## COURSE OUTLINE

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<th>Course Number</th>
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<th>Current Semester</th>
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Prepared by:

Instructor

Date

**COURSE NUMBER AND TITLE:**

Comment [1]: Get the course number and name from your SIS account.

Comment [2]: Same as on previous page.
ACC111 Accounting I
(3 Credits)
Students will learn basic double-entry accounting and produce a worksheet, income statement and balance sheet. A computer tutorial will enhance the students' mastery of the subject.

BACC114 Financial Accounting
(3 Credits)
This course builds on the basics of Accounting I with an expanded emphasis on accounting for corporations. Subjects covered include, but are not limited to, inventories, long-term assets and liabilities, reporting and analyzing equity, reporting and analyzing cash flows, and analyzing financial statements. (Prerequisite: BACC111)

AUT101 Introduction to Automotive Service
(3 Credits)
This course provides a comprehensive study of the basics in automotive technology including safety, precision measuring, and the proper use of tools and equipment. Students will also learn how to use computerized information systems and lab procedures and policies. (Co-requisites: Introduction to Algebra, Permission of instructor)

BIO120 Human Biology
(4 Credits)
This is a one-semester course designed to introduce students to the structures and functions of the human body. Background topics include chemistry for human biology, cell structure and function, and human organization. Major topics include the digestive, circulatory, lymphatic, respiratory, urinary, skeletal, muscular, nervous, reproductive systems, the senses and basic genetics. Lab activities are designed to enhance and reinforce selected lecture topics. Integrated laboratory work augments lecture topics. Prerequisites: None.

CHE111 Chemistry
(4 Credits)
The fundamental laws and concepts of chemistry, including atomic theory, periodic classification of the elements, chemical bonding, molecular structure, solution equilibria, and organic chemistry, as well as qualitative and quantitative applications. Includes a two-hour lab. (PERMISSION OF INSTRUCTOR)

CMT113 IT Essentials: Hardware and Software
(4 Credits)
Based on a curriculum sponsored by Hewlett-Packard Company and Cisco Systems, this course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components, as well as suggested best practices in maintenance and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification. Uses Cisco IT Essentials I.
BCMT115 **Object Oriented Programming with Java**
(4 Credits)
This course is an introduction to programming using Java. This course is designed to introduce you to theories and concepts of computer programming, including the use of variables, data structures, input and output, loops, arrays, strings, structured programming, object-oriented programming, graphical user interfaces, and event-driven programming. (Prerequisite: BCMT125 strongly recommended)

CMT120 **Web Design I**
(3 Credits)

CMT213 **Computer Networking I**
(3 Credits)
This course will provide students with classroom and laboratory experience in current and emerging network technologies. Instruction includes, but is not limited to, safety, networking, networking terminology and protocols, network standards, LANs, WANs, OSI Models, cabling, cabling tools, routers, router programming, star topologies, IP addressing and the network administrator's role and function. The course is taught using the Cisco Systems Networking Academy Curriculum: Cisco Semester 1.

CMT219 **Computer Networking II**
(4 Credits)
This course is a continuation of Computer Networking I, covering routers and routing and focusing on initial router configuration, including Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will learn how to configure a router, manage Cisco IOS software, configure routing protocols on routers and set access lists to control access to routers. The course is taught using the Cisco Systems Networking Academy Curriculum: Cisco Semester 2. (Prerequisite: Computer Networking I)

CMT234 **Computer Networking III**
(3 Credits)
This course is a continuation of Computer Networking II, covering IPX protocol routing for Novell, LAN design implementing bridges, routers, and switches. Fast Ethernet, Spanning Tree Protocol and Virtual LANs. WAN services of LAPB, Frame Relay, ISDN, PPP, HDLC and DDR will also be covered. The course is taught using the Cisco Systems Networking Academy Curriculum: Cisco Semesters 3 and 4. (Prerequisite: Computer Networking II)

COM110 **Software Applications**
(3 Credits)
This course is for students with some previous knowledge and exposure to computers and serves as a foundation course for all other computer courses. The focus of the course is on Microsoft Windows operating systems, as well as the most common applications of word processing in business and industry. The course will teach students how to solve the most common word processing problems using a variety of skills including basic document creation, retrieval, editing, spell checking, thesaurus, graphics, layout design, and advanced formatting. Students will be introduced to spreadsheet
applications including data entry, manipulation, basic number calculations, saving and retrieving data, creating formulas, using functions and graphing. Utilizing PowerPoint as presentation software students will learn how to use computer technology to replace and augment traditional presentation tools such as overheads, video, flip charts, chalkboards, etc.

