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Littleton Academic Center

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(800) 445-4525 • (603) 444-1326

Course Catalog 2013-2014

White Mountains Community College has made every effort to assure the accuracy of the information in this catalog. Please note that policies, rules, procedures and regulations change and that these changes may alter the information in this publication. This catalog is not intended to be a complete statement of all policies, rules, procedures and regulations. More current or complete information may be obtained from the appropriate administrative office on campus. The college reserves the right to change without notice tuition, fees, academic or other requirements, course offerings and course content contained in this catalog.



Welcome to White Mountains Community College. We are fully-accredited by the New England Association of Schools and Colleges (NEASC) as a comprehensive community college. Our main campus is located in Berlin, with an academic center in Littleton.

We offer associate degree, professional certificate and certificate programs in a student-centered learning environment. Quality, accessibility and customer satisfaction are the cornerstones of our college. Take advantage of the expertise of our caring faculty and staff whose goal is to ensure you approach the academic world with confidence. Your academic success is our business!

Many of our programs are unique and are not available at any other community college in the state. Baking and Pastry Arts, Mobile Equipment Technology and Surveying represent some of the unique programs. These programs are just a few of the opportunities available to students. We also have non-credit courses and workshops available for professional development and personal enrichment.

Our guaranteed transfer agreement with the University System of New Hampshire assures that all your credits in the Liberal Arts program with a grade of "C" or higher will transfer to the University of New Hampshire, Keene State College, Plymouth State University and Granite State College. A transfer agreement with Franklin University in Columbus, Ohio, allows students to continue their studies and earn the baccalaureate on-line. There are numerous other transfer possibilities as well.

Believing in a "student centered" approach, the college offers an array of student services including financial aid, tutoring, advising, counseling and job placement.

Please take full advantage of the exciting educational atmosphere which has been created just for you! We look forward to meeting you and working with you to achieve your educational goals.

Katharine Eneguess, President

Directions to White Mountains Community College

From the north (Colebrook area):

Take Rt. 26 east into the town of Errol. Take Rt. 16 south and follow to Berlin. The college is located on the left, approximately one mile south of the Nansen Wayside Area.

From the south:

Take I-93 north to Exit 35. Proceed north on Rt. 3 to Rt. 115 north. Follow Rt. 115 to Rt. 2 east. Follow Rt. 2 into Gorham. At the intersection of Rt. 2 and Rt. 16, turn left onto Rt. 16 north. Follow Rt. 16 into the city of Berlin (approximately six miles). The college is located on Rt. 16, three miles north of downtown Berlin, on the right.

From the seacoast:

Follow Rt. 16 north to Berlin. The college is located on Rt. 16, three miles north of downtown Berlin, on the right.

From the east (Maine):

Follow Rt. 2 west into Gorham. At the intersection of Rt. 2 and Rt. 16, continue straight on Rt. 16 north into the city of Berlin (approximately six miles). The college is located on Rt. 16, three miles north of downtown Berlin, on the right.

From the west (Littleton area):

Take Rt. 116 east into Whitefield, then continue to Jefferson. In the town of Jefferson, turn right onto Rt. 2 east. Follow Rt. 2 into Gorham. At the intersection of Rt. 2 and Rt. 16, turn left onto Rt. 16 north. Follow Rt. 16 into the city of Berlin (approximately six miles). The college is located on Rt. 16, three miles north of downtown Berlin, on the right.

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White Mountains Community College

2013-2014 Student Calendar

<i>September</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
		3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

<i>October</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

<i>November</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

<i>December</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
	2	3	4	5	6
	9	10	11	12	13
	16				

<i>January</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
		21	22	23	24
	27	28	29	30	31

<i>February</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

<i>March</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

<i>April</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

<i>May</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
				1	2
	5	6	7	8	9
	12				

BOLD indicates Holidays – No Classes

IMPORTANT DATES

September 3..... Fall Semester Classes Begin
 September 9..... Last Day to Add a Class Without Instructor Permission
 September 16..... Last Day to Drop with Full Refund for Semester-Length Courses
 September 20..... Last Day to Resolve *Summer* Incompletes
 October 22 System Symposium - No Classes
 November 5..... Last Day to Withdraw with Grade of "W" and 60% Point of the Semester
 November 11..... Veterans' Day Holiday - No Classes
 November 28-29 ... Thanksgiving Break - No Classes
 December 16..... Fall Day & Evening Classes End

January 21..... Spring Semester Classes Begin
 January 27..... Last Day to Add a Class Without Instructor Permission
 February 3 Last Day to Drop with Full Refund for Semester-Length Courses
 February 7 Last Day to Resolve Fall Incompletes
 February 17 Presidents' Day Holiday - No Classes
 March 17-23..... Spring Break - No Day or Evening Classes
 April 1 Last Day to Withdraw with Grade of "W" and 60% Point of the Semester
 May 12..... Spring Day and Evening Classes End
 May 16..... Commencement

GENERAL INFORMATION

White Mountains Community College is one of seven colleges in the Community College System of New Hampshire. For information on any of them, dial toll-free 1-800-247-3420.

COLLEGE MISSION

White Mountains Community College is a comprehensive student-centered educational institution providing opportunities for educational and career mobility while sustaining community development.

SYSTEM MISSION

The Community College System of New Hampshire will provide comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, businesses and communities.

HISTORY

White Mountains Community College, located in the White Mountains region, is northernmost of all the state's community colleges. The college was established in 1966 on the site of one of the first homesteads in Berlin. Faculty members greeted the first class of 104 students with the purpose of preparing "qualified high school graduates as skilled workers to meet the needs of the state."

Since its early days, the campus has grown in depth and size. Several new programs have been added to the original curricula. Five major expansions have increased the main college building to 87,500 square feet of modern classrooms, laboratories and shops. Computers play a significant role in classroom and lab instruction and are prominent in every curriculum. Classrooms are equipped with SmartBoards to enhance the learning process. The campus has also expanded off-site and includes the Littleton Academic Center.

In 1996, "Community" was added to the college name. In 2008, "Technical" was eliminated, as the college moved into the role of a comprehensive community college. As the college grows, plans are underway for new courses, new buildings, new partnerships and a wider variety of options for learners. However, the basic philosophy remains to provide North Country residents with a first-rate, two-year college education. Our graduates are well prepared, whether headed to the job market, or to four-year institutions to further their education.

In the forty-seven years of its existence, the college has consistently sought to provide quality education, allowing each student the opportunity to choose an occupation of interest and to gain the personal and professional skills needed to be successful in a competitive job market.

The student body has grown significantly and now includes a wide spectrum of ages and experiences. Courses for traditional and adult students are available day and evening at the main campus and academic

center. On-line offerings continue to expand. Programs uniquely blend theoretical information with practical application and maintain low student-faculty ratio. The faculty is here exclusively to teach – and to prepare students for success.

NOTICE OF NON-DISCRIMINATION

White Mountains Community College does not discriminate in the administration of its admissions and educational programs, activities or employment practices on the basis of race, color, religion, national origin, age, sex, disability, veteran status, sexual orientation or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and White Mountains Community College and refers to, but is not limited to, the provisions of the following laws: Titles VI and VII of the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1967 (ADEA); Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; NH Law Against Discrimination (RSA 354-A); the Americans with Disabilities Act of 1990 (ADA); and Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974. Inquiries regarding discrimination may be directed to **Donna Briere**, Room 138 or **Phil Slocum**, Room 129 at White Mountains Community College, (603) 752-1113, or to **Sara A. Sawyer**, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region I, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111, FAX: (617) 289-0150, TDD (877) 521-2172, Email: OCR.Boston@ed.gov; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Room 475, Boston, MA 02203, (617) 565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

AFFIRMATIVE ACTION

Katharine Eneguess, President, serves as the Affirmative Action representative for the college. For issues related to Affirmative Action, President Eneguess can be reached at (603) 752-1113.

COMPLIANCE

It is the policy of the Community College System of NH not to discriminate in their educational programs, activities or employment practices on the basis of race, language, sex, age or handicapping condition, under the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Education of All Handicapped Children Act of 1975.

ACCREDITATION

White Mountains Community College is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education, a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation means the institution meets or exceeds criteria for quality as determined through a peer group review process. An accredited college is one that has the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the future. Institutional integrity is also addressed through accreditation.

Accreditation provides reasonable assurance about the quality of opportunities available to students who attend the college.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the college. Individuals may also contact the New England Association of Schools and Colleges, Commission on Institutions of Higher Education, 209 Burlington Road, Suite 201, Bedford, MA 01730-1433, (781) 271-0022.

ENROLLMENT

Students may matriculate in degree, professional certificate and certificate programs on a full or part-time basis and enroll in classes offered in the day and evening on the main campus in Berlin, or at the academic center in Littleton. Students may also enroll in on-line courses. Students may extend their coursework beyond the number of semesters outlined in the program profiles. Non-matriculated students may attend, taking credit and non-credit courses, days or evenings.

TRANSFERABILITY

There exist many opportunities to start your education here at WMCC and continue your education with other institutions of higher education. Our students now benefit from many articulation agreements and guaranteed transfer programs to many other colleges. The transfer process can be started at any time while attending WMCC. A student may enter knowing that they plan to continue their education, or they may decide to continue their education as they work toward completion of their program here. It's never too late, however, the sooner the process is started the easier it is to meet transfer requirements and maximize their transfer credits and options.

The Associate in Arts curriculum is designed to offer students an opportunity to take the first two years of a liberal arts college curriculum here and transfer to four-year institutions. Grades of C or better are generally required to transfer. It is important for students



interested in transferring or continuing their education to work closely with their faculty advisors, the college transfer counselor and the institution that they plan to attend.

Recognizing the need to make the pathway to earning a college degree as simple as possible, the University System of New Hampshire and the Community College System of New Hampshire have partnered to launch NHTTransfer.org, an online resource to help give students a clear understanding of which courses transfer among participating institutions. Having this information could reduce the number of courses needed to earn a degree and save students both time and money.

The NH Transfer Connections Program is an agreement between CCSNH and USNH that guarantees students transfer admission to USNH as long as they meet designated admission criteria at the USNH institution of their choice.

NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION

White Mountains Community College may release the following as "directory information": Name, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (may include number of credits and/or full/part-time status), anticipated graduation date, degrees, awards, honors and most recent educational institution attended.

Students may refuse designation of any or all of the above categories of personally identifiable information for specific students provided that a written request is received by the Registrar.

ADMISSIONS POLICIES AND PROCEDURES

Admission to White Mountains Community College is open to anyone whose academic record and personal qualifications suggest that he or she may profitably pursue one of its programs of study. It is the responsibility of all prospective students to review the associate degree or certificate requirements, standards and expectations prior to submitting an official admissions application.

The following procedure is to be followed by each applicant for degree, professional certificate or certificate programs. A student must take at least one course per year to maintain matriculated status, or must apply for readmission and abide by any new requirements in force at that date.

1. File a White Mountains Community College application form including the application fee, and when requested, complete a personal interview with a college representative. A hard copy of the application may be submitted, or it can be completed on-line at www.wmcc.edu.
2. Submit evidence of high school graduation (or GED) with an official transcript of courses, grades and standardized tests. Homeschool students please refer to page 8.
3. Participate in the Accuplacer placement exam or other admissions exams as required by specific curricula. Successful completion of the SAT exam may waive the requirement for the placement exam. Contact the admissions office for details.
4. Present recommendations from high school personnel and/or employer(s) when appropriate. The recommendations should reflect character, personality, special abilities and general qualifications for college study.
5. Submit an official transcript of all previous postsecondary work with course descriptions.
6. Submit the health survey prior to registering for classes. A physical examination may also be necessary to meet the requirements of selected programs.
7. Apprise the college of eligibility for Veterans Administration and other aid programs.

Note: It is the applicant's responsibility to request that official transcripts of previous study be mailed directly to the Admissions Office. High school transcripts must be received prior to consideration of the application.

Official application forms for White Mountains Community College are available at high school guidance offices, at the college, or from the college's website at www.wmcc.edu. A \$20 non-refundable application fee is required. The application fee is waived for Jobs for New Hampshire Graduates when the application is accompanied by a letter from the CCSNH Chancellor. Running Start students and NH Connections Program applicants are also eligible for an application fee waiver.

Criminal Background Checks

Individual programs may require that students undergo Criminal Background Checks (CBC) to participate in off-campus educational experiences such as clinics, practicum, and internships. Any fees associated with a CBC will be the responsibility of the student.

Matriculation

A student is considered matriculated if he/she has formally applied and been accepted into a degree, professional certificate or certificate program by the college Admissions Office.

A student is considered non-matriculated if he/she has not been formally admitted to a degree, professional certificate or certificate program. Non-matriculated status does not prevent a student from taking courses; however students are not eligible for financial aid.

Out-of-State Applicants

The determination of residency is made by the Admissions Office at the time of admission. Students who wish to appeal residency may request detailed information from the Admissions Office.

New England Regional Student Program

The New England Regional Student Program (NERSP) enables New England residents to enroll in out-of-state public colleges and universities in the six-state region at reduced tuition rates (50 percent above in-state tuition, rather than full-time out-of-state tuition) for certain degree programs that are not offered by the home state public institutions, or when the out-of-state institution is closer to the student's home than the in-state college or university.

Policies allow for community colleges to make available through the NERSP *any program of study* offered at their institution. The interpretation of this policy is left to each individual campus, and therefore, the decision whether or not to extend NERSP rates to out-of-state students will vary within the Community College System of New Hampshire. White Mountains Community College has chosen to follow this option, and will allow all New England students to enroll at WMCC at the NERSP rate, regardless of whether the student's program is available in their home state.

Residency

A student's permanent home of record determines residency for tuition purposes. Normally, this is the location (town, city, state) from which the student enrolls for college. The determining factor is the official address listed on federal tax returns.

New residents may qualify for in-state tuition only after a one-year period of continuous domicile in New Hampshire, i.e., purchasing/renting property, obtain-

ing a N.H. driver's license, vehicle registration and voter registration. Any request for a change of residency status must be received in writing in the Admissions Office prior to September 1 for the Fall semester or January 1 for the Spring semester. See the Admissions Office for details listed in the Community College System of NH policy manual.

