ability to safely move around the jobsite, which includes crawling into tight spaces, confined spaces, climbing and working on a ladder and working at various heights
- Ability to work in varied spaces
- Be able to effectively use a computer with a manual keyboard, mouse, and viewing a monitor / screen

Examples:

- Use hand tools and power tools
- Workspaces may include extreme heights, crawlspaces, or confined spaces

Physical activities may include:

- Stooping
- Crawling
- Reaching
- Squatting
- Lifting
- Bending

- Balancing
- Climbing

Physical Strength and Stamina

Essential Functions:

- Ability to participate in an activity for long periods of time
- Ability sufficient to lift and carry at least 60 pounds

Examples:

- Participate in project-related activity for up to six continuous hours
- Be able to reach, manipulate, and operate equipment necessary for laboratory work.

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Be able to distinguish between tones of various pitches and differentiate between the primary colors
- Visual skills to inspect or assess for safety
- Listening skills sufficient to communicate with others

Examples:

- Have good peripheral vision and depth perception.
- Have sufficient visual capacity to read blueprints, sketches, schematic diagrams and other printed documents including but not limited to tape measures, architect and engineer scales, meters and testers.
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio

Environmental / Occupational Exposure

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Must not have a debilitating fear of insects, spiders, snakes or lizards.

Examples:

- Work outdoors
- Work with construction materials and tools
- Work with various chemicals including but not limited to; acids, acid-like chemicals, solvents, glues, cleaners, oils and refrigerants.

Field or Industry Professional Standards

Essential Functions:

- Safely operate tools and equipment
- Wear safety equipment

- Must be able to wear a tool pouch for up to 10 hours per day.

Examples:

- PPE includes but not limited to safety glasses, closed-toe shoes, hard-hats, safety harnesses, and fall protection gear.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching and Intro to CAD	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
HVAC 120	Refrigeration and Air Conditioning Technology I	10
Total Credits		17

Table 105: Refrig C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
HVAC 105	Electricity in the HVAC Industry	3
HVAC 130	Refrigeration and Air Conditioning Technology II	9
MAT 106	College Mathematics for Technologies	3
PSY 101	Introduction to Psychology	3
Total Credits		18

Table 106: Refrig C Spring Semester Year One

Residential and Commercial Electricity Technology (D)

PROGRAM OVERVIEW
Diploma (D) – 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.

Completion of WCCC's Residential and Commercial Electricity program provides 4,000 hours of credit toward the 8,000-hour experience requirement for a Maine journeyman electrician license. Graduates may apply to the Maine Electricians' Examining Board for approval to take the journeyman electrician examination upon graduation. After passing the examination and completing 2,000 hours of documented licensed electrical-installation experience, a graduate may qualify to apply for a journeyman-in-training license. To qualify to apply for the full journeyman electrician license, the graduate must complete 4,000 total hours of documented field experience beyond the hours credited for the College program and satisfy all other requirements established by the Board.

Licensure is granted by the State of Maine, not by WCCC. Students should consult the Maine Electricians' Examining Board for current examination, experience, application, and licensure requirements.

CAREER OPPORTUNITIES
Upon completion of the program, student will be prepared to apply for approval to take the Maine journeyman electrician examination and enter supervised electrical employment while completing the experience required for state licensure. 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 SAT or Accuplacer score high enough to qualify for Math 106, or pass high school algebra with a C or better.

PROGRAM 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.

Qualify for employment opportunities with electrical contractors, electrical equipment suppliers, and industrial maintenance companies.

TECHNICAL STANDARDS

<u>Communication (Oral/Written)</u>

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate with coworkers and customers

<u>Mobility / Motor Skills</u>

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Ability to perform basic computer functions
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
- Ability to safely operate in and around electricity

Examples:

- Work with electrical wiring
- Enter data into a computer, open, save, and close files and programs
- Use a meter to test, verify, or troubleshoot an energized circuit

Physical activities may include:

- Stooping
- Crawling
- Reaching
- Squatting
- Lifting
- Bending

Physical Strength and Stamina

Essential Functions:

- Ability to participate in an activity for long periods of time

Examples:

- Work on a project for up to six continuous hours

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Ability to distinguish colors, shades, and textures
- Visual skills to inspect or assess for safety
- Listening skills sufficient to communicate with others