COM126 Introduction to CAD
(3 Credits)
An introduction to computer-aided drafting for students in any discipline. Emphasis is on developing basic competency in using a 2D CAD system for drawing production. Designed for students with little or no background in drafting. (Co-requisite: Basic computer familiarity)

CRM108 Forensic Science
(4 Credits)
This course provides a general overview, focused understanding, and appreciation of the wide scope of forensic science disciplines, as well as a broad set of issues concerning forensic science and the law. Forensic Pathology, evaluation of the crime scene, forensic science in the laboratory (virtual labs included), forensic engineering, cyber-technology, and legal and ethical issues in forensic science will be covered. (Prerequisite Co-requisite: BENG120)

ECE111 Foundations of Early Childhood Education
(3 Credits)
The history of early childhood education and child care, including the contributions of Froebel, Montessori, and Rudolph Steiner. The course will concentrate on a diversity of programs, child care, Head Start, kindergarten, nursery, profit and non-profit will be addressed. Discussion will include historical perspectives, as well as current trends, theories and approaches to care, development and education of young children. This includes field study.

ECE112 Child Growth and Development
(3 Credits)
Introduction to the child (3-8 years old) as a learner and family member with needs to explore, communicate, and develop social competence. Explanation of current themes of child development with special emphasis on understanding children's developmental levels. Observation skills explored and practiced.

BECE114 Health, Safety, and Nutrition for the Young Child
(3 Credits)
This course will cover the fundamentals of health, safety and nutrition issues and policies in early childhood settings. Students will explore the licensing, medical, legal, family and developmental issues relevant to health and illness in young children ages 0-8 years. Nutrition in the lives of children will also be explored. Students will observe in an approved setting for 10 hours. (Prerequisite:ECE and Teacher Education students)

BECE118 Infant Toddler Curriculum
(3 Credits)
This course provides the practical information for caring for infants and toddlers in a group setting based on a theoretical foundation. Students will focus on the principles of caregiving, infant toddler education and curriculum according to the National Association for the Education of Young Children with emphasis on the role and responsibilities of parents and caregivers in creating high-quality, supportive
environments with sensitivity to attachment and the importance of communication skills in nurturing positive parent/teacher/child relationships. Students will observe in an approved setting for 10 hours.

**EDU104 Foundations of Education**  
(3 Credits)  
This is a survey course that investigates the philosophical, historical, and social/cultural character of education in the United States. It is intended to be an examination of how schools function organizationally. Discussions will include the role of education, system philosophy, and trends that have shaped contemporary education; field observations are included. This course is a concentration requirement for both Special Education and Education associate degree programs; while it is intended to be the first in a series of learning experiences for those interested in careers as teachers, it also fulfills a Social Science elective requirement. This course includes field study.

**ENG120 College Composition**  
(4 Credits)  
In this course students learn to write clearly and effectively for defined audiences through a variety of strategies. Emphasis is on the writing process through drafting, revising and editing. Research and documentation strategies are emphasized. (Prerequisite: Placement or successful completion of competency assessment)

**BENG211 Technical Writing**  
(3 Credits)  
This course builds on the composition basics of BENG120, College Composition. It differs, however, in that technical writing produces documents you use in everyday life: practical, employment correspondence such as analytical reports, office memos, business letters, resumes, proposals, and grants. We will also focus on the techniques of technical communication pertaining to instructional brochures, manuals, oral presentations, business email etiquette, interviewing and visual design. We will learn critical and creative thinking, organization, collaboration, research methods, ethics, proofreading, editing, cultural considerations in writing and the power of persuasion. (Prerequisite: ENG120)

**BENG223 Survey of American Literature**  
(3 Credits)  
An overview of how America's best-known thinkers, authors and poets have reflected and influenced culture, this course takes an historical approach to studying literature from colonial to contemporary times. (Prerequisite: ENG120)

**ENG230 Creative Writing Workshop**  
(3 Credits)  
Techniques, practice and feedback help access creative writing skills and develop an understanding of different creative writing genres through weekly writing, revision and a final portfolio. Students compose a short story, five pieces of poetry and two dramatic scenes. Focus is on characterization, plot, imagery, and theme.