A member of the Armed Forces of the United States stationed in this state under military orders, or stationed in a contiguous state but temporarily living in New Hampshire, shall be entitled to classification for himself/herself, spouse and dependent children as in-state for tuition purposes so long as said orders remain in effect and residence in New Hampshire is continued.

First priority for admission shall be given to residents of New Hampshire. Second priority shall be given to students qualifying under the New England Regional Student Program. Third priority shall be given to students not qualifying under the New England Regional Student Program (NERSP) or those not domiciled in the state. However, in highly competitive programs with limited enrollment, the Admissions Office, while working as much as possible within the above parameters, may exercise discretion in admitting those applicants who best fit the needs and expectations of the department, the college and the local community.

Transfer Applicants

Applicants with previous college credit should furnish the following: Official transcripts and course descriptions from post-secondary institutions previously attended. Determination of transfer credit is explained on page 28.

Transferring Courses

The Community College System serves the entire state. Students often wish to take courses in one location and later transfer them to a program in another location. Students should take advantage of such opportunities, but it is recommended that prior written agreement to transfer the credits be secured from the college to which the student wishes to transfer.

Admissions Policy for Homeschool Students

Homeschool students are encouraged to apply for admission to White Mountains Community College. They are expected to meet the same admission requirements as other applicants and to document the academic work they have completed. Because the nature of home-schooling is inherently unique to each student, the college requires appropriate documentation to determine admission as follows:

1. A letter or other documentation from the student's local school district stating that the student has completed a homeschool program at the high school level.

2. A list of courses taken and grades earned and/or portfolio of work accomplished.
3. GED or other testing, if applicable.

Admissions Policy for Disabled Students

The college shall not discriminate against otherwise qualified handicapped persons solely by reason of his/her handicap. This policy extends to persons with identified, specific learning disabilities under provision of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. An "otherwise qualified" person is one who is able to meet all program requirements in spite of his/her disabilities.

Students with diagnosed/documentated disabilities are encouraged to self-disclose their disability to be eligible for reasonable accommodations.

Students should provide the Disabilities Coordinator with documentation and academic testing of their disability, including the most recent psychological profile (within three years). Students who provide appropriate documentation will work closely with faculty and Academic Support Center staff who provide instruction, learning and study strategies, self-advocacy skills and consultation. The college also provides preparatory and study skills courses, computer-assisted instruction, tutorial/mentor services, academic enrichment activities and academic counseling on limited bases.

For more information, contact the Disabilities Coordinator at (603) 752-1113, x 3059.

Readmission to the College

A student who has withdrawn from the college, has been suspended, or has not enrolled for three consecutive semesters must apply for readmission through the Admissions Office.

Change of Major

A currently enrolled student who changes major need not submit a new application but does need to complete a Change of Major/Credential form.

Dual Majors

Students are allowed only two majors at one time. To qualify for a second major, the student must have successfully completed one semester. A second application is required for the dual major. A second major is defined as a program of study identified by its own unique title as it appears on the credential, a title different from that of the first major.

Matriculated students who want a credential less than a degree, while still pursuing the degree, can pursue the lesser credential as a second major. The student does not have to withdraw from the degree and apply to the certificate.

COST OF ATTENDANCE

TUITION AND FEES

New Hampshire Residents: \$210 per credit

New England Regional
Student Program (NERSP): \$315 per credit

Out-of-state Residents: \$478 per credit

A non-refundable Advanced Tuition Deposit of \$100 will be required from all matriculated* students and must be paid within 30 days of receipt of letter of acceptance. The President or his/her designee reserves the right to waive the fee for students identified as evening matriculated students, or in circumstances where the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid). The deposit will be applied to the tuition for the semester in which the student is matriculated and is non-refundable. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee. One hundred dollars of any payment towards a student's first matriculated semester may be designated as the non-refundable tuition deposit. A change of major may also require an additional non-refundable deposit.

*A matriculated student is defined as one who has been formally accepted into a degree, certificate or professional certificate program.

Full-time status for financial aid and/or insurance purposes requires a minimum of 12 credits each semester.

FEES (Full and part-time students)

Comprehensive Student Service Fee: Students enrolled full or part-time, day or evening, will be assessed a Comprehensive Student Service Fee of \$17 per credit in each semester of attendance. The fee is administered in part by the Student Senate within administrative guidelines. This fee covers college-sponsored activities.

Academic Instruction Fee: A fee will be charged for laboratory/clinic/practicum/field experience or other similar experiences. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$60 for each course. This fee will be added to the normal tuition charge for that course. This fee will be charged to all students with no exceptions. No other academic instruction fees are permitted without the written authorization of the Chancellor of the Community College System of New Hampshire.

Example:

	<u>LEC</u>	<u>LAB</u>	<u>CR</u>
BBIO114 Human Anatomy & Physiology I	3	2	4
	$4 - 3 = 1 \times 60 = \$60$		

Student Personal Professional Liability Insurance: Fee ranges from \$20 to a maximum of \$65 per year. This is mandatory for all students in health and human service related programs which include clinical requirements.

This may also be required for students in other programs who participate in an off-campus practicum or internship.

Other Fees

Alcohol Violation Fine 1st Offense-\$50;
2nd Offense-\$100; 3rd Offense-\$200

Application Fee* \$20

General Assessment (Accuplacer) Fee* \$20

Graduation Fee \$125

ID Card Fee 1st Card-Free;
2nd and additional cards-\$10

Late Payment Process Fee See section on
(when applicable)* Deferred Payment Plan

Library Fines 25 cents per item/per day
Replacement cost will be charged for any items not returned
or returned with damage

Orientation Fee* \$30

Parking Violations 1st Offense-\$5;
2nd Offense-\$10; 3rd Offense-\$20

Payment Plan Late Fee \$10

Protested Checks Fee* \$35

Smoking Fine 1st Offense-\$25;
2nd Offense and more-\$50

*Non-Refundable

There may be additional fees associated with your program of study. Please refer to the program profiles. All tuition and fees are subject to change.

Net Price Calculator

WMCC is pleased to provide the net price calculator as a guide for early college financial planning, and in accordance with the Higher Education Opportunity Act of 2008 (HEOA). When you provide basic information about your college plans and family information/finances, this on-line tool will provide an estimate of your net cost to attend WMCC if you are a full-time, first-time undergraduate degree seeking student. Presently this calculator uses cost and financial aid data from the 2011-2012 academic year. The net price calculator is available at wmcc.edu, in the Financial Aid section.

New England Regional Student Program (NERSP)


The New England Regional Student Program provides qualified out-of-state New England residents with reduced tuition based on in-state tuition plus 50 percent. Eligibility for this program is established if the academic program to which the student is applying is not offered in the student's home state, or if the program offered at this college is closer to home. Determination of eligibility is the responsibility of the Vice President of Student Affairs. NERSP students are liable for full payment of all fees.

Senior Citizen Tuition

Senior citizens (65 or older) will pay half tuition on a space available basis for credit courses. They are also responsible for all fees associated with registration, including Comprehensive Student Service Wellness Fee. Eligibility requires New Hampshire residency. Senior citizens will pay full tuition for non-credit courses and workshops.

Payment of Tuition/Deferred Payment Plan

Tuition payments are due 10 days **prior to the start of the semester**. Each semester/session of the college year, including summer sessions, a tuition bill will be emailed to your college email address using your first initial, your full last name, @ccsnh.edu. Tuition bills are emailed approximately 30 days prior to the due date. In some instances, it is possible that you will not receive a bill prior to the beginning of the semester, due to the timing of your registration and when bills are scheduled for emailing.

- Students whose tuition is not paid 10 days prior to the start of the semester **MUST HAVE A GUARANTEED PAYMENT AGREEMENT**, as well as having completed a “Deferred Payment Agreement” plan. (You can access the Deferred Payment Agreement on line by going to the Business Office page under Business Office: Payment Policies, and in the section on DEFERRED PAYMENT AGREEMENT. Click where indicated and the form will come up in Adobe format.) Failure to make payment in full or have a guaranteed payment on file with White Mountains Community College 10 days prior to the start of the semester may result in the cancellation of the student’s registration.
- Deferred payment shall be authorized when payment is guaranteed. Such instances include: 1) Third Party Guarantees; (Voc Rehab, VA, etc.); 2) Financial Aid; 3) Payment Plan through NELNET Business Solutions. Detailed information on NELNET can be found by clicking on the  link on the college website (www.wmcc.edu) or by contacting the Business Office, ext. 3053. An enrollment fee of \$30 will be charged per semester or session by NELNET for deferring tuition under this plan.
- Failure to make arrangements through one of the above methods will result in a \$50 late payment processing fee being assessed. This will also result in a hold being placed on your account.

Tuition is based on a per credit charge. Students enrolled in 12 credits or more are considered full-time students. Credits earned during co-op work experience are college credits for which there are tuition charges payable by the student.

Never Attended Board Policy

Registration for any course presupposes that the student will attend all scheduled classes. Students who register for courses in the Community College System are financially obligated for all costs associated with those courses, unless they formally withdraw from the courses

within the published time frame through the registrar’s office or via online. Never attending does not constitute a formal withdrawal and will result in the student being financially responsible for all charges.

Books, Tools and Supplies

The college furnishes much of the necessary lab equipment and tools, but students must purchase their own textbooks and personal equipment. Faculty advisors of each curriculum will discuss these needs during the orientation/advising process. The cost of textbooks and supplies varies with each program.

Delinquent Accounts

An account becomes delinquent when a student fails to make payments as scheduled. In this instance, a letter will be issued to the student informing that payment must be made within 14 calendar days. If payment is not made within 14 calendar days, the account will be referred to the CCSNH System Office for collection. Once the System Office receives the account from the college, a letter will be issued to the student indicating that the student will have 14 days to settle the delinquent account. If no payment is made in 14 calendar days the account is turned over to the credit bureau and an outside collection agency. The student will be responsible for payment of all collection costs and/or attorney fees associated with that placement.

A student who fails to make payment as scheduled will be allowed to finish the course, but will be unable to receive an official transcript, certificate, professional certificate, or degree. Furthermore, the student may not register for future terms at the college and may be restricted from registering at other CCSNH colleges. If payment is made the student will be allowed to register for future classes. However, some colleges may require full payment of all tuition and fees for any new classes before the semester begins.

Protested Checks

Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned to any CCSNH College or the CCSNH Chancellor’s Office as uncollectible, CCSNH shall charge a fee of \$35.00 in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the CCSNH, to cover the costs of collection.

Tuition Refund Policy

All refunds require that the student complete an official withdrawal form. Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business

day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Non-refundable fees are defined as advance tuition, application fee and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, comprehensive student services fee.

All Federal Title IV funds (i.e., Pell, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education.

Students registered for workshops through system divisions of Community Education or Center for Training and Business Development must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.

In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

TUITION CREDIT/TUITION WAIVER POLICY

Tuition Credit

A tuition credit is granted when circumstances meet one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. In addition, a tuition credit is granted only when tuition has been paid. Tuition credits are not given when the account shows an outstanding balance. Requests for tuition credits will be reviewed on a case-by-case basis and are granted at the sole discretion of the president or designee.

Tuition Waiver

A tuition waiver is granted when the student has not yet paid tuition and circumstances meet one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. Requests for tuition waivers will be reviewed on a case-by-case basis and are granted at the sole discretion of the president or designee.

FINANCIAL AID

Few students can afford to pay for college without some form of education financing. The college is well aware of the financial burden of meeting college costs. The Financial Aid Office at the college encourages students to apply for assistance. The basic forms of assistance available are grants, loans, work study and scholarships.

To be awarded financial aid, the student must:

- Complete the FAFSA (Free Application for Federal Student Aid).
- Demonstrate financial need as determined by federal or state guidelines.
- Submit any additional documentation the college may request.
- Be matriculated (formally accepted) into a financial aid eligible program (16 credits or more).
- Be enrolled in a minimum of six (6) credits per semester to receive federal loan funds.
- Maintain satisfactory academic progress.
- Reapply for financial aid each academic year.

Note: Federal, state and private scholarship funds awarded by the college are often limited. Applicants with greatest financial need receive first consideration for assistance. Application materials should be filed by May 1 to receive priority consideration.

Admission, registration and class attendance must be confirmed before financial aid reimbursement expense checks can be issued to the student. Please allow at least 30 days from the beginning of the first class. In addition,

books and supplies (\$1,400 estimated per year) must be paid for in cash, by credit card or by check. Students experiencing difficulty purchasing books should contact the Financial Aid Office.

Sources of Financial Aid

The following are brief descriptions of various programs, scholarship opportunities and miscellaneous sources of financial support. More detailed information about these matters and application procedures can be obtained by reviewing the Financial Aid Office web pages and/or by contacting the Financial Aid Office. Use the FAFSA to apply for any of the following programs.

GRANTS

Federal Pell Grants

This is the federal government's basic grant program. A Federal Pell Grant does not have to be repaid. For 2013-2014, the maximum Pell Grant is \$5,645. The amount you actually receive depends upon your Expected Family Contribution and whether you are enrolled full-time, three-quarter time, half-time or less than half-time. The funds are applied directly to your account with any excess refunded to you. Students with a Bachelor's degree are not eligible.

Federal Supplemental Educational Opportunity Grant Programs (FSEOG)

This is a smaller grant program funded by the federal government and the institution for the neediest students. A Supplemental Educational Opportunity Grant does not have to be repaid. Priority is given to Pell Grant recipients. Yearly awards range from \$500-\$800. We have

limited funding. If you apply early, you are more likely to receive FSEOG. The funds are applied directly to your account with any excess refunded to you. Students with a Bachelor's degree are not eligible.

LOANS

Federal Perkins Loan

The Federal Perkins Loan program provides funding for the neediest students. This loan program carries a 5 percent fixed interest rate. Students are generally awarded \$200-\$1,000 per year with repayment beginning nine months after leaving college or if enrolled in less than six credits.

Federal Subsidized Direct Loan

The Federal Subsidized Direct Loan program is subsidized by the federal government. Freshman-level students with fewer than 32 credits may borrow up to \$3,500 per year at a fixed rate of interest with repayment beginning six months after leaving college or if enrolled for less than six credits. Senior-level students with more than 31 credits may borrow up to \$4,500 per year at a fixed rate of interest with repayment beginning six months after leaving college or if enrolled in less than six credits. First-time borrowers must complete Entrance Counseling and a Master Promissory Note at www.studentloans.gov.

