COURSE DESCRIPTIONS – Summer 2015

**ARS 399 Portfolio Development**
This Portfolio Development course is offered to the adult learner who is preparing a competency based, experiential, academic portfolio, documenting their college-level knowledge, competencies, and abilities. This course supports students in improving the skills and knowledge needed to document and communicate their prior learning in the area of leadership and organizational studies. At the end of the course, students submit a completed academic portfolio for assessment to USM’s Office of Prior Learning for possible additional credits. Prerequisites: College writing or the equivalent, leadership LOS 350 either concurrently or completed, resume submission, and subsequent permission by instructor. Cross-listed with LOS 333 and SBS 399. Cr 3

**CON 356 Concepts in Community Health**
This course introduces the concepts and principles basic to the development and maintenance of the community’s health. The epidemiological process guides the survey of current major health issues. The course focuses on the health issues of groups in the community at local, state, national, and global levels. Cr 3

**CON 556 Concepts in Community Health**
This course introduces the concepts and principles basic to the development and maintenance of the community’s health. The epidemiological process guides the survey of current major health issues. The course focuses on the health issues of groups in the community at local, state, national, and global levels. Cr 3

**COR 142J Baseball and American Society: A Journey**
This course studies baseball as an American institution. It combines academic study with a journey: from Portland, Maine, through Cooperstown and the Hall of Fame, to Baltimore’s Camden Yards. During the bus journey, participants will talk, study, see films, go to ball games at various levels of play, interview players from the past and executives of the present. Some of the topics will include the history and literature of baseball, the Negro Leagues, and the integration of major league baseball. Cr 3

**HCE 605 Psychological Measurement & Evaluation**
This course focuses on group tests and related measurement techniques. The course content includes a review of the history of testing, current issues, fundamental statistics for understanding, evaluating, and using tests, including selected aptitude, intelligence, achievement, interest, and personality tests. A variety of standardized and non-standardized evaluation measures will be reviewed. Cr 3

**HCE 686 Internship: Counselor Education**
This course provides an opportunity for students to integrate formal coursework with on-the-job experience in selected institutions. Prerequisite: HCE 690. Cr 1-15

**HUM 105F Basic Photography**
This course is an introduction to black and white photography, designed to help students gain understanding through “hands-on” photographic work. Lectures include classroom discussions concerning the history and aesthetics of photography, and techniques include camera and lens functions, exposure methods, basic black and white film processing, printmaking, print finishing, and presentation techniques. Cr 3

**HUM 304 Writing Children’s Literature: How to Craft Compelling Stories**
An exploration of how details, characters, and voices create compelling children’s stories. This course will include text readings, multiple online writing assignments, along with analyzing several children's books and critiquing and commenting on classmates' work. Students will also write their own children's picture book. This course has been approved by the State Department of Education for content area in secondary English. Cr 3

**LAC 269 Exploring Careers, Choosing Life Roles**
In this mid-level course in the career development series, students relate self-knowledge to career and life roles, with an emphasis on gaining and managing career information; learning various career and life decision-making strategies; and communicating formative academic, co-curricular, and professional experiences in such formats as accomplishment statements and informal interviews. Offered fall, spring, summer. Cr 1.5

**LAC 413 Job Search Skills for the 21st Century**
In this final course in the career development series, students assume active agency in career planning through learning how to market themselves to prospective employers. They learn to create and use the tools needed for career placement, such as cover letters, resumes, and interviews. Prerequisite: LAC 269. Offered fall, spring, summer. Cr 1.5

**LAC 447 Internship**
This online course provides students the opportunity to work in their chosen field to evaluate their interest and acquire basic skills needed to market themselves effectively. Students participate in an online seminar in which they learn about and reflect on workplace issues. Students wishing to take more than 3 credit hours must have permission from their faculty advisors. Prerequisite: LAC 413. Offered fall, spring, summer. Cr 3

**LCC 150 Statistics for Informed Decision Making**
This course introduces and applies quantitative analyses to address real world questions. It applies descriptive statistics, sampling and significance testing, correlation, and regression analysis to issues related to the four themes of the Core. The course provides the opportunity to interpret and analyze statistical decision making, and identifies data misconceptions and misuses. Cr 3

**LCC 200 Creative Critical Inquiry**
This writing instruction course introduces students to criteria for identifying and constructing well-reasoned arguments, fosters the discovery and use of students' critical/analytical voice in their writing, and develops skills for incorporating, interpreting and integrating the views of others. It provides the opportunity to refine critical thinking abilities by analyzing everyday life experience, including how culture shapes our sense of reality and ourselves. The course highlights the importance of generating good questions and tolerating ambiguity when seeking to understand complex issues. Prerequisite: College Writing. Cr 4