Examples:

- View blueprints, sketches, and schematic drawings
- Work with wires of different colors
- Inspect an area or piece of equipment for potential failures or safety issues
- Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio

Environmental / Occupational Exposure

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to dust, chemicals, and fumes

Field or Industry Professional Standards

Essential Functions:

- Safely operate tools and equipment

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
DRG 126	Architectural Drafting and CAD	3
FYE 100	First Year Experience	1
MAT 106	College Mathematics for Technologies	3
REY 131	Residential and Commercial Electricity Technology I	2
REY 152	Residential and Commercial Electricity Technology II	8
TEC 150	Electronic Principles I	3
Total Credits		20

Table 107: REY D Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
NEC 111	National Electrical Code	3
REY 181	Residential and Commercial Electricity Technology III	9
REY 184	Residential and Commercial Electricity IV	4
TEC 151	Electronic Principles II	3
Total Credits		22

Table 108: REY D Spring Semester Year One

Summer Semester Year One

The following table lists required courses for Summer Semester, Year One.

Course Code	Course Title	Credits
REY 190	Residential and Commercial Electricity Internship	3
Total Credits		3

Table 109: REY D Summer Semester Year One

Substance Use and Recovery (C)

PROGRAM OVERVIEW
Certificate (C) – 37 credit hours

PURPOSE
The Certificate in Substance Use and Recovery prepares students to test to become a Certified Alcohol and Drug Counselor in the State of Maine. Students will become familiar with substance use and the skills necessary to support individuals seeking various pathways to recovery. Students will learn their role as a contributing member to a treatment team, including screening, assessment, diagnosis, and treatment planning.

CAREER OPPORTUNITIES
The Certificate in Substance Use and Recovery is designed to prepare students to take the State of Maine test to become a Certified Alcohol and Drug Counselor. Both statewide and nationally substance use counselors are needed, and it is currently considered a high-growth field. Locally, Washington County has several agencies who hire Certified Alcohol and Drug Counselors, including Discovery House, Groups: Recover Together, and AMHC.

PROGRAM OUTCOMES
Upon completion of the certificate curriculum in the Substance Use and Recovery certificate program, the graduate is prepared to:

1. Students will demonstrate understand types of substances and their physiological, behavioral, and emotional impact.
2. Students will have knowledge of different counseling theories and their applications in treatment and treatment planning.
3. Students will be able to assess, diagnose and treatment plan with individuals with substance use disorders.
4. Students will understand a variety of treatment interventions and settings for substance use disorders and people with co-occurring disorders.
5. Students will understand the role of the Certified Alcohol and Drug Counselor as a contributing member of the treatment team.

TECHNICAL STANDARDS
None.

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
ENG 101	College Composition	3
FYE 100	First Year Experience	1
HUS 125	Drug, Substance Use and Recovery	3
HUS 219	Community Mental Health	3
HUS 245	Addiction and the Family	3
Math Elective	MAT112 or Higher	3
PSY 101	Introduction to Psychology	3
Total Credits		19

Table 110: Substance C Fall Semester Year One

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
HUS 213	Case Management	3
HUS 231	Interviewing and Counseling	3
HUS 236	Trauma and Recovery	3
HUS 240	Group Process	3
HUS 250	Chemical Dependency Counseling	3
HUS 255/ADV 260	Diverse Care in Human Services or Foundations of Outdoor Therapy	3
Total Credits		18

Table 111: Substance C Spring Semester Year One

Trade and Technical Occupations (AAS)

PROGRAM OVERVIEW

Associate in Applied Science (AAS) – 61-62 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.

TECHNICAL STANDARDS

Refer to the Technical Standards listed under the Program or Certificate of the MET or WEL courses you are selecting.

Program Requirements

All Program Requirements

The following table lists required courses for the Trade & Technical Program.