Federal Unsubsidized Direct Loan

Depending on the Cost of Attendance less your Expected Family Contribution, this loan program could replace the base borrowing levels listed in the Subsidized Direct Loan description. This loan is similar to the Subsidized Direct Loan except that interest accrues while the student is in school with repayment beginning six months after leaving college or if enrolled in less than six credits. Freshman and Senior dependent students may borrow up to \$2,000 per year at a fixed interest rate. Independent students may borrow up to \$6,000 in addition to the above subsidized amounts, if needed, to meet educational costs. First-time borrowers must complete Entrance Counseling and a Master Promissory Note at www.studentloans.gov.

Federal Direct Parent Loans for Undergraduate Students (PLUS)

Parent Loans for Undergraduate Students are meant to provide additional funds for educational expenses. These loans are made to parents of dependent undergraduate students. Parents of dependent undergraduates may borrow up to a student's cost of attendance less estimated financial assistance. The interest rate for these loans is fixed. Pre-approval applications are required. The parent interested in using this loan option should go to www.studentloans.gov.

Alternative Loans for Students

Alternative loans are designed to help you fill the gap between your financial aid award, your federal loans, and

your total education costs. This loan should be used only as a loan of last resort. Interest rates, application requirements, fees and incentives will vary from lender to lender. For more information, go to www.ccsnh.edu/links.html.

Student debt will vary by individual, depending upon the program of study and the amount of loans that are accessed. On average, a student who borrows the maximum allowed may graduate from WMCC with \$12,000 to \$16,000 of student loan debt.

STUDENT DEBT

The amount of debt students will accrue will vary by individual. The average amount of debt for students leaving the institution with a degree in 2012 was \$12,088.

FEDERAL WORK-STUDY

Work-study is part-time jobs on campus. The pay rate is currently \$8 per hour with pay periods running on a bi-weekly schedule. Students are limited to a range of 8-10 hours per week. Students will be responsible for making the initial contact with a supervisor and working out a mutually-acceptable work schedule. A student must complete an I-9 form, a W-4 form, and a Payroll Authorization Form before beginning work. These forms are available in the Financial Aid Office or can be downloaded from the college's website. Students are encouraged to seek placement in jobs that complement and reinforce the recipient's educational program and career goals.

SCHOLARSHIPS

Students are encouraged to investigate scholarship opportunities. Scholarships are typically based on factors unique to each scholarship. These may include residency, degree program or major, academic achievement, extracurricular activities, and in some cases, financial need. Scholarships, unlike grants, are competitive, meaning that eligible applicants compete for a limited number of awards. Even finding the scholarships you can apply for is part of the competitive process.

Begin your scholarship search nine to twelve months before you plan to attend college. Start close to home with your search and branch out (local, regional, statewide and then nationally) as time allows. Carefully determine that you meet the criteria for each specific scholarship. Submit all application materials on or before the specific deadline of each scholarship.

Please use the resources available on the Financial Aid Office web pages and in the Financial Aid Office as a starting point in your scholarship search.

RETURN OF TITLE IV FUNDS

Financial aid recipients who withdraw from school or stop attending classes may be required to repay all or part of the financial aid they received. Recipients may also be required to pay back to the college all, or a portion, of tuition charges. Students who attend more than

60 percent of the semester are considered to have earned 100 percent of the federal or state aid received. Contact the Financial Aid Office for more information on Return of Title IV funds.

VERIFICATION

Any student may be subject to financial aid verification. Students whose applications for financial aid have been flagged by the federal processing system will be required to complete verification. Students will be advised as to which types of documentation must be submitted in order to meet verification requirements. More information on verification is available in the CCSNH Student Financial Aid Handbook which is available on the college's website.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Financial Aid Office is required by federal regulations to periodically review financial aid recipients to ensure that they are making satisfactory academic progress (SAP) towards the completion of their program of study. Satisfactory academic progress for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the college.

In general, coursework that is taken while in attendance at this college, and applies to your academic program, is taken into account when reviewing your academic record for satisfactory academic progress. However, there are some exceptions. Please refer to the table in the CCSNH Student Financial Aid Handbook available on the college's website.

Qualitative Standard

A student must maintain a minimum cumulative grade point average (CGPA) as noted in the CCSNH Student Financial Aid Handbook to be considered as making satisfactory academic progress.

Quantitative Standard

Completion Rate Component

A student must successfully complete more than two-thirds (66.66%) of the total credits he/she attempts throughout his/her academic career at the college. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. For example, a student who has enrolled in 36 credits throughout their academic career at the college must pass more than 24 credits in order to be making satisfactory academic progress.

Maximum Timeframe Component

A student may receive student federal aid for any attempted credits toward his/her program of study as long as those credits do not exceed 150% of the published length of the student's program of study. For example, a student enrolled in an eligible 24 credit certificate program can receive financial aid for up to 36 credits attempted.

Likewise, a student enrolled in a program of study that requires 64 credits to earn the degree can receive student federal aid for a maximum of 96 credits attempted.

Academic Periods Included in the Review

The qualitative and quantitative standards of the Satisfactory Academic Progress (SAP) policy will be used to review the academic progress for all periods of the student's enrollment. Even periods in which the student did not receive Federal Student Aid funds will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

The qualitative and quantitative components of the SAP policy will be reviewed at the end of each semester within the regular academic year of the student's program of study.

Students who meet SAP standards will be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester.

Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for Student Federal Aid for that upcoming semester.

Students Placed on SAP Warning

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the next semester.

If the student is still unable to meet the standards for SAP, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet the standards of SAP.

For further information about the Financial Aid Satisfactory Academic Progress policy, please review the CCSNH Student Financial Aid Handbook which is available on the college's website or contact the Financial Aid Office.

Appeal Process

A student who becomes ineligible for federal student aid as a result of not meeting satisfactory academic standards may appeal for a review of that determination. A student who believes he/she has extenuating circumstances that affected his or her ability to progress satisfactorily should appeal in writing within 15 days of the date of the letter indicating a loss of financial aid eligibility. The appeal should be addressed to Financial Aid Appeals and be submitted to the Financial Aid Office. A successful appeal may preserve the student's eligibility for federal student aid in the following semester.

Audit Courses

Financial Aid does not cover any course a student audits. Further, audit courses are not included for any of the calculated components.

Credit by Examination

Financial Aid does not cover courses in which a student earns credit through examination. Credit by Examination courses count toward the maximum timeframe component, but are excluded from the student's CGPA component and completion rate components.

Consortium Credits

All courses taken at an institution other than your home institution through an official consortium are included in the calculation for completion rate and maximum timeframe components, but are excluded from the student's CGPA component.

Developmental/Remedial/ESL Courses

Credits from these courses will be included in the calculations for all three components of the satisfactory academic progress review. You are only eligible for federal financial aid for up to 24 credit hours of this type of coursework.

Transfer Credits

Credits that are transferred in from another institution and apply to the most current major will be excluded from the student's CGPA and completion rate components. However, they will be included in the calculation for the maximum timeframe component and completion rate components.

Incomplete Grades

All incompletes must be resolved by the end of the third week of the semester following the receipt of the incomplete grade. If not resolved, the grade is either automatically changed to an F or is considered to be an F for all components of the satisfactory academic progress review. Financial aid can be withheld until Incompletes are resolved.

Repeat Courses

Financial Aid will cover a repeated course only when it is repeated to replace an unacceptable grade as determined

by a specific course and/or major. Only the most recent grade for a course that has been repeated will count towards a student's CGPA. Therefore, grades from prior attempts will be excluded from the student's cumulative GPA. However, all attempts including the most current will be included in the calculation for the completion rate and maximum timeframe components.

Change of Program

A student who changes their academic program may request an appeal in a satisfactory academic progress determination if they have changed programs while enrolled at their current college. If this appeal is submitted by the student then only those courses applicable to the new program will be evaluated for the completion rate and CGPA components. However, all courses attempted will be evaluated for the maximum timeframe component. If under these circumstances the student is making satisfactory academic progress, the student will regain eligibility for student aid. If under these circumstances the student is not making satisfactory academic progress, the student will not regain eligibility for student aid at this time.

VETERANS ADMINISTRATION

White Mountains Community College's programs are approved for the education and training of eligible military personnel, veterans, and their dependents, under the G.I. Bill, by the New Hampshire State Approving Agency. Veterans are responsible for submitting a copy of the Certificate of Eligibility to the registrar's office. Students receiving VA benefits must pay tuition and comprehensive student services fees. Students receiving benefits from the Veterans Administration will be charged the in-state tuition rate, regardless of residency. As soon as possible after the drop period, the registrar's office sends the Certificate of Eligibility to the Veterans Administration, which serves as a signal for the start of payments. Benefit checks from the Veterans Administration are payable and mailed directly to the student.

STUDENT SERVICES

Mission Statement

Student services provides high-quality, student-focused support, assistance and services responsive to individual needs in a caring environment that enhances success and empowers students to maximize their potential.

The administration, faculty and staff regard student services as an integral part of the total educational program at this college. A wide range of student service programs helps to meet the needs and interests of the student body. Every effort is made to know students as individuals and to serve their needs individually.

Academic Advising

Academic advising is available to all students. The academic advisor helps students to register for courses and approves all registration decisions; including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, and helps students select and choose various program options. Advisors may help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship.

Academic Support Center

The Academic Support Center, available to all students, provides academic mentoring/tutoring, study skills workshops and access to PLATO Web, a computer-driven tutorial program. Students can access programs in any subject area, including foundation courses and supplemental coursework. Students also benefit from computer programs in math, English, reading, the sciences, basic literacy and study skills.

Students who need academic support or who want to advance more rapidly in an academic area may contact the center. Staff members at the center will assist in designing appropriate programs to meet individual needs.

Activities and Sports

Students at the college may organize their own activities guided by faculty/staff advisors and supervised by the Vice President of Student Affairs.

The Student Senate shares in the responsibility of promoting and coordinating student events and activities, and is responsible for allocating and disbursing student activity funds to support extracurricular activities/sports. The determining factor for athletics depends upon student interest.

Alumni

The College Alumni Association benefits the college and its alumni members. The association strives to meet during the year and is instrumental in organizing social events and various fundraisers to benefit the Alumni Scholarship Fund. The association may assist with job placement of graduating students.

Assisting People in Transition Program

The Assisting People in Transition Program provides educational and career planning assistance, academic advising and counseling, and academic and community resource and referral services for single parents and displaced homemakers enrolled in eligible programs and courses. Supplemental financial assistance may also be available in the form of tuition and textbook assistance, and child care and travel reimbursements. Support services are offered which can help eligible single parents and displaced homemakers make a smooth transition to college and the workforce. Funding for APIT is provided through grants from the Carl Perkins Education Act and the Granite United Way. For more information contact the College Counselor, Room 100.

Bookstore

All required textbooks and supplies, as well as college novelty items, are available through the bookstore, Follett Higher Education Group, a private enterprise not subject to state rules and regulations. Normal sales are from 10:00 am to 2:00 pm, Monday through Thursday. Information regarding extended and evening hours is available at the bookstore.

Follett offers all major credit cards and debit card services to students. The only other non-cash services offered are based on *written* authorization from approved agencies.

Follett purchases and resells used books on a first-come, first-served basis. The bookstore will continue its Rent-A-Text program. Information is available at the bookstore.

Child Care

The college Child Development Center opened its door to families and children in the fall of 1987. It is located on campus for the convenience of students, staff, and members of the community. The center is licensed by the state of New Hampshire Department of Health and Human Services to serve children between the ages of 12 weeks through 12 years. It meets the high quality standards set forth by the National Association of the Education of Young Children. The center is open year round and provides services to both part time and full time children. The teaching staff is credentialed through NH's Early Childhood Professional Development System. Income-eligible families may qualify to receive child care assistance through the Department of Health and Human Services. The Child Development Center serves as a training facility for students in Early Childhood Education programs. For more information about the programs offered, contact the Director at (603) 342-3011.

College Transfers

Earning an Associate Degree and continuing your college education can be a challenging process. With enhanced transferability within the CCSNH System, the University of New Hampshire System and other in-state and out-of-state institutions, continuing your education is easier than you think. Students may transfer credits to/from other accredited colleges. While credits earned from one institution may count toward meeting degree and graduation requirements, the grade is not used in computer grade point averages. If you plan to transfer courses always check with the institution you plan to transfer to for approval of courses to ensure transferability. Please visit the transfer website: www.nhtransfer.org for transfer information and the many opportunities available, or check with the College Transfer Counselor.

Counseling

The college provides academic and career counseling services to all students. Counseling services assist students in successfully meeting academic goals and are not an appropriate substitute for long-term therapy. Students are encouraged to speak with the college counselor who works with them to identify and eliminate barriers to success. All counseling is confidential. Students may refer themselves for counseling services. The college also makes referrals to appropriate local health and social service agencies. The counselor implements the college's early intervention efforts for students experiencing academic difficulties in their classes.

Food Service

The college Bistro offers reasonably priced light breakfasts and hot and cold noon meals weekdays while classes are in session. Hours are posted and are convenient to students. Meal tickets, sold in \$50 increments, are debited at the time of food purchase. No refunds are allowed for unused portions of the meal ticket. For more information, contact the Business Office, Room 106.

Health Record

The college does not provide health services. Students must use their own health care provider for services and are required to provide documentation of completed health requirements for the following departments: Nursing, Early Childhood Education, Medical Assistant, Special Education, Teacher Education and Career and Technical Education must also complete a physical examination prior to the beginning of the semester. Failure to provide documentation may lead to removal from a clinical or lab.

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in intercollegiate athletics, must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved. Records will be maintained by the department requiring immunization documentation or other office or individual as designated by the college.

Honor Society

Students who have completed a minimum of 12 college-level credits with a 3.5 grade point average are invited to become members of Phi Theta Kappa National Honor Society for two-year colleges. The society was established to maintain and perpetuate the qualities of scholarship, leadership, service and fellowship. Initiation ceremonies are held during the academic year. Only matriculated degree students, day or evening, are eligible. Certificate and professional certificate students are not eligible.

Housing

While housing is the responsibility of the student, the college provides a comprehensive list of housing available within close proximity of the college. Students should finalize their housing arrangements 4-6 weeks prior to the beginning of the semester. Each community has a good rental market and a better choice of housing is available to students who act early. Students should understand completely the rental agreement and live up to the terms of the agreement. Good relations between students and landlords ensure housing opportunities, at reasonable rates, to students in the future.