**BENG245 Survey of British Literature I: AD 700 - AD 1700**  
(3 Credits)  
This course will introduce students to the first ten centuries of literature in English (Old, Middle, and Early Modern English). Study will focus on the major authors and issues of English. Students will
analyze the range of social and cultural perspectives represented in the periods of English literature. 
(Prerequisite: ENG120)

BENV110 Introduction to Environmental Science 
(4 Credits) 
This is an introductory course in environmental science, involving an interdisciplinary study of how things in nature are interconnected. It will provide an integrated study of environmental problems, connections and solutions.

BFOR211 Intro to Tree & Shrub Identification 
(1 Credit) 
An introduction to the morphology and classification of the common trees and shrubs of northern New England, stressing identification in the field.

GEO111 Physical Geology 
(4 Credits) 
Covers the nature of geologic materials, structures and processes. Includes an introduction to crustal material, as well as the process which helps shape the earth's crust, such as mountain building, volcanism, continental drift, the work of ice, wind and running water. Includes the natural resources related to geology, such as petroleum, ground water and minerals. Includes a two-hour lab.

HUM181 Spanish I 
3 Credits 
This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced, as well as the customs and cultures of the Spanish-speaking world.

HUM182 Spanish II 
3 Credits 
A continuation of BHUM181, the course will cover intensive oral practice combined with the study of grammar and composition. Reading of elementary texts will be included.

HUM212 Legal and Ethical Issues 
3 credits 
This course is designed to introduce the concepts of ethics from their origin in antiquity to their application in today's world. Morality and moral values and their codification into our legal system will be explored. Major contemporary ethical issues will be examined. The primary focus will be ethical issues in helping professions and the acquisition of skills needed to facilitate the process of ethical decision-making.

BHUM183 French I 
3 Credits 
This course is open to students with little or no prior experience in the language. It stresses the four basic skills of listening, speaking, reading, and writing, as well as the language in a cultural setting.

BHUM184 French II 
3 Credits 
A continuation of BHUM183 with the same emphasis on listening, speaking, reading and writing.

HUM212 Legal and Ethical Issues
This course is designed to introduce the concepts of ethics from their origin in antiquity to their application in today's world. Morality and moral values and their codification into our legal system will be explored. Major contemporary ethical issues will be examined. The primary focus will be ethical issues in helping professions and the acquisition of skills needed to facilitate the process of ethical decision-making.

**MAT120 Topics in Applied College Mathematics**  
(3 Credits)  
Covers a variety of topics which will provide a foundation for further course work in mathematics, as well as other academic areas, including set theory, logic, algebra and probability.

**MAT180 Pre-Calculus**  
This course will cover the following topics: triangles and vectors; trigonometric identities, equations and graphs; exponential and logarithmic functions and equations; sequences and series; complex numbers as well as conic sections. TI-89 Graphing Calculator required. (Prerequisite: appropriate Accuplacer score or POI)

**MAT214 Statistics**  
(4 Credits)  
An introductory statistics course. Topics covered include methods of obtaining, analyzing, and presenting data, elementary probability, probability distributions, confidence intervals, hypothesis testing, linear regression and correlation. (Prerequisite: Topics in Applied College Mathematics or higher)

**MAT215 Calculus I**  
(4 Credits)  
A first calculus course concentrating on functions, limits, differentiation and its applications, and integration. Application of the techniques discussed will be employed in curve sketching and problems of the physical sciences, as well as other areas. (Prerequisites: Pre-Calculus, Algebra & Trigonometry II, or PERMISSION OF INSTRUCTOR)

**BMGT212 Marketing**  
(3 Credits)  
The focus will be on both marketing theory and practice. The text will introduce consumerism, pricing, motivation and sales promotion. The student will be responsible for writing a marketing plan for a department at the college and implementing parts of the plan.