Course Code	Course Title	Credits
ART, HUS or Social Science	Creative Arts/Humanities/Social Science Elective	6
COM Elective	Coursework in communication	3
ENG 101	College Composition	3
FYE 100	First Year Experience	1
General Education Elective	General education elective	15
Mat 106	College Mathematics for Technologies	3
Math or Science Elective	Math or Science Elective	3-4
Related Technical Courses	Related Technical Courses	3
Technical Specialty Courses	Technical Specialty	24
Total Credits		61-62

Table 112: T&T AAS All Requirements

Additional Information

The student is responsible for providing the necessary documentation to verify his/her successful completion of the apprenticeship program; For example: 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 (C)

PROGRAM OVERVIEW
Certificate (C) – 36 credit hours

PURPOSE
Instruction focuses on training students to produce acceptable, sound welds in all positions in Shielded Metal Arc Welding (SMAW) 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 American Standard Mechanical Engineering (AMSE) pipe certification. Students will also be qualified on Gas Tungsten Arc Welding (GTAW) and fit-up (pipefitting) on stainless and carbon steel pipe. This qualifies graduates for employment as AWS certified welder in the construction, shipbuilding, fabricating, and metal and maintenance fields.

CAREER OPPORTUNITIES
Graduates of the welding technology program may find employment in:

- Shipbuilding
- Fabrication
- Construction
- mechanical and maintenance industries

PROGRAM OUTCOMES
Upon completion of the certificate curriculum in the Welding Technology program, the graduate is prepared to:

1. Identify and practice safety procedures in the working environment.
2. Identify welding methods, tools and equipment.
3. Identify ferrous and non-ferrous material and chose correct filter rod to fit the job and the metal being welded.
4. Produce and test the quality of acceptable, sound welds in all positions in electric arc welding in preparation for the American Welding Society structural certification and State of Maine pipe certification.
5. Produce TIG weld on stainless and carbon still pipe.
6. Perform pipe fitting techniques by producing a fit-up and tack preparation for open root GTAW welding and SMAW 7018 filler and cap.

TECHNICAL STANDARDS

Communication (Oral/Written)

Essential Functions:

- Skills sufficient to communicate information and ideas so others will understand

Examples:

- Communicate with coworkers and customers

Mobility / Motor Skills

Essential Functions:

- Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
- Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
- Ability to work in varied spaces

Examples:

- Use hand tools
- Perform tasks in multiple positions (flat, horizontal, vertical, and overhead) at floor level and at heights over six feet
- Work in confined spaces

Physical activities may include:

- Stooping
- Reaching
- Squatting
- Lifting
- Bending

Physical Strength and Stamina

Essential Functions:

- Ability sufficient to lift and carry

Examples:

- Lift steel plates, parts, fixtures, etc.

Sensory

Essential Functions:

- Visual skills sufficient to see details at close range
- Ability to take precise measurements
- Ability to visualize two- and three-dimensional objects and spaces
- Ability to distinguish colors, shades, and textures
- Visual skills to inspect or assess for safety

Examples:

- Understand and interpret information from books, handouts, diagrams, charts, and tables
- Read a tape measure
- View blueprints and sketches
- Inspect an area or piece of equipment for potential failures or safety issues

Environmental / Occupational Exposure

Essential Functions:

- Possible exposure to extreme noise levels
- Possible exposure to extreme weather
- Possible exposure to dust, chemicals, and fumes
- Ability to tolerate variations in lighting

Field or Industry Professional Standards

Essential Functions:

- Ability to wear safety equipment

Examples:

- Wear safety glasses

Program Requirements

Fall Semester Year One

The following table lists required courses for Fall Semester, Year One.

Course Code	Course Title	Credits
COMP 140	Digital Fluency in the Modern Workplace	3
FYE 100	First Year Experience	1
MAT 106	Digital Fluency in the Modern Workplace	3
WEL 120	Safety and Basic Welding Technology I	7
Total Credits		14

Spring Semester Year One

The following table lists required courses for Spring Semester, Year One.

Course Code	Course Title	Credits
DRG 124	Print Reading, Sketching, and Intro to CAD	3
ENG 101	College Composition	3
WEL 121	Basic Welding Technology II	4.5
WEL 122	Advanced Welding	1.5
WEL 123	Pipe Welding	4
Total Credits		16

Summer Semester Year One

The following table lists required courses for Summer Semester, Year One.

Course Code	Course Title	Credits
WEL 124	TIG Welding	5
WEL 125	Introduction to Pipe Fitting	1
Total Credits		6