A wide variety of rental housing exists. More information may be obtained from the Admissions Office. The

college maintains a list of available housing opportunities with tenant qualifications (i.e., male/female, smoker/non-smoker) and costs. Rents average around \$600 per month.

Insurance

Some programs require liability insurance and the fee will be added to student bills at the time of registration. The college also offers an optional student accident insurance plan, at a reasonable cost. Comprehensive health insurance is required for all health program students prior to beginning clinical experience. The main office provides information on insurance.

Library

The Fortier Library enhances the learning of WMCC students via their 17,000 books, 85 magazine and newspaper subscriptions, as well as a number of on-line resources. Computers offer a variety of applications including on-line magazines and journals, electronic books, Office Suite, and the Internet, including the campus website (<http://www.wmcc.edu/student-services/fortier-library>). To access the many on-line databases from off-campus, go to the Library's database page (<http://www.wmcc.edu/student-services/fortier-library-wmcc/database>) and enter your college email address and password. Library staff works with faculty to provide materials that support the programs and mission of the college, and provides instruction to students in learning how to find, evaluate, and use information – a life-long skill. Books and articles may be borrowed from other libraries to help meet student needs. Any student with outstanding material checked out from the library or obtained through interlibrary loan would be denied his/her transcript, grades, and degree until any balance is paid in full. Students may easily request books from other CCSNH libraries through the online library catalog. Small study rooms are available, as well as the large attractive reading rooms. Open year-round, with abbreviated summer hours; the library has numerous materials for resources and reference assistance.

Part-time Employment

The college provides assistance in obtaining part-time work while in college through a campus job-referral service. Part-time jobs are posted on the Kiosk in the student center for students to pursue. Students should plan a reasonable balance between work hours and study requirements.

Peer Mentoring/Tutoring

Many students supplement their studies by taking advantage of the college's free peer mentoring/tutoring service, located in the Academic Support Center. Students with academic achievement and an ability to work well with others meet with students who wish to brush up on a course, improve their understanding of an assignment, or prepare for an exam. Faculty members are also available to provide extra help out of the classroom.

Placement

White Mountains Community College is proud of its continued excellent placement record. Typically, between 89 and 93% of graduates find jobs related to their field or continue their education at a four-year institution.

Traditionally, the starting salary for graduates ranges from \$25,000-45,000.

Job placement rates have always been good for graduates, and faculty advisors maintain close contacts with business and industry representatives and actively assist students in locating job opportunities. The college also assists students in the area of resume development, job interviewing techniques and career counseling.

Services for Students with Disabilities

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, White Mountains Community College does not discriminate against students with disabilities in the admission process or in accessing opportunities for academic success. Students with documented disabilities are encouraged to disclose their disability so they can qualify for reasonable accommodations.

Information regarding students' disabilities is kept confidential. The services available to students with disabilities vary according to the students' individual needs. Students without documentation, but who suspect that they might have a disability, should contact the director to discuss support service options.

CCSNH Disabilities Services Mission Statement

It is the mission of CCSNH Disabilities Services to provide equal educational access, opportunities and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

Student Information System

Students may access their college information online. The Student Information System allows you to register online, check course seat availability, view your class schedule, grades, financial aid status, request transcripts, student account and personal information. To use the Student Information System, go to the college home page at www.wmcc.edu, click on "Student Information System", and select "Enter Secure Area". Enter WMCC ID (college ID starting with "@" or social security number without spaces or dashes) and SIS PIN (default PIN six digit date of birth, MMDDYY). Upon login, you will be required to activate your EasyLogin. You will find

your username and password by clicking the "Personal Information" tab, then select "Student EasyLogin Information". A link at the bottom of the screen will take you to activate/manage your EasyLogin. Once your EasyLogin is activated you will be able to access all college accounts with this username and password. Day and evening schedules are subject to change up until the day classes begin. If you need to change your schedule, please see your advisor. Grades are available online at the end of each semester. Please note that current semester and cumulative grade point averages (CGPA) are not recalculated until the end of each semester in August, December and May. If you have questions regarding the Student Information System, please contact the WMCC Helpdesk at 342-3049.

Student Senate

The experience of attending White Mountains Community College is not limited to the academic life of the student. Our college philosophy is to educate the entire person so that he or she adapts to the ever-changing world.

The Student Senate serves as the governing group for the student body, with representatives elected from each curriculum. These representatives accept the challenges of leadership, authority and responsibility in dealing with their peers, faculty and administration. The Student Senate provides experiences that promote the general welfare of every student, plans social and cultural activities, and manages the expenditure of student funds. Activities may include field day, films, lectures, clubs, athletic and social events.

Wellness/Fitness Center

The fitness center is located in the student center, adjacent to the Bistro. Students, faculty, staff and alumni are invited to use the center at no charge. Fitness Center hours are posted for each semester, and may change based upon usage patterns. Prior to using the facility, all individuals are required to complete liability, orientation and registration forms. These forms are available in the main office, or in the fitness center.

WMCC Alerts

WMCC Alerts is the emergency notification system that will help insure rapid and reliable mass communication to students, faculty and staff. The WMCC Alert system is designed to communicate with cell phones (text and voice messages), landlines and email systems, should a crisis, emergency situation, or weather closure/delay occur on the WMCC campus. Students are automatically registered to receive alerts via college email, and will be prompted to provide emergency contact information to receive alerts via phone and/or text messaging upon initial entry into the Student Information System (SIS). To update go to the Student Information System, click the "Personal Information" tab. WMCC Alerts is located at the bottom of the screen.

ACADEMIC POLICIES/PROCEDURES

Academic Philosophy

At White Mountains Community College, students are exposed to various methods of instruction. While some courses are lecture-based, others subscribe to a performance-based, student-directed learning philosophy. Performance-based learning is a systematic, organized approach to education and training that specifies the knowledge and skills required for graduates to perform competently and confidently in a rapidly changing economy and society. Programs and courses are structured within a competency-based framework. By defining competencies (knowledge and skills) in each course, educators and learners work together to maximize the potential of each individual in the learning process. Intellectual, interpersonal and physical-manual competencies are assessed continuously to assist learners in improving their performance. The college continually strives to provide a physical, intellectual and social environment that supports the unique learning styles, backgrounds and needs of each individual.

The Educated Person

The college is committed to graduating an educated person. The educated graduate of White Mountains Community College is one who has the basis for life-long learning and civic engagement.

To this end, the general education courses promote learning in broad areas of human knowledge leading to an understanding of historical, social, mathematics, and scientific phenomena, as well as ethical perspectives.

Liberal education concepts and theories found in general education courses, along with professionally oriented courses in a student's major, support and facilitate the development of skills students need to competently function in life and work. These skills include information literacy, critical thinking, oral and written communication and interpersonal/team building.

Core Competencies:

All graduates of Associate Degree programs at White Mountains Community College will attain the following core competencies:

Human Relationships

1. Identify the ethical standards/codes, stated or applied, of the workplace discipline.
2. Analyze ethical and moral dilemmas encountered in the workplace.
3. Utilize time management skills to meet schedules and deadlines in academic and professional responsibilities.
4. Evaluate role relationships and responsibilities as a member of a work team.

Communication Skills

1. Report and explain orally what has been read, seen, heard, or learned.
2. Evaluate and explain the main points of presentations and comments of others.
3. Ask pertinent questions and effectively state opinions.
4. Demonstrate the ability to comprehend, evaluate, and interpret what they have read, seen, and heard.

Critical Thinking

1. Think logically and reflect on conclusions.
2. Synthesize new ideas from existing facts.
3. Evaluate arguments and data based on prior knowledge consistent with the demands of their coursework.
4. Propose possible solutions to identified problems.

Global Perspective

1. Identify and interpret historical forces at work on individuals, conditions and events.
2. Describe changes in technology and their effect on modern society, or their effect in creating modern society.
3. Describe cultural change, analyze some of the root causes of that change, and evaluate its impact on his/her personality.
4. Describe how the growing interdependence of nations affects the American economy and current contemporary events.

Mathematical Processes

1. Perform basic mathematical operations.
2. Perform conversions between English and metric.
3. Use accepted mathematical processes to solve algebraic equations.
4. Demonstrate the ability to solve word problems.

Scientific Processes

1. Interpret and use (extract information from) graphs and tables of data.
2. Reason quantitatively in analysis of and describing solutions for problems. Analyze, discuss, and use quantitative information consistent with the demands of their technology.
3. Apply the scientific method in reading reports and in exercises.
4. Perform mathematical processes to solve scientific problems.

Technical Skills

1. Utilize the World Wide Web by using search engines and hyperlinks as research tools.
2. Use appropriate anti-viral software to avoid infecting college and personal computers.
3. Use and evaluate library resources, both electronic and print, for research.
4. Use various computer programs consistent with the demands of their technology.

Study Skills

1. Use all appropriate sources of information to gain new knowledge and show creativity in identifying those sources.
2. Demonstrate an ability to evaluate sources of information for accuracy and reliability.
3. Demonstrate the ability to evaluate a problem, and develop a solution or a clear explanation of the problem in context consistent with the demands of their technology.
4. Identify one's own strengths and areas of growth.

ACADEMIC REQUIREMENTS

Associate Degree

The minimum number of credits for all Associate Degrees is 64 credits with a maximum of 72 credits. Requests for requirements beyond 72 credits should be fully justified in terms of program outcomes. Remedial and developmental work should be in addition to the collegiate level requirements of the degree program but should, whenever possible, be pursued concurrently with technical training to enhance intent and relevance.

Every Associate Degree program shall have a major consisting of a minimum of 32 credits in program specific courses.

Associate Degrees may have concentrations, which are curricula generally consisting of a minimum of 20 credits of related/sequential course work. Students may choose among two or more of such course groupings for a specialized focus.

All Associate Degrees must have a general education core. The general education core consists of courses that are drawn from the sciences, the social sciences, and the humanities and other courses that prepare the student for life experiences. They are essential elements in the achievement of identified competencies and are not directed toward specialized study or specific occupational or professional objectives.

Courses fall into the areas as follows:

1. College Composition, Literature and Communication
2. Science
3. Math

4. Social Science
5. Humanities/Fine Arts/Foreign Language
6. Liberal Arts electives (from categories 1–5 above)

The following is a non-exclusive list of disciplines that define the areas of humanities, fine arts, and social science:

Humanities:	Interdisciplinary Studies; Literature; Western Civilization; Comparative Religion; Ethnic Studies; Speech; Philosophy
Fine Arts:	Culture; Visual Arts; Performing Arts; Art; Dance; Music
Social Science:	International Relations; Sociology; Psychology; Economics; Political Science; History; Archeology; Demography; Geography

Associate in Science Degree (A.S.)

Programs leading to this degree include courses consisting of a minimum of 32 credits of program specific education and a minimum of 24 credits in general education. Such programs provide direct entry into employment and transfer into an associated baccalaureate program.

The Associate in Science degree shall provide:

1. A minimum of 32 credits of specialized study in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency.
2. A minimum of 24 credits in General Education. Courses fall into the areas as follows:
 - a. College Composition and Literature or Communication..... 6 credits
 - b. Science 3-4 credits
 - c. Math..... 3 credits
 - d. Social Science..... 3 credits
 - e. Humanities/Fine Arts/Foreign Language..... 3 credits
 - f. Liberal Arts electives (from categories a–e above)..... 6 credits

Associate in Applied Science (A.A.S.)

Programs leading to this degree include courses consisting of a minimum of 32 credits of specialized technical-occupational education, and a minimum of 21 credits in general education. Such programs emphasize specific outcomes designed to meet competencies required for direct entry into employment and to provide a basis for transfer, at a minimum, of the general education component of the curriculum. Although A.A.S. degree programs are designed for direct entry into the workforce, they cannot be considered terminal. In addition to the necessity for lifelong learning in response to the rapidly changing technologies, students can expect to make several career changes during their lifetimes. A.A.S. programs may not have a directly-related occupational-specific curriculum upper-division component. It should be noted, however,

that some Bachelor's degree institutions have developed upper-division programs to recognize this degree for transfer purposes.

The Associate in Applied Science (A.A.S.) degree programs shall provide:

1. A minimum of 32 credits of specialized study in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency.
2. A minimum of 21 credits in General Education. Courses fall into the areas as follows:
 - a. College Composition and Literature or Communication..... 6 credits
 - b. Science..... 3-4 credits
 - c. Math..... 3-4 credits
 - d. Social Science..... 3 credits
 - e. Humanities/Fine Arts/
Foreign Language..... 3 credits
 - f. Liberal Arts electives
(from categories a-e above)..... 3 credits

Associate in Arts Degree (A.A.)

Programs leading to this degree prepare students for continuous education and career mobility and full participation in community life. The Associate in Arts degree program offers the equivalent of the first two years in a four-year baccalaureate program. The program is flexible; students select courses based on the requirements of the four-year college to which they plan to transfer.

The Associate in Arts Degree program requires a minimum of 64 credits from the following distribution.

College Composition.....	3-4 credits
English Electives.....	3-4 credits
Humanities/Fine Arts/Language.....	9 credits
Mathematics.....	6-8 credits
Lab Science.....	8 credits
Social Science.....	9 credits
Liberal Arts Electives.....	15 credits
Open Electives.....	9-12 credits

CERTIFICATES

Professional Certificate

A Professional Certificate requires completion of a minimum of 32 semester hours of credit to develop skills in an occupational field. Included in the 32 credits shall be a minimum of 12 credits of General Education credits and is designed to facilitate transfer into an Associate Degree if the student decides to continue.

Credit

Regardless of their duration or composition, certificate programs emphasize specific skills and outcomes required

for employment or for career advancement. There are no specific general education requirements, except as required to meet stated competency requirements. There are four levels of certificates:

1. Certificate of attendance.
2. Certificate programs up to 12 semester hours.
3. Certificate programs of more than 12 semester hours.
4. Certificate programs requiring licensure and accreditation.

A cumulative grade point average of 2.0 or higher through the last semester of study must be obtained before becoming eligible for an Associate Degree, Professional Certificate or Certificate for credit.