**LCC 370 Toward a Global Ethics**
This writing instruction course assists students in articulating and assessing their own values. It examines the range of ethical theories and positions and explores the influence of particular cultural ideologies on ethical beliefs. The course considers the ethical principles implied by democracy, sustainability, justice, and difference. It examines ethical issues and dilemmas faced by individuals, organizations, and nations while exploring personal and collective
COURSE DESCRIPTIONS – Summer 2015

decision-making processes in a global context. Prerequisite: Core Area C. Cr 4

LCC 480 Senior Seminar
This course provides writing instruction experience for students from LAC's four degree programs. Students complete a major research and writing project addressing one of the four themes of the Common Core from an interdisciplinary approach. Prerequisite: ENG 100C or LCC 110C; LCC 200E or LCC 370E; HUM 300, and LOS 300 OR SBS 320. Cr 3.

LOS 299 Writing in the Major
Students majoring in LOS are required to register for this course simultaneously with their registration in LOS 300 Organizational Theory. It meets for an hour per week of writing instruction for the LOS major. Cr 1

LOS 300 Organizational Theory
This is a foundational course that provides a solid overview of organizational theories in leadership. Current organizational issues are analyzed using structural, human resource, cultural, and political frameworks and the case method. Issues examined include leadership, organizational design, planning, change, decision making, communication, and control. This is an excellent course for students interested in how organizations work. Students in the LOS major must complete this required course with a grade of a B- or better as a condition of their degree. This course includes writing instruction. Prerequisite: familiarity with the Blackboard online learning community. Completion of College Writing with a C or better is required for LOS majors and preferred for all other students. Cr 3

LOS 301 Group Dynamics
This course gives students an understanding of how people behave in groups and the skills needed by group members to participate effectively in group activities. It provides a theoretical foundation for how groups function, with focus on group process and development; and it discusses how these theories can be applied to a wide range of group settings. This course uses experiential techniques to help students develop critical skills and understanding of group dynamics. Cross-listed with CMS 345 and SBS 301. Cr 3

LOS 314 Employee Relations
This course provides an understanding of the trends in legal, social, and economic aspects of United States labor-management relations. Topics include a historical overview of labor law, grievance procedures, the negotiation process, equal opportunity, and personnel rules. Includes case studies and simulated bargaining and arbitration exercises. Cr 3

LOS 317 New Media & Social Networking: Identity & Expression (online)
How are private and public identities established online? Are political and social movements built, organized, even undermined by social networking and online culture? Do online communities impact real world communication, language, and thought? Read critical theory on new media and explore technological and cultural associations with this nascent but pervasive phenomenon. Cr 3

LOS 318 Database Management
This course is intended to introduce skills and build proficiency in database management. It is taught on PC computers using the latest version of Microsoft Access and is designed to help students develop competencies in a variety of database processing functions. Students will become proficient in setting up databases, managing data, creating reports, using report enhancements, and manipulating data. Prerequisite: LAC 150 or equivalent. Cr 3

LOS 329 Research Methods
This course is an introduction to quantitative and qualitative research methods which can be used in organizational planning and decision making and in the social and behavioral sciences. The course will cover topic areas related to the application of appropriate methods of inquiry and includes completion of an applied project. Strongly recommended for students going on to graduate school, careers in consulting, or human resource management. Cross-listed with SBS 329. Prerequisite: LCC 150D. Cross-listed with SBS 329. Cr 3

LOS 330 Leadership in Different Cultures
Students will explore leadership practices in multiple cultures and how our increasing interactions with these diverse leadership styles have changed our conception of leadership in the U.S. This course will help students determine the skills they will need to take on a leadership role in a global society. Cr 3

LOS 333 Portfolio Development
This Portfolio Development course is offered to the adult learner who is preparing a competency based, experiential, academic portfolio, documenting their college-level knowledge, competencies, and abilities. This course supports students in improving the skills and knowledge needed to document and communicate their prior learning in the area of leadership and organizational studies. At the end of the course, students submit a completed academic portfolio for assessment to USM's Office of Prior Learning for possible additional credits. Prerequisites: College writing or the equivalent, leadership LOS 350 either concurrently or completed, resume submission, and subsequent permission by instructor. Cross-listed with ARS 399 and SBS 399. Cr 3

LOS 336 Dealing with Difficult People and Behaviors
It has been stated that everyone is someone's difficult person. Almost daily, we come in contact with people we would characterize as difficult. They are the people we work with, sell to, depend on, and live with. There are intimidators, manipulators, analyzers, know-it-alls, overly friendly, accommodators, chronic complainers and whiners. Their actions consume time, energy and emotion at the expense of productivity and morale. This course provides fresh insights and immediately usable skills needed to quickly, confidently and assertively identify and deal with various types of people, difficult or not, in a variety of contexts while maintaining your own self confidence. Cr 3