**MGT215 Business Law**  
(3 Credits)  
Covers the legal system with regard to business, contracts, sales, commercial paper, agency and employment, partnerships and corporations, risk bearing devices and property.

**OFT117 Medical Terminology**  
(3 credits)  
Uses a systems approach to present the vocabulary necessary for persons employed in the allied health professions. Topics covered include building a medical vocabulary; introduction to anatomy; the medical history and physical examination; all body systems including eye, ear, nose and throat; surgery; discharge summaries; pathology; mental health; and autopsies.
PHY112 Physics I
(4 Credits)
An introduction to the laws of classical physics designed to help students apply basic principles of physics to the world around them. Topics include kinematics and dynamics in one and two dimensions, momentum, Newton's laws of motion, work kinetic and potential energy, rotational motion and the conservation laws of energy and momentum. Additional topics include bodies in equilibrium, fluids, vibrations and waves, and sound. The course finishes with the study of temperature and kinetic theory, heat, and the laws of thermodynamics. These topics are introduced and explored through a series of microcomputer-based labs (MBL) using PASCO's DataStudio software and 750 Interface. Using modeling/simulation software, students learn to build models of physical systems and simulate the effect of various forces such as gravity, electricity, friction and air resistance on such systems. Microsoft's Excel is widely used to analyze data and produce charts and graphs of experimental results. Students also learn to use MathCAD 2000 in their homework assignments and lab activities. (Prerequisite: Algebra and Trigonometry I or PERMISSION OF INSTRUCTOR)

PHY120 Astronomy
(3 Credits)
This course is for the student who wants to understand some of the basic fundamentals of astronomy and is curious about the universe in which we live. It is a course that does not require a strong background in algebra or trigonometry. The course uses an activity-based approach in which students can learn basic laws of astronomy and explore the locations of the planets and stars during the day or night as seen from any location on earth at any time - past, present, or future. Students do not need a real telescope to do this. Instead, they learn astronomy by using popular "virtual astronomy" software packages, such as "Starry Night." There are numerous demonstrations and hands-on student activities throughout the course.

PHY125 Meteorology
(3 Credits)
This course serves as an introduction to the study of weather. Among the things students learn in this course are topics such as how weather is monitored; the origin, composition, and structure of our atmosphere; solar and terrestrial radiation; heat, temperature and atmospheric circulation; air pressure; humidity; saturation and stability; clouds, precipitation and weather radar; wind and weather; the atmosphere's planetary circulation; weather systems of middle latitudes; thunderstorms and tornadoes; tropical weather systems; weather analysis and forecasting; atmospheric optics; and climate and climate change. The course includes two online observations which must be completed each week by visiting the American Meteorological Society's Online Weather Studies website.

PSY111 Psychology
(3 Credits)
An introductory course which surveys the behavioral science of psychology. Personal and social behaviors are explored through such topics as: consciousness, memory, learning, perception, physiology, sexuality, cognition, abnormal behavior and developmental processes. Applied research projects are an integral component of this course. Emphasis is placed on analyzing data, theories and trends in the field. (Prerequisite: BENG120 College Composition strongly recommended)

SOC111 Sociology
(3 Credits)
Provides an introduction to the scientific study of society and social life. It focuses on the ways that
societies develop, persist and change. Particular emphasis is placed on group processes. (Prerequisite: BENG120 College Composition strongly recommended)

WLD103 SMAW Theory
(1 Credit)
This course continues the foundation introduced in BLW102 by introducing the SMAW processes fundamental to all applications. Students will accurately weld carbon steel coupon joints in all positions according to AWS standards.

WLD104 SMAW Lab
(3 Credits)
This course provides hands-on instruction in the application of the theories introduced in BLW102 and BLW103. Students will apply their skills in laying multiple beads in structural applications.

WLD106 Blueprint Reading I
(1 Credit)
This course introduces the different lines, dimensions, and symbols used in blueprints, as well as the views, symbols, and inspection markings. Measurement and math for welders will be covered.

WLD107 MIG Welding Theory
(1 Credit)
Students will learn the proper gases used in MIG welding, as well as the proper applications used on carbon steel, thin gauge metals.