CERTIFICATE

Non-Credit

A certificate may be awarded for a variety of educational experiences including short term, seminar and/or community service programs. The awarding of certificates for non-credit courses, workshops, etc., is the responsibility of the individual institution.

Residence Credit

Students seeking a degree at the college must earn a minimum of 16 semester hours from WMCC courses. At least eight semester hours of the courses taken to meet the minimum residency requirements shall be advanced courses in the student's major field of study or in appropriate advanced courses in related fields. Advanced courses are associate degree program courses listed in the first and second semesters of the second year, or in the second semester of the first year of one-year programs. Students seeking a professional certificate must complete a minimum of 9 credits or 25% of the credits, whichever is larger, required for the professional certificate from WMCC courses. For a certificate, students must complete at least 6 credits or 25% of the credits, whichever is larger, required for the certificate from WMCC courses.

Directed Study

Under certain circumstances a matriculated student may take a course in a semester when the course is not offered either during the day or through the Division of Community Education. A Directed Study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. *A matriculated student must have a minimum cumulative GPA of 2.0 to be eligible for a Directed Study.*

The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered in the day or DCE divisions.

Independent Study

Opportunities for credit-bearing independent study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. *Independent study is not available to non-matriculated students. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study.*

The intent of the independent study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-3 credits, an independent study may not be done in lieu of any course existing in the college catalog.

Online Education

The Community College System has many courses offered through an online education model, primarily using the Blackboard web-based delivery system. The education model is for independent learners. All first time online students will be required to do the online assessment workshop. This workshop must be done before the first day of classes. If the workshop is not done the student will be dropped from the online class(es).

Graduation Requirements

The college has established minimum competencies that must be attained in each program. Students will be awarded associate degrees upon completion of academic requirements and demonstration of the required competencies.

To be eligible for graduation, students must:

1. Satisfactorily complete each requirement in their academic program
2. Earn a cumulative grade point average of 2.0 or higher
3. Meet all obligations to the college, including payment of all fees
4. File the Intent to Graduate form with the registrar no later than December 1 of the academic year in which graduation is anticipated.

The student has the primary responsibility for ensuring that he/she meets degree/professional certificate/certificate requirements for graduation. The student should initiate at least one meeting with his/her faculty advisor each semester to insure that all the requirements of the transcript checklist have or will be met by the intended time of graduation.

Retention and Graduation Rates

As required by the U.S. Department of Education, 34 CFR Part 668, Student Assistance General Provisions, "An institution shall make readily available to all enrolled students and prospective students, through appropriate publications and mailings, the institution's completion and graduation rate (or a projected completion or graduation rate) of

its full-time degree-seeking undergraduate students who enroll for the first time" at White Mountains Community College "and have not previously enrolled at any other institution of higher education."

The retention rate at WMCC for 2011-2012 was 61% for full-time students, 51% for part-time students. Retention rates measure the percentage of entering students who continue their studies the following fall.

The overall graduation rate for full-time, first-time undergraduates in 2011-2012 was 49%.

It is important to note that many students do not have the goal of graduating from the College. Students often enroll to complete a semester or two before transferring, to explore a potential career area, to resolve academic deficiencies before returning to their original college, or to take courses for self-improvement/personal enrichment.

Transcripts

After the student has met all college obligations, including student loan payments, outstanding tuition, payment of fines, and athletic uniforms and library materials turned in, the student may submit a written request for a transcript (the official record of a student's academic history). The transcript is valid only with the college seal and the signature of the registrar. It is released in accordance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and will not be released to a third party, including parents and spouses, without written permission of the student. The first two transcripts are free; additional transcripts cost \$3 each. There will be an additional charge of \$5 per copy to FAX.

Students may obtain an unofficial copy of their transcript at any time using the Student Information System link from the college website.

ACADEMIC 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.

Academic dishonesty is not tolerated at White Mountains Community College. There is the expectation that course-work will be done honestly, whether in lab projects, on examinations, or for term papers. The individual faculty member will make the initial response to an occurrence of academic dishonesty. The instructor should discuss the matter with the student, and should include what happened to cause the instructor to think cheating had taken place. The instructor should be specific: cheating was seen first-hand, cheating was reported by another student, work handed in was of much higher quality than usual, etc. Judicial Procedural levels in the Student Handbook outline consequences and procedures.

Academic Honors

Students whose academic performance warrants recommendation and recognition will receive academic honors.

The President's List recognizes students enrolled in a degree or professional certificate program carrying a minimum of 12 semester hours and earning a grade point average of 3.75 or higher.

The Vice President's List recognizes students enrolled in a degree or professional certificate program carrying a minimum of 12 semester hours and earning a grade point average of 3.3 to 3.74.

At the graduation ceremony, the student with the highest cumulative grade point average in an Associate Degree program receives the President's Award. The student must complete all required credits at this college, exclusive of transfer credits and/or credit by examination. To be considered for the award, the Intent to Graduate form must be submitted to the Registrar by the last scheduled day of classes in the spring semester. Competition for this award has traditionally been very strong, with students winning by fractions of a point.

National Honor Society

The college is affiliated with Phi Theta Kappa, the National Honor Society for two-year colleges. Students with a

cumulative grade point average of 3.5, degree matriculation status, and a minimum completion of 12 credits may be inducted into the honor society.

Determination of Grades

The college posts grades on our student web system at the end of each semester/session for each course to students who have met all financial and other college responsibilities. Grade reports include the semester grade point average, cumulative credits and the cumulative grade point average.

Grade Point Average

The grade point average determines academic standing and is computed as follows:

1. Multiply the grade points earned in each course by the number of credit hours associated with that course. For each course, this gives a value known as quality points.
2. Add the quality points from all the courses taken in the semester. Separately total the number of credits.
3. Divide the total quality points by the total number of credits. This gives the semester grade point average.

EXAMPLE	LETTER GRADE	SEMESTER HOURS	QUALITY POINTS
BENG211 Technical Writing	A (4)	3	$4 \times 3 = 12$
BMAT214 Statistics	B+ (3.3)	4	$3.3 \times 4 = 13.2$
BECO111 Principles of Macroeconomics	C (2)	3	$2 \times 3 = 6$
BMGT216 Project Management Seminar	D (1)	<u>3</u>	$\frac{1 \times 3 = 3}{13}$
TOTAL		13	34.2

A total of 34.2 quality points divided by 13 credits = 2.63 semester grade point average (GPA)

Grades are recorded as follows:

A	4.0 Points	AF – Administrative Failure
A-	3.7 Points	AU – Audit
B+	3.3 Points	CR – Credit By Exam
B	3.0 Points	CS – Continuing Study
B-	2.7 Points	I – Incomplete
C+	2.3 Points	NP – No Pass
C	2.0 Points	P – Pass
C-	1.7 Points	PP – Provisional Pass; Warning
D+	1.3 Points	* – Basic Skills
D	1.0 Points	TR – Course Transfer
D-	.7 Points	W – Withdrew
F	0 Points	WF – Withdrew Failing; Calculates in GPA as an F
		WP – Withdrew Passing; Does not affect GPA

NOTE: Grades for Foundation courses have an asterisk following the letter grade and are not computed in a GPA/CGPA.

When a student repeats a course (either voluntarily or because it is required to make up a failure), only the most recent grade is computed in the GPA/CGPA, but both grades will appear on the academic transcript.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) reflects a student's academic standing through the most recent semester. To compute the cumulative grade point average, divide the total quality points earned in all semesters by the total credits attempted in all semesters.

Incomplete Course Grade

An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. *It is not used to give an extension of time for a student delinquent in meeting course responsibilities.*

The work must be completed by the student through formal arrangement with the instructor no later than:

- the end of the third week in the spring semester for a grade issued in the fall semester
- the end of the third week in the fall semester for a grade issued in the summer term
- three weeks from the earliest start date of the summer term for a grade issued in the spring semester

Should the student fail to complete the work within the designated period, the grade will automatically become an F grade. The Vice President of Academic Affairs may make exceptions to the above deadlines.

Incomplete grades will not be included in the computation of Grade Point Average. An incomplete grade may affect a student's financial aid. Students should contact the Financial Aid office on their campus for further information.

Academic Standing Review

Students must show orderly progress toward their degrees and continue to display an ability to benefit from their programs and courses.

Each semester the Academic Affairs Office and the Registrar review the academic performance of matriculated students whose: 1) cumulative grade point average (CGPA) is below 2.0; 2) semester grade point average (GPA) is below 1.0; or 3) semester grades include Incompletes and/or F grades. This review may result in a status of Warning, Probation, Mandatory Part-time or Suspension.

Student Referral Report

The instructor may issue a student referral at any time during the semester/session when a student's academic performance is unsatisfactory. The status report identi-

fies the problem and makes recommendations for corrective action. The advisor, counselor and instructor receive copies, and a copy goes in the student's file. A student may receive a failing grade without having received a course warning. Warnings may also be issued if a student's semester or cumulative grade point average falls below 2.0.

Academic Probation

A warning which indicates student may not be on track to graduate because of poor academic performance. Students may be placed on Academic Probation if they fall within one of the following categories:

Total Hours Attempted 1-13 with a CGPA below 1.50

Total Hours Attempted 14-27 with a CGPA below 1.70

Total Hours Attempted 28-40 with a CGPA below 1.80

Total Hours Attempted 41+ with a CGPA below 2.00

Students placed on Academic Probation may not participate in any extracurricular activities. They are encouraged to focus on improving their academic performance and to take advantage of the college's student assistance program.

Academic Suspension

The student is no longer matriculated in the program and may not re-apply for admission or take courses in the program for a minimum of one semester. Students may be suspended from the college for one or two semesters if their academic performance falls under one of the following categories:

1-13 Credits Accumulated:..... below .50 CGPA

14-27 Credits Accumulated:..... below 1.10 CGPA

28-40 Credits Accumulated:..... below 1.25 CGPA

41+ Credits Accumulated:..... below 1.50 CGPA

OR

If, after being on Academic Probation for two consecutive semesters, a student fails to meet satisfactory academic progress at the end of the third consecutive semester.

Financial aid may be in jeopardy if a student fails to achieve satisfactory academic progress as defined above.

Appeal of Academic Standing Decisions

The student may appeal in writing all decisions to the Academic Standing Committee. The student must submit a letter clearly defining the basis for the appeal to the Academic Standing Committee within seven (7) college days following the date of the Vice President of Academic Affairs' letter to the student. The student may have a hearing before the Academic Standing Committee as soon as possible after receipt of the appeal letter. The student may have a representative at the meeting, and is encouraged to meet with the college counselor or the academic advisor for assistance in presenting his/her case.

If the student is not satisfied with the results of the appeal, he/she has the option to appeal directly to the President of the college within five (5) days of the outcome of the appeal. The appeal to the President must be in writing, and must clearly define the basis for appealing the Committee's decision.

Each student must have a cumulative grade point average of 2.0 to graduate. NOTE: Co-op students must have a 2.0 or permission of their advisor to be eligible to participate in a co-op work experience.

Academic Amnesty

All grades earned during a student's previous attendance at the college will no longer be used to calculate the student's new cumulative GPA. Grades of C- and above taken during that time will be used to meet course requirements, subject to the approval of the Vice President of Academic Affairs. All previous grades will remain on the student's transcript.

In order to be eligible for Academic Amnesty, a student must meet all of the following conditions:

1. The student has not taken any courses at original college of enrollment for a period of at least 3 years from the last semester of attendance.
2. The student applies for Academic Amnesty before the start of his/her second semester after readmission.
3. The student has never before received Academic Amnesty.
4. The student achieved a cumulative GPA below 1.7 during previous attendance.

Academic Advising

All students have an academic advisor who serves as a critical contact/mentor for the students during their time at the college. The academic advisor helps students register for courses and must approve all registration decisions, including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, conducts graduation audits, and helps students select and choose various program options. Advisors help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship will be.

Each semester, the academic advisor will conduct degree audits with the students. The purpose of the audit is to identify student progress towards the completion of the program, and to offer early intervention in making necessary schedule changes when the student fails a course, or when the student takes a course out of the normal sequence. The student bears the ultimate responsibility for making sure that he/she completes the required coursework for his/her program.

Academic Environment

The learning environment at the college encourages free discussion, inquiry and expression. Student performance is evaluated only on the basis of performance in class or lab, not on the basis of their individual views.

Students are responsible for learning the content of any course of study, but in so doing have the right to take exception to the views presented in class.

Students shall maintain academic standards and are accountable for the honest and timely completion of assigned work, consistent participation in all class, shop, laboratory or clinical activities, and for conducting themselves in an appropriate manner.

At the beginning of each semester the instructor will provide students with an outline or syllabus that contains a description of the course, its objectives, grading procedures, special academic requirements, prerequisites and specific class participation and attendance standards. The course outline will include a schedule indicating (on a weekly basis if possible) when various course topics will be covered. Copies of course outlines are also available from the Academic Affairs Office.

Attendance

Successful college students attend class regularly. Most failures, dropped courses and poor grades result from poor attendance. The college has designed a schedule of classes for each course that meets the Carnegie unit definition of class time necessary for the average college student to complete the course. This time at the college, under the supervision of a professional educator, contributes to academic success. Students who elect not to attend all scheduled classes or laboratory hours should notify and consult with the instructor of the course for special instructions. Students should in all cases notify and consult with their instructor on all absences. Absence for any portion of scheduled class time may constitute an absence. In some cases students must keep their own attendance records because a financial sponsor requires this for use in advising and recommending students to employers. The instructors will make every effort to accept advance notices of absences due to college events and/or emergencies. It is, however, ultimately the student's responsibility to make arrangements for missed assignments, tests, lectures, deadlines and other academic activities associated with the lack of attendance.

The college encourages attendance in class for several reasons:

1. There is a strong correlation between attending classes and academic success.
2. Material may be available in class that is not in the textbook.

3. Class time has been assigned to each student and that is their time to receive instructor assistance, which is important to the successful completion of the course requirements.
4. Much learning takes place between faculty and students during class. This time is also a chance for students to think, question and clarify ideas and information.
5. Each individual is expected to make satisfactory progress in classes. Attendance is important so the faculty can assist the student in making satisfactory progress.
6. Students who are not making satisfactory progress should, with the consensus of instructor and advisor, drop the course during the drop period.