LOS 337 Project Management
This course provides a solid foundation in Project Management, covering up-to-date information on how good project, program, and portfolio management can help you achieve organizational success. Students will learn what a good project is and the various phases of managing a project – from initiation and kick-off to implementation and oversight to proper closing and documentation of results. They will develop an understanding of the project management process, the fluid nature of real-world projects, and how to adapt to changing conditions. Furthermore, they will acquire the ability to efficiently manage a project of reasonable scope. Thus, the course will focus on the practical aspects of day-to-day project management and will include numerous real-world examples from corporate settings. Cr 3
The focus of this course is the family-centered care of older individuals in the community. Emphasis is on nursing assessment, diagnosis, and
This course provides students with opportunities to apply knowledge of fundamental principles and means of investigation used in the study and
COURSE DESCRIPTIONS – Summer 2015

explanation of language acquisition and literacy development. It plays a foundational role in fostering students’ understanding of literacy, which is key to their development as professionals charged with fostering children’s literacy development.  Cr 3

SBS 399  Special Topics: Leadership and Entrepreneurial Women
Topics offered will cover current special issues in organizations and/or the study of organizations through alternative methods. Cross-listed with LOS 399. Cr 3

SBS 399  Special Topics in SBS: Mindfulness-Based Stress Reduction
Mindfulness is about paying attention without judgment to what is being presented to us in our lives moment by moment right here, right now and then responding to this moment from a place of balance/center rather than reacting from old patterns. In this course we study Mindfulness using practices based on the Kabat-Zinn Mindfulness-based Stress Reduction Program and practices based on the work of Professor Nancy Hathaway. After learning these Mindfulness-based Stress Reduction practices, students will explore ways to integrate Mindfulness into work, family, health, and relationships, particularly into Teaching, Nursing, Social Work, Counseling, and the Healthcare Professions. Cross-listed with LOS 599.  Cr 3

SBS 399  Special Topics in SBS: Portfolio Development
This Portfolio Development course is offered to the adult learner who is preparing a competency based, experiential, academic portfolio, documenting their college-level knowledge, competencies, and abilities. This course supports students in improving the skills and knowledge needed to document and communicate their prior learning in the area of leadership and organizational studies. At the end of the course, students submit a completed academic portfolio for assessment to USM’s Office of Prior Learning for possible additional credits. Prerequisites: College writing or the equivalent, leadership LOS 350 either concurrently or completed, resume submission, and subsequent permission by instructor. Cross-listed with ARS 399 and LOS 333.  Cr 3

SBS 430  Applied Social Policy
A review of contemporary social policy alternatives and an examination of social policy making processes at both the macro- and micro-levels. Students complete an applied social policy project which might take the form of a policy paper, a grant proposal or written legislative testimony for a community agency. Prerequisites: either LCC 200 or LCC 370 as well as junior standing or permission of the instructor. Cr 3

SBS 470  Study Abroad
The goal of this course is to provide an experiential learning opportunity for students to increase their global awareness. Through a variety of readings, overseas traveling, site experiences, and reflection exercise, students will examine a diversity of sociocultural issues in a foreign environment. Prerequisite: instructor permission.  Cr 6

SCI 170  Human Anatomy and Physiology I
This is the first course in a two-semester sequence in human anatomy and physiology. It introduces basic principles of physiology and anatomy through chemistry, cellular structure and function, genetics, and embryology. This course discusses several physiologic systems including the muscular, skeletal, nervous and integumentary systems. Prerequisites: students should have an understanding of basic biology and chemistry from high school courses or GED. SCI 170 must be taken concurrently with SCI 171. Cr 3

SCI 171  Human Anatomy & Physiology I Lab
Laboratory experiences illustrating topics introduced in SCI 170K. Must be taken concurrently with SCI 170K.  Cr 1.5

SCI 252  Medical Microbiology with Lab
This lecture and laboratory course introduces basic medical microbiology and focuses on the viruses, bacteria, protozoans, and multi-cellular organisms which cause human diseases. It also discusses epidemiology and the immune system. This course meets the requirements of nursing and allied health programs. Prerequisite: SCI 107 or SCI 270/271. Cr 4.

SCI 270  Human Anatomy and Physiology II
This is the second course in a two-semester sequence in human anatomy and physiology. Topics in this course will include the nervous system, special sense organs, blood and circulatory system, immune function, respiratory system, digestion and metabolism, endocrine function, renal function, and electrolyte balance. Prerequisites: SCI 170 and SCI 171. Must be taken concurrently with SCI 271. Cr 3.

SCI 271  Human Anatomy and Physiology II Lab
Laboratory experiences illustrating topics introduced in SCI 172. Must be taken concurrently with SCI 270. Cr 1.5

SOC 100  Introduction to Sociology
The fundamental concepts, principles, and methods of sociology; analyzes the influence of social and cultural factors upon human behavior; evaluates effect of group processes, social classes, stratification, and basic institutions on contemporary society. Cr 3