WLD108 MIG Welding Lab
(3 Credits)
Students will apply their skills in MIG welding, according to AWS standards.

WLD205 TIG Welding Theory
(1 Credit)
Students will learn the proper gases used in TIG welding, as well as the proper applications used on carbon steel, stainless and aluminum. (Prerequisites: WLD103, 104, 107, 108)

WLD206 Blueprint Reading II
(1 Credit)
This course completes the study of measurement and math covered in BWLD106, working with more complicated drawings and markings. Students will master the blueprint reading required for employment in the field. (Prerequisite: Blueprint Reading I)

WLD210 TIG Welding Lab
(1 Credit)
Students will apply their skills in TIG welding, according to AWS standards (Prerequisites: WLD103, 104, 107, 108, 205)

PREREQUISITE(S) (IF ANY):
COREQUISITE:
Class Hours:
Lab Hours:
Credit Hours:

INSTRUCTOR:
Phone:
Office Hours:

TEXTBOOK(S) REQUIRED:
Author:  
Title:  
Edition:  
Publisher:  

RECOMMENDED SUPPLEMENTARY READING:  

GENERAL OBJECTIVES OF COURSE:  

LEARNING ACTIVITIES:  

LIBRARY RESOURCES:  
There are many library resources available in our library. Please contact the library staff for more information. In addition students who take advantage of the Running Start option available for this course and register for WMCC’s course will have access to all the resources available to on-campus students at the WMCC Fortier Library (http://www.wmcc.edu/student-services/fortier-library) on the Berlin campus. These students will also be sent information about how to access electronic resources such as catalogs, books, database searches available to Running Start students through the Fortier Library.

GRADING POLICY:  
Please note that for students taking the course for WMCC credit, WMCC assigns letters grades using these numerical equivalencies:

A  
93-100 (There is no A+ grade.)
A-  
90-92
B+  
87-89
B  
83-86
B-  
80-82
C+  
77-79
C  
73-76
C-  
70-72
INSTRUCTOR'S POLICIES:

ACADEMIC HONESTY – Original thinking and intellectual honesty are central to a college education. Research projects require the ongoing use of existing works, but students must conduct themselves with proper regard for the rights of others and of the college, in a context of mutual respect, integrity and reason. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the college. Students involved in such activities are subject to serious disciplinary action. The following are presented as examples of academic dishonesty:
1. Misrepresenting academic work done by someone else as one’s own efforts, with or without permission of the person.
2. Providing or using prohibited assistance in assignments and examinations.
3. Unauthorized communication in any manner with other students during an examination; collaboration in the preparation of reports or take-home examinations; copying, giving aid or failing to follow the faculty member’s instructions.
4. Tampering with or falsifying official college records.
5. Infringing upon the right of other students to fair and equal access to college library materials and comparable academic resources.
6. Falsification of data collected for and presented as part of course requirements.
7. Presenting as one’s own ideas, another person’s work or words without proper acknowledgement. There may be other instances of academic dishonesty, which will be identified by a faculty member.

REQUIRED TOOLS OR EQUIPMENT:

SPECIFIC DIRECTIONS OR RECOMMENDATIONS:

Please be advised that students currently receiving modifications in an IEP under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act will not be eligible for those same modifications in a college course in the Running Start program. While students may be eligible for accommodations through the college’s Disabilities Services Office, students must be otherwise qualified to do college level work and address the essential elements of the course without fundamental alterations to the curriculum. If you have questions, please contact the Disabilities Coordinator at the White Mountains Community College or the Running Start Coordinator at WMCC.

DISCRIMINATION POLICY: White Mountains Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Any persons having inquiries concerning White Mountains Community College’s compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973 is directed to contact Philip Slocum or Donna Briere, 2020 Riverside Drive, Berlin, NH 03570, who have been designated by White Mountains Community College to coordinate the institution’s efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, or the Director, U.S. Department of Education, Office for Civil Rights, Region 1, 1,140 Federal Street, Boston, MA, 02110.
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<th>CLASS/WEEK NUMBER</th>
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Comment [18]: Use your partner’s as a guide and adjust it to your text and class schedule.