After three consecutive absences, or an absence rate that reasonably precludes making up missed coursework, barring mitigating factors such as major illness, accident or family emergency, faculty will process an administrative withdrawal.

Student Medical Leave Policy

A matriculated student who, due to a *serious medical condition* that requires extended in-patient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete his/her academic requirements and/or who becomes unable to meet the program's technical standards and/or the requirements of the Student Code of Conduct may apply for a formal **Medical Leave of Absence** for up to two consecutive semesters.

Students considering a Medical Leave of Absence should be aware that *granting of such leave does not relieve a student from financial responsibility to the college*. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may also wish to consult <http://www.michelleslaw.com> for important information.

Students requesting Medical Leave of Absence must:

1. Provide a letter to the Vice President of Academic Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission; and
2. Provide the Vice President of Academic Affairs documentation of the medical condition from a licensed health care professional *directly involved in the treatment* of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.
3. Student is responsible for dropping all courses.

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will be required to reapply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed health care professional *directly involved in the treatment* of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the Vice President of Academic Affairs and/or the student's program department head; compliance with any new admission criteria implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

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

Course Failure

The student must make up a course for which a grade of F was received, either by retaking the course at White Mountains Community College or by taking a comparable course at another institution. Courses transferred from other institutions count towards credits only; the F remains as part of the CGPA. The student should consult the advisor and department chairperson to determine if a course will transfer. Course failures cannot be made up by taking a credit by examination. See policy on Credit by Examination.

Grade for a Repeated Course

All grades are entered on the grade report and academic record, and are used in figuring semester and cumulative grade point averages.

Students may retake a course, whether to replace an F or to improve their prior grade. The latest of the two grades is used to determine the cumulative average. When a student retakes a course at this college, the course and credit hours appear on the semester's grade report and academic record with the letter grade entered. The course grade and hours are included in the semester and the cumulative grade point average computation. The original grade and credit hours will not be figured in the cumulative grade point average, but will appear on the student's academic record.

Appeal of a Grade

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor. Only in a case of obvious computational error or blatant abuse of the grading prerogative, can the Vice President of Academic Affairs, the only other individual on campus empowered to change a grade, alter a student's grade.

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:

1. Meet with the instructor
The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five work days.
2. Meet with the Program Director/Department Chairperson
If the issue was not resolved in Step 1 above, the student has three work days from the date of the faculty member's decision to file a written appeal with the faculty member's program director or department chairperson, or with the Vice President of Academic Affairs if the faculty member is also the department chairperson or program director. Within three work days the department chairperson (VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to Step 3 below.
3. Meet with the Vice President of Academic Affairs (VPAA)
If the issue is not resolved in Step 2 above, the student has three work days to file a written appeal with the Vice President of Academic Affairs. The VPAA will meet with all parties concerned within the next three work days to attempt to resolve the dispute. The VPAA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final.

Note: During the summer, when faculty is not on campus, students may begin the grade appeal process with the office of Academic Affairs. Every attempt will be made to have the faculty member contact and meet with the student within the specified time. On occasion, however, these times may need to be adjusted.

Registration

The registrar, the financial aid office, the business office and the academic department coordinate the registration process, which includes the selection of courses, completion of forms and payment of college fees. Advance registration takes place mid-semester for second and later term students. The advising process helps students decide which courses to take; accordingly, matriculated

students must have advisor approval before registering for any course. The number of courses taken each semester must not exceed 19 credits without the written consent of the Academic Vice President and the faculty advisor. Non-matriculated students may register during the open registration period before the start of each term, pending available space and the meeting of prerequisites or instructor approval. Registration is complete when the student satisfies all financial obligations to the college.

Students should understand that by registering for courses at WMCC, they are financially obligated for **ALL** costs related to the registered course(s). Upon a drop or withdrawal, it is understood they will be responsible for all charges as noted in the student catalog and handbook. If they do not make payment in full, it is understood that their account may be reported to the credit bureau and/or turned over to an outside collection agency. It is also understood they will be responsible for the costs of the outside collection agency and/or any legal fees (which may add a significant cost to their existing account balance).

Adding a Course

Students may add a course to their class schedule during the first seven calendar days of a semester, or at the discretion of the instructor. The student must obtain approval of the instructor, faculty advisor and academic officer. Add/Drop forms are available through the academic affairs office and in the registrar's office.

Dropping a Course

The student should discuss the decision to drop a course(s) with his/her advisor. Add/Drop forms are available through the academic affairs office and in the registrar's office.

Students may drop a course anytime during the first 60% of the semester. This may, however, result in a change in student status for financial aid, veteran's benefits, insurance discounts, etc. Courses officially dropped through filing the add/drop form with the registrar's office prior to the fourteenth calendar day of the semester, or other prorated enrollment periods, will be refunded 100%.

Students who formally drop a course by filing the add/drop form in a timely manner will have information entered on their academic record as follows:

1. No courses or grades are recorded for students who register but do not attend classes.
2. No courses or grades are recorded for students who withdraw from course(s) during the first fourteen calendar days of the semester.
3. A grade of W is awarded to students who drop a course(s) after the second week of classes but during the first 60% of the semester.
4. After the 60% mark of the semester, the student will receive a "WP" or "WF" grade as assigned by the instructor.

Student-initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course) does not affect GPA. Students who fail to file an official add/drop form to drop a course will receive an F for such courses on their transcripts. Withdrawal can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

Withdrawal from Courses

A student withdrawing from a course(s) up until the 60% mark of the semester will receive the following grades. An AF (Administrative Failure) is given any time for reasons other than poor grade performance, e.g., walk-a-ways, poor conduct, disruptive behavior, violation of student code of conduct, violation of faculty's attendance policy, etc. This calculates in the GPA as an F. W (Student Withdrawal) is initiated by the student to drop a course up to the 60% mark.

After the 60% mark of the semester, the following grades are awarded. WP (Withdraw Passing) is initiated by student or faculty when the student is passing at time of the drop and does not affect GPA. WF (Withdraw Fail) is initiated by student or faculty when the student is not passing at time of the drop and calculates in the GPA as an F.

Audit Policy

Under the Audit Policy, students may enroll in courses which provide an opportunity to learn more about the challenges of college work, explore a discipline of interest, refresh prior learning, or supplement existing knowledge. Typically, a student attends lectures, seminars and/or labs but does not complete graded assignments. When enrolled as an audit, the student will not be given a final grade, nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course). *Student must pay the full tuition for the course.* Federal financial aid does not cover costs for an audited course.

Not all courses can be taken for audit, and entry into a course as an auditing student is by permission of the instructor. A student must complete a registration as an audit during the first week of classes. Once admitted as an audit, the student may not change to credit status after the designated add period; likewise, a student registered for credit may not change to audit status after the designated add period.

Prerequisites

Students must successfully complete a prerequisite course before enrolling in the next course. The course description section of the college catalog notes prerequisites. A failing grade in a prerequisite will prevent a student from taking the next course. Students may use courses from other

colleges to meet prerequisites. The department chair or academic vice president determines transfer credit. See the section on Transfer Credit for further information.

Foundation Courses

Foundation courses are competency-based for students who would benefit from building academic skills in English, mathematics and/or reading prior to enrollment in college level courses. Foundation courses follow the same grading system as college-level courses and are computed into the grade point average (GPA). To successfully complete and exit a foundation course, students must receive a grade of B or better in English courses & a grade of B- in Math courses. Foundation courses do not provide credits toward graduation. Students enrolled in foundation courses follow the same college policies regarding tuition, financial aid, academic grading, academic standards and student activities.

Withdrawing from the College

Withdrawing from the college is a serious step, and students should discuss this process with instructors, the academic advisor and the college counselor. To withdraw from the college, a student must complete the withdrawal form and an exit interview with the college counselor and financial aid director. Failure to attend classes does not constitute withdrawal from the college. However, students may receive a grade of administrative failure due to excessive absences.

Students may withdraw from the college up to one week before the end of the semester. The date of withdrawal is noted on the students' academic college records, which also reflect the most recent date of class attendance, as needed, for students receiving scholarships, veteran's benefits, or for recipients of Title IV financial aid or other awards with special attendance requirements. Academic records will be treated in accordance with the standards used for dropping individual courses.

A student who has withdrawn from the college or who has been suspended may apply for readmission through the Admissions Office.

Student Status

A *matriculated* student is one who has been admitted to a program (degree, professional certificate or certificate) at the college. Matriculated students are entitled to participate in the Title IV Federal Financial Aid Program and have priority when registering for classes with limited enrollment. To remain matriculated, a student must register for, and enroll in, at least one course during the academic year (not to exceed a 12-month period). A student who does not register for at least one course per academic year will lose matriculated status. A student who chooses to resume matriculated status must reapply for admission to a program. A student who begins a second program at the college may have to satisfy different program requirements.

A *non-matriculated* student is one who has not been admitted to a program at the college, and may register on a first-come, first-served basis for any course, providing the student has met prerequisites and that there is space available. *Non-matriculated* students should matriculate before the completion of 9 semester hours and begin pursuing graduation requirements. An advisor will help students make these decisions.

A matriculated student may request a *leave of absence* in writing through the Academic Affairs Office if the student will not be taking courses within one academic year (not to exceed a 12-month period) but wishes to remain on matriculated status. After a leave of one academic year, the student must either register for at least one course or lose matriculated status, thus requiring reapplication and admission.

Enrollment status is defined according to the number of credits a student takes during a semester and is used to determine financial aid awards. Credits awarded for transfer, work experience, audits and challenge exams do not count toward determination of full-time status. It is important to know that full-time status is the equivalent of 12 or more credit hours.

Full-time 12 or more credits

Three-quarter time 9-11 credits

One-half time 6-8 credits

A student must register for 12 or more credit hours to qualify for *full-time status* for financial aid, veteran's benefits, insurance discounts, etc.

Privacy of Records

The college maintains an academic folder for all matriculated students. The folder includes permanent academic records, application for admission, correspondence to and from the college, transcripts of all previous academic records, recommendations, standardized test results, armed forces papers, social security papers, medical records and miscellaneous information.

The college does not provide access to, or release of, any personally identifiable records or files to any individual, agency or organization without prior written consent of the student except as follows. The President, Vice Presidents and registrar shall have unlimited access, without permission, to all student records. They may release information without prior written authorization of the student in the following circumstances:

1. To officials and teachers within the college who are directly involved in a legitimate, educational matter with the student.
2. To authorized Federal and State offices as identified in Section 438(b)(3) of Public Law 93-380.
3. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person. If students wish their parent(s) or anyone else to be given information about any aspects of their progress at the college, they must sign a Waiver of Confidentiality form, which can be obtained from the admissions office.

CREDIT OPTIONS FOR ADVANCED STANDING

Credit options are opportunities for adult learners to earn credit toward a degree through alternatives other than coursework. Credit options include: transfer credit, CLEP examinations, credit by examination, advanced credit, DANTES and experiential learning.

The college encourages students to apply the wealth of knowledge and experience they possess to take advantage of all the credit options available to them. It is possible for students to earn significant credit based on previous educational and professional experiences. The only restriction is that students seeking a degree/professional certificate/certificate at the college must complete residency requirements. (See residence credit for specific requirements.)

Please note that credit earned through any of these options counts toward degree/professional certificate/certificate requirements, but is not included in computing grade point averages. Upon matriculation, student request for recognition of technical courses more than

seven years old is subject to review. Course content may be outdated and therefore not acceptable for transfer or other credit.

Transfer Credit

Students may transfer credits from other accredited colleges, including the Community College System, provided they earned a grade of C or better, and those credits are equivalent to the courses in their program. To apply, students must contact other college(s) they have attended and arrange for official transcripts and course descriptions to be sent to the registrar.

The Vice President of Academic Affairs must review course credit awarded through another institution's credit by examination policy. The academic office coordinates transfer credit. The appropriate department chairperson(s) and the Vice President of Academic Affairs determine acceptability of transfer credit. Students should consider that transfer credits may lessen their financial aid eligibility by reducing the course load from full-time to part-time status.

White Mountains Community College does not use grades received in courses taken at any other institution in computing semester or cumulative grade point averages.

Credit by Examination

Credit by examination provides students with the opportunity to challenge technical and other courses for which they feel qualified. Credit by examination is not available for those courses for which a CLEP exam exists. Examinations are prepared and administered by the college faculty. If students obtain a grade of C or better, the credits earned count toward their degree and the academic record will reflect a grade of CR. The academic officer and the instructor coordinate the credit by examination process. The exam must be taken and graded within the first seven days of the semester. The student, the advisor and the registrar receive notification of the course exam results, a copy of which is placed in the student's permanent file, along with the examination.

The fee for credit by examination will be \$25 per credit, plus all direct costs associated with providing the laboratory exam. Only matriculated students may apply for credit by examination and only for those courses for which they are not currently registered. Students cannot use credit by examination to make up a previously failed course. If a student earns credit by examination, the enrollment status could change, an action which could affect financial aid status.

Advanced Placement (AP) Credit Policy

Students must obtain a score of 3 or higher in examinations which are part of their degree program. Applicants who seek advanced placement should have the examination results sent directly to the Admissions Office during the summer prior to enrollment.

CLEP Examinations (College Level Exam Program)

Students can earn credits toward a degree by passing CLEP exams in a wide variety of subject areas including English, math, biology, chemistry, psychology, sociology, macroeconomics, accounting, marketing, business law and other areas. To apply, the student should contact the college's academic affairs office for information on CLEP exams, make arrangements to take the exam(s) and have the scores sent directly to the college. To prepare for the exam, students should purchase a CLEP exam review book.

To ensure timely credit, the student should take the exam at least one semester prior to the semester the course is offered in. If a student CLEPs a course for which he/she is registered, he/she must drop the course prior to the second week of the semester/session in order to receive a full refund of the course fees.

DANTES (Defense Activity for Non-Traditional Education Support)

The DANTES College Credit Examination program provides National Guard members and servicemen and

women with three different exam programs to earn college credit. The exams are CLEP, ACT/PEP and the DANTES Subject Standardized Tests (DSSTS). To apply, students must arrange to have credits earned through DANTES sent to the college registrar.

Continuing Education Credits

In students' working or professional lives, they may have taken work-related courses that have provided them with certificates or Continuing Education Units (CEU's). Students may earn credit(s) toward their degree through these efforts.

To apply, students need to assemble all certificates and CEU's into a package. Students must develop a narrative statement (for each certificate or CEU) that outlines the purpose of the course or workshop, the sponsor and instructor of the activity, and the total number of hours for each activity. In addition, students must arrange for their employer to send a letter to the Vice President of Academic Affairs, confirming their narrative statements and highlighting the competencies gained through participation in the activities.

Experiential Learning

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge towards credit in a degree/professional certificate/certificate. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at the college to be eligible to apply for experiential credit. Not all programs provide the experiential credit option; students should consult with the college for eligible programs and the process used for application.

Students may be awarded a maximum of 24 credits for experiential learning. Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded (e.g., for 12 credits awarded: $0.50 \times \text{current tuition rate} \times 12 \text{ credits}$).

To apply, students must meet with the Vice President of Academic Affairs to begin the process of developing a portfolio. If the student chooses this process, he/she will then register for "Assessment of Experiential Learning" and will start the process of developing the portfolio. The portfolio includes three documents: a resume, a narrative summary of work and learning experiences, and an outline of the skill, knowledge and competencies for which the student seeks credit.

A team assists the student in the development and assessment of the portfolio. Once the student has assembled the documentation, the team assesses the content and recommends the amount of credit to be awarded. The Vice President of Academic Affairs reviews the recommendation and awards credit accordingly. If the process results in credit for prior learning, the transcript will note TR, Course Transfer.

Running Start

In 1999, the Community College System of New Hampshire introduced the Running Start program, a partnership enabling high school students to enroll in college courses at a significant reduction in tuition. In 2006, Running Start was a New England Board of Higher Education Excellence in Education Award recipient.

Through Running Start, North Country high school students have the opportunity to earn White Mountains Community College credit. This unique partnership between the college and local area high schools offers high school seniors and juniors selected college-level coursework and college credit for successful completion of coursework. High school students take White Mountains Community College courses that are taught at the high school during the regular school day by high school faculty members whose courses and teaching expertise have been certified by White Mountains Community College. During the 2011-2012 school year, 412 North Country students took one or more White Mountains Community College courses through Running Start on their high school campuses.

The cost of a course is \$150, plus books and supplies, which are usually provided by participating high schools. These costs are well below the per-credit tuition costs at all New Hampshire public and private institutions of higher learning and offer significant savings on college tuition and in college classroom time.

Information regarding current Running Start courses at participating high schools is available at www.wmcc.edu/academics/runstart.html.

Local high schools and students interested in Running Start may call the coordinator at 752-1113, Ext. 3019, for more information or email jcamille@ccsnh.edu.

High School Articulation

Some high schools are developing written agreements with the college to ensure guaranteed acceptance for motivated students. These agreements specify the competencies needed for acceptance, and they show the student how to meet them. They also spell out how a student can earn college credit while in high school. The college has agreements with the following high schools, and the list is growing.

High School

Alvirne High School, Hudson, NH

Berlin High School, Berlin, NH

Greater New Bedford
Regional Vocational
Technical High School,
New Bedford, MA

WMCC Curriculum Areas

Culinary Arts
Early Childhood Education
Mobile Equipment Technology

Early Childhood Education
Welding Technology

Mobile Equipment Technology

Hartford Area Career and Technology Center, White River Junction, VT	Culinary Arts
Kennett High School, Conway, NH	Culinary Arts
Manchester School of Technology, Manchester, NH	Culinary Arts
Milford High School and Applied Technology Center, Milford, NH	Culinary Arts
Norfolk County Agricultural High School, Walpole, MA	Mobile Equipment Technology
Plymouth Regional High School, Plymouth, NH	Culinary Arts
Stratford High School, North Stratford, NH	Algebra and Trigonometry I College Mathematics Topics in Applied College Math
Sugar River Valley Regional Technical Center, Claremont, NH	Culinary Arts
White Mountains Regional High School, Whitefield, NH	Accounting Culinary Arts

College Articulation Agreements

Chamberlain College of Nursing
Franklin University
Granite State College
Husson College
Keene State College
Lyndon State College
New England College
Plymouth State University
Rivier College
Southern New Hampshire University
Springfield College
St. Joseph's College
Union Institute and University
University of New Hampshire

Pre-Admission Recommendations

Program	Recommendations
Accounting	Two years of high school algebra; command of the English language
Automotive Service Management.....	High school Algebra I & II; command of the English language; reading comprehension skills
Automotive Technology	High school Algebra I; command of the English language, reading comprehension skills
Business Administration.....	Ability to communicate; ability to think in a positive manner; willingness to learn
Criminal Justice/ Homeland Security.....	Command of the English language; reading comprehension skills
Early Childhood Education	First Aid and CPR; strong communication skills in reading and writing or BENG087 Critical Reading Strategies I and/or BENG089 Introductory English I
Environmental Science	High school Algebra I; Biology; Chemistry

Human Services.....	English; psychology; strong communication skills in reading and writing or BENG087 Critical Reading Strategies I and/or BENG089 Introductory English I
Information Technology.....	Two years of high school algebra
Office Management	Typing or keyboarding; accounting & computer applications; strong English skills; willingness to develop positive human relations and problem-solving skills
Surveying.....	High school Algebra I, Geometry or BMAT089 Introduction to Algebra

Mathematics Prerequisite

Every degree student must demonstrate basic arithmetic and algebra skills before enrolling in college-level math and other courses (e.g., science). To earn an associate degree, students will be required to complete successfully one or more college-level math classes as specified by the particular program and curriculum to which the student has been accepted. Students lacking basic arithmetic and algebra skills may achieve those competencies through developmental math courses offered at the college.



ACCOUNTING

How to change your lifestyle and professional confidence in the next two years!

An Associate Degree in Accounting provides students with the necessary skills to enter the business field and increase their earnings potential by a half a million dollars over a 40 year working life*. Our accounting program will prepare you for taking on small to medium business accounting records from daily entries through financial statements to tax returns and managerial analysis.

Graduates of the program will be proficient in Windows XP, Quickbooks, Tax Cut software, Microsoft Office including Word, Excel and PowerPoint, as well as packaged accounting software.

Upon graduation, students are prepared to enter the accounting profession in positions that may include: accountant, accounts payable and accounts receivable administrator, administrative assistant, auditor, office manager or tax preparer. Several graduates have also chosen to use their accounting knowledge to begin their own business. We work with Plymouth State University, Lyndon State and locally with Granite State College for students who wish to transfer credits after two years to a four-year college.

We have strong relations with Franklin University in Ohio coordinating a third year of study to be taken at White Mountains Community College, and finishing with a fourth year on-line with Franklin University. This alliance leads to a Bachelor's Degree in Business Administration.

*United States Census and Bureau of Labor Statistics

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BBUS112 Introduction to Business Administration	3	0	3
BENG120 College Composition.....	3	0	3
BECO111 Principles of Macroeconomics	3	0	3
LIBERAL ARTS OR HUMANITIES ...	3	0	3
Totals.....	15	0	15

Spring Semester	CL	LAB	CR
BACC114 Financial Accounting	3	0	3
BCOM120 Spreadsheets Project.....	3	0	3
BMGT112 Introduction to Business Logic and Ethics	3	0	3
HUMANITIES OR LIBERAL ARTS ...	3	0	3
MATHEMATICS	3	0	3
Totals.....	15	0	15

Total Credits for Year = 30

SECOND YEAR

Fall Semester	CL	LAB	CR
BACC213 Taxation	3	0	3
BACC222 Intermediate Accounting	3	0	3
BECO112 Principles of Microeconomics	3	0	3
BENG211 Technical Writing.....	3	0	3
BMGT214 Management	3	0	3
SCIENCE.....	3	0	3
Totals.....	18	0	18

Spring Semester	CL	LAB	CR
BACC214 Managerial Finance and Accounting.....	3	0	3
BACC220 Accounting Internship.....	1	3	2
BCOM113 Accounting with QuickBooks.....	3	0	3
BMGT215 Business Law	3	0	3
LIBERAL ARTS	3	0	3
MATHEMATICS	3	0	3
Totals.....	16	3	17

Total Credits for Year = 35

Total for A.S. Degree = 65



AUTOMOTIVE SERVICE MANAGEMENT

As America's automotive industry grows, so too do the number and size of dealerships. These businesses require individuals who possess strong management skills, coupled with a background in automotive technology. The Associate Degree program in Automotive Service Management meets these needs.

Students enrolled in the program experience a common first year with the Automotive Technology curriculum, taking both automotive and general education courses. Upon successful completion of the core courses, students shift from the major technical courses to concentrate on business courses helpful in the management sector of the automotive industry. Graduates of the program have personal and business skills that enhance their effectiveness with customers, technicians and co-workers.

Upon graduation, students will have the skills required to secure positions as assistant service manager, parts and service consultant, service advisor, service manager and general manager.

As part of program requirements, both degree and certificate students must take at least two Automotive Service Excellence (ASE) national exams each spring, usually administered the first week in May. The cost of each exam is \$95.

Students will be required to spend an additional \$1300-2000 for tools and uniforms.



ASSOCIATE IN APPLIED SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BAUT101 Introduction to Automotive Service	2	3	3
BAUT112 Automotive Electricity I	3	3	4
BAUT115 Automotive Engines and Related Systems	2	3	3
BENG120 College Composition	3	0	3
MATHEMATICS	3	0	3
COMPUTER ELECTIVE	1	0	1
Totals	14	9	17
Spring Semester	CL	LAB	CR
BAUT113 Automotive Power Trains	4	6	6
BPHY113 Electricity and Electronics	3	2	4
ENGLISH	3	0	3
HUMANITIES	3	0	3
Totals	13	8	16

Total Credits for Year = 33

SECOND YEAR

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BAUT211 Automotive Electronics	2	3	3
BAUT212 Chassis Service and Alignment Procedures	2	8	5
BAUT213 Automotive Welding	1	2	2
BMGT214 Management	3	0	3
Totals	11	13	16

Spring Semester	CL	LAB	CR
BAUT215 Automotive Suspension and Brakes	3	3	4
BMGT216 Project Management Seminar	3	0	3
BMGT230 Leadership and Strategic Management	3	0	3
LIBERAL ARTS	3	0	3
SOCIAL SCIENCE	3	0	3
Totals	15	3	16

Total Credits for Year = 32

Total for A.A.S. Degree = 65

AUTOMOTIVE TECHNOLOGY

There are over 254 million vehicles on U.S. roads today. All of them require service periodically. More than one million men and women work at servicing these vehicles. Each year thousands of jobs become available for automotive technicians, trained to diagnose and repair the complex electronic and computer systems in today's vehicles.

Automotive repair professionals need to have up-to-date technical information at their command. The **Associate Degree** program in Automotive Technology combines in-depth theory with extensive practical training in a well-equipped lab. The program is NATEF (National Automotive Technicians Education Foundation) certified. Students are also responsible for running the program's auto parts store, where they gain valuable experience in inventory, stock control and ordering.

Graduates of the program possess extensive knowledge of state-of-the-art mechanical, electrical/electronic and computer systems used in today's automobiles. They have expertise in using micrometers, calipers, multimeters, engine analyzers, scan tools, torches and welders, computerized alignment systems, brake lathes, emissions analyzers and valve and seat reconditioning equipment. Students also learn to utilize the ALLDATA and the Mitchell On-Demand Computerized Automotive Service Information systems.

Students may also opt to enroll in the **Certificate** option, designed to teach specific skills and competencies. Students may enter any course with permission of instructor.

Upon graduation, students will be prepared to apply for positions in service, sales, parts and management. Job titles may include line mechanic, entry-level technician, service writer, parts stock clerk, assistant service manager or service manager.

As part of program requirements, both degree and certificate students must take at least two Automotive Service Excellence (ASE) national exams each spring, usually administered the first week in May. The cost of each exam is \$95.

Students will be required to spend an additional \$1300-2000 for tools, uniforms and the ASE exams.

ASSOCIATE IN APPLIED SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BAUT101 Introduction to Automotive Service	2	3	3
BAUT112 Automotive Electricity I	3	3	4
BAUT115 Automotive Engines and Related Systems	2	3	3
BENG120 College Composition.....	3	0	3
MATHEMATICS	3	0	3
COMPUTER ELECTIVE	1	0	1
Totals.....	14	9	17

Spring Semester	CL	LAB	CR
BAUT113 Automotive Power Trains	4	6	6
BAUT114 Automotive Electricity II	3	3	4
BPHY113 Electricity and Electronics	3	2	4
BMGT218 Small Business Management	3	0	3
Totals.....	13	11	17

Total Credits for Year = 34

SECOND YEAR

Fall Semester	CL	LAB	CR
BAUT211 Automotive Electronics	2	3	3
BAUT212 Chassis Service and Alignment Procedures	2	8	5
BAUT213 Automotive Welding	1	2	2
ENGLISH	3	0	3
SOCIAL SCIENCE	3	0	3
Totals.....	11	13	16

Spring Semester	CL	LAB	CR
BAUT214 Computerized Diagnostic Service and Air Conditioning	3	8	6
BAUT215 Automotive Suspension and Brakes HUMANITIES	3	3	4
LIBERAL ARTS	3	0	3
Totals.....	12	11	16

Total Credits for Year = 32

Total for A.A.S. Degree = 66

AUTOMOTIVE TECHNOLOGY CERTIFICATE FIRST YEAR

Fall Semester	CL	LAB	CR
BAUT101 Introduction to Automotive Service	2	3	3
BAUT112 Automotive Electricity I	3	3	4
BAUT115 Automotive Engines and Related Systems	2	3	3
Totals.....	7	9	10

Spring Semester	CL	LAB	CR
BAUT113 Automotive Power Trains	4	6	6
BAUT114 Automotive Electricity II	3	3	4
Totals.....	7	9	10

Total Credits for Year = 20

SECOND YEAR

Fall Semester	CL	LAB	CR
BAUT211 Automotive Electronics	2	3	3
BAUT212 Chassis Service and Alignment Procedures	2	8	5
BAUT213 Automotive Welding	1	2	2
Totals.....	5	13	10

Spring Semester	CL	LAB	CR
BAUT214 Computerized Diagnostic Service and Air Conditioning	3	8	6
BAUT215 Automotive Suspension and Brakes	3	3	4
Totals.....	6	11	10

Total Credits for Year = 20

Total for Certificate = 40

BAKING AND PASTRY ARTS

NEW HAMPSHIRE CULINARY INSTITUTE

The New Hampshire Culinary Institute is proud to offer a two-year Associate in Science degree in Baking and Pastry Arts in addition to its degree in Culinary Arts. The Baking and Pastry Arts degree is designed for those wanting to work specifically in the field of baking. The Baking and Pastry Arts graduates will be trained to work as bakers and pastry chefs in establishments such as bakeries, pastry shops, hotels, restaurants, catering services, commercial bakeries, and product development. If you would like to make Baking and Pastry Arts your career, we have a great program for you at an affordable price.

The Baking and Pastry Arts Associate Degree is a two-year program with over 80 percent of the lab courses centered on baking and pastry arts. The Baking and Pastry Arts courses cover all areas of baking from basic bread making to advanced artisan breads, cake decorating and design, chocolates, confections and decorative centerpieces. Students are provided an education in a broad expanse of baking and pastry arts that includes baking theory and management courses, over 250 hours of lab work per semester, and externships at approved work sites throughout New England. The Baking and Pastry Arts students will also train in basic food productions to give them a more complete understanding how restaurants and hotels operate.

Students must purchase baking and pastry tools and a basic set of professional knives as well as three sets of uniforms. Further information will be mailed to students prior to the start of the semester.



ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
BCUL111	Soups, Sauces and Basic Techniques	0	3	1
BCUL112	Introductory Food Production	0	3	1
BCUL113	Hot Food Techniques	0	3	1
BCUL114	Pantry	0	3	1
BCUL115	Food Theory and Meat Fabrication.	3	0	3
BCUL116	Food Service Sanitation.....	3	0	3
BENG120	College Composition.....	3	0	3
	HUMANITIES.....	3	0	3
Totals.....		12	12	16

Spring Semester		CL	LAB	CR
BCUL117	Introduction to Baking	0	3	1
BCUL118	Patisserie	0	3	1
BCUL121	Baking Theory	3	0	3
BCUL123	Table Service and Mixology	3	0	3
BCUL126	Cake Decoration and Design	0	3	1
BCUL127	Individual Pastries and Plated Desserts	0	3	1
	LIBERAL ARTS	3	0	3
	MATHEMATICS	3	0	3
Totals.....		12	12	16

Total Credits for Year = 32

Summer Semester		CL	LAB	CR
BCUL230	Bakery and Pastry Arts Internship I	0	9	3
Totals.....		0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester		CL	LAB	CR
BCUL216	Menu Analysis and Restaurant Design.....	3	0	3
BCUL231	Advanced Artisan Breads.....	0	3	1
BCUL232	Introduction to Centerpieces	0	3	1
BCUL233	Dessert Buffets and Displays	0	3	1
BCUL234	Chocolates and Confections.....	0	3	1
BCUL235	Bakery Techniques.....	1	0	1
BCUL236	Advanced Baking Theory.....	1	0	1
BCUL245	Bakery and Pastry Arts Internship II.	0	3	1
	ENGLISH.....	3	0	3
	SOCIAL SCIENCE.....	3	0	3
Totals.....		11	15	16

Spring Semester		CL	LAB	CR
BCHE112	Nutrition	3	0	3
BCUL222	Food Service Management.....	3	0	3
BCUL227	Product Purchasing and Marketing.	2	0	2
BCUL237	Advanced Cake Decoration and Design	0	3	1
BCUL238	Advanced Pastries and Plated Desserts	0	3	1
BCUL239	Petit Fours and Mignardise	0	3	1
BCUL240	Advanced Bakery Techniques.....	1	0	1
BCUL241	Advanced Pastry Theory.....	1	0	1
BCUL242	Testing and Practical Exam.....	0	3	1
	LIBERAL ARTS	3	0	3
Totals.....		13	12	17

Total Credits for Year = 33

Total for A.S. Degree = 68

BAKING AND PASTRY ARTS CERTIFICATE

NEW HAMPSHIRE CULINARY INSTITUTE

New Hampshire Culinary Institute offers a Baking and Pastry Arts Certificate in addition to degrees in Culinary Arts and Baking and Pastry Arts. The Baking and Pastry Arts Certificate is designed for those seeking high-quality culinary training without pursuing a Baking and Pastry Arts degree. The certificate focuses on hands-on baking courses and eliminates the general education courses required for the degree. Credits earned through the Baking and Pastry Arts Certificate can transfer into the Baking and Pastry Arts degree program if the student desires.

FIRST YEAR

Fall Semester	CL	LAB	CR
BCUL111 Soups, Sauces and Basic Techniques	0	3	1
BCUL112 Introductory Food Production	0	3	1
BCUL113 Hot Food Techniques	0	3	1
BCUL114 Pantry	0	3	1
BCUL115 Food Theory and Meat Fabrication.	3	0	3
BCUL116 Food Service Sanitation.....	3	0	3
Totals	6	12	10

Spring Semester	CL	LAB	CR
BCUL117 Introduction to Baking.....	0	3	1
BCUL118 Patisserie	0	3	1
BCUL121 Baking Theory	3	0	3
BCUL126 Cake Decoration and Design	0	3	1
BCUL127 Individual Pastries and Plated Desserts	0	3	1
Totals	3	12	7

Total Credits for Year = 17

Summer Semester	CL	LAB	CR
BCUL230 Bakery and Pastry Arts Internship I	0	9	3
Totals	0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester	CL	LAB	CR
BCUL231 Advanced Artisan Breads.....	0	3	1
BCUL232 Introduction to Centerpieces	0	3	1
BCUL233 Dessert Buffets and Displays	0	3	1
BCUL234 Chocolates and Confections.....	0	3	1
BCUL235 Bakery Techniques.....	1	0	1
BCUL236 Advanced Baking Theory	1	0	1
BCUL245 Bakery and Pastry Arts Internship II	0	3	1
Totals	2	15	7

Spring Semester	CL	LAB	CR
BCUL237 Advanced Cake Decoration and Design	0	3	1
BCUL238 Advanced Pastries and Plated Desserts	0	3	1
BCUL239 Petit Fours and Mignardise	0	3	1
BCUL240 Advanced Bakery Techniques.....	1	0	1
BCUL241 Advanced Pastry Theory.....	1	0	1
BCUL242 Testing and Practical Exam.....	0	3	1
Totals	2	12	6

Total Credits for Year = 13

Total for Certificate = 33



BUSINESS ADMINISTRATION

We are the starting point for future business leaders.

Our fully-accredited program will give you the skills to be ready for tomorrow's job-market challenges.

The Business Administration program at White Mountains Community College is meeting the challenge of today's dynamic business and economic environment. We recognize that global outsourcing is hollowing out the structure of many medium to large businesses. Many of the routine, well codified back office skill sets will see a decline in demand in the coming years as those jobs are outsourced to other nations. Our program will not only give its graduates academic skills, but will also provide them experience in using imagination to think creatively and strategically.

The coursework has been designed to satisfy the requirements of the first two years of a four-year business administration degree, as well as to give the students core competency in all of the general business disciplines. By completing our program, the students will gain knowledge in management, accounting, finance, strategy, economics, statistics, marketing, operations/project management, entrepreneurship, and computer applications. This core set of operational and strategic business skills is complimented with general education courses from science, from the social sciences, from the humanities, and with courses in English composition and oral communications. We also require students to complete a semester course in comprehensive presentation methods so that our future business leaders can effectively communicate ideas through speech and multimedia.

Our Business Administration program integrates the use of the most current information technology tools. All courses require the use of computer applications, including Word, Excel, Access and PowerPoint, and the use of electronic collaboration.

Graduates of the program are qualified for a broad selection of jobs in the front office. They will also have the tools necessary to plan and start their own business. Finally, if they wish to continue their higher education, they will have the credentials to transfer into the third year of a four-year business administration degree.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BBUS112 Introduction to Business Administration	3	0	3
BECO111 Principles of Macroeconomics	3	0	3
BENG120 College Composition.....	3	0	3
HUMANITIES.....	3	0	3
Totals.....	15	0	15

Spring Semester	CL	LAB	CR
BBUS116 Business Plan Development.....	3	0	3
BCOM120 Spreadsheets Project.....	3	0	3
BCOM125 Comprehensive Presentation Methods	3	0	3
BMGT112 Introduction to Business Logic and Ethics	3	0	3
MATHEMATICS	3	0	3
SCIENCE.....	3	0	3
Totals.....	18	0	18

Total Credits for Year = 33

SECOND YEAR

Fall Semester	CL	LAB	CR
BECO112 Principles of Microeconomics	3	0	3
BENG211 Technical Writing.....	3	0	3
BMGT212 Marketing	3	0	3
BMGT214 Management	3	0	3
ELECTIVE.....	3	0	3
Totals.....	15	0	15

Spring Semester	CL	LAB	CR
BACC214 Managerial Finance and Accounting	3	0	3
BMAT214 Statistics	4	0	4
BMGT215 Business Law	3	0	3
BMGT216 Project Management Seminar	3	0	3
BMGT224 Management Internship	0	3	1
BMGT230 Leadership and Strategic Management	3	0	3
Totals.....	16	3	17

Total Credits for Year = 32

Total for A.S. Degree = 65

BUSINESS ADMINISTRATION CERTIFICATE

This one-year certificate emphasizes the skills necessary to be employed as a sales clerk, bookkeeper, office clerk or data entry clerk.

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BBUS112 Introduction to Business Administration	3	0	3
BCOM101 Introduction to Windows and Word Processing.....	1	0	1
BECO111 Principles of Macroeconomics	3	0	3
BMGT212 Marketing	3	0	3
BMGT214 Management	3	0	3
Totals.....	16	0	16

Spring Semester	CL	LAB	CR
BACC214 Managerial Finance and Accounting	3	0	3
BCOM120 Spreadsheets Project.....	3	0	3
BCOM125 Comprehensive Presentation Methods	3	0	3
BMGT112 Introduction to Business Logic and Ethics.....	3	0	3
Totals.....	12	0	12

Total for Certificate = 28

ENTREPRENEURSHIP CERTIFICATE

The Entrepreneurship Certificate provides students with an introduction to the skills necessary to start a business. The successful student explores different approaches to operating a business and learns how to develop, organize and prepare a business plan.

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BBUS112 Introduction to Business Administration	3	0	3
BMGT212 Marketing	3	0	3
BMGT214 Management	3	0	3
Totals	12	0	12

Spring Semester	CL	LAB	CR
BBUS116 Business Plan Development	3	0	3
BCOM113 Accounting with QuickBooks	3	0	3
BCOM120 Spreadsheets Project	3	0	3
BECO111 Principles of Macroeconomics	3	0	3
BMGT112 Introduction to Business Logic and Ethics	3	0	3
BMGT230 Leadership and Strategic Management	3	0	3
Totals	18	0	18

Total for Certificate = 30 Credits

CAREER AND TECHNICAL EDUCATION CERTIFICATE

This program is designed to offer students the knowledge and skills required by the New Hampshire Department of Education standards for career and technical educator certification. This certificate program has been constructed according to the competencies required for Ed 610.01 Professional Education and Ed 507.02 Teachers of Career and Technical Education.

The program is comprised of eight courses, many of which are offered on-line. The program is designed to allow students to utilize these credits toward the Associate in Arts in Teacher Education or the Associate Degree in a General Studies or Career and Technical program at any one of the Community Colleges in the system. Additionally, students will have an opportunity to use the credits toward the pursuit of a Bachelor's Degree program, or a graduate program in education through Plymouth State University.

Upon completion of the program, students will be able to identify, evaluate and assess students' career and technical skills. Students will demonstrate proficiency in teaching strategies and techniques for teaching diverse populations.

See Health Considerations, Character Expectations and Technical Standards on page 62.

Fall Semester	CL	LAB	CR
BEDU101 Introduction to Exceptionalities	3	0	3
BEDU104 Foundations of Education	3	0	3
BEDU230 Essentials of Career and Technical Curriculum and Instruction	3	0	3
BENG120 College Composition	3	0	3
Totals	12	0	12

Spring Semester	CL	LAB	CR
BEDU204 Instructional Technology	3	0	3
BEDU207 Teaching and Learning	3	0	3
BPSY112 Human Growth and Development ..	3	0	3
BPSY200 Educational Psychology	3	0	3
Totals	12	0	12

Total for Certificate = 24

CRIMINAL JUSTICE/HOMELAND SECURITY

The Associate in Science Degree in Criminal Justice/Homeland Security deals with the causes of crime and its control through the various components of the criminal justice system, with emphasis on management and administrative concerns. The events of September 11, 2001 and the ensuing Patriot Act of 2001 affected the awareness of law enforcement and the manner in which they carry out their duties. The program is broadly based and includes courses which cover law enforcement, the court and corrections. These courses, coupled with our general education requirements, provide our graduates with the background necessary for success in the Criminal Justice field. The program is designed to allow both pre- and in-service students to complete the degree on either a full or part-time basis in preparation for professional careers, and to continue their studies, if desired, through subsequent matriculation at a four-year college.

Upon Completion of the program graduates will be qualified for law enforcement positions on local, state and federal levels including positions with the Department of Homeland Security.

Articulation agreements are in place with Plymouth State University in the Criminal Justice Program and at Granite State College in Criminal Justice Administration.

Health Considerations

Applicants should be aware of the basic health and fitness requirements for many careers in the criminal justice field. Prospective students with special needs or limitations that may affect their internship placement and/or potential employability are encouraged to discuss their career goals with the program coordinator prior to admission.

Students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employees of local, state and federal law enforcement agencies, community groups and the general public.

Character Expectations

Applicants should be aware that background checks (including various internet social network sites) are completed by potential employers prior to obtaining any position with arrest or detention powers, and might even be conducted before being accepted for an internship. Applicants who have been in difficulty with the law may not be employable, or even eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the program coordinator.

Full-time Police Academy graduates will receive credit for the following:

CRM101	Introduction to Criminal Justice.....	3
CRM123	Criminal Law.....	4
CRM270/275	Internship/Senior Project.....	3
POL220	Public Administration.....	3
	Liberal Arts Elective.....	3
	General Elective*.....	3

Full-time State Corrections Academy graduates will receive credit for the following:

CRM101	Introduction to Criminal Justice.....	3
CRM270/275	Internship/Senior Project.....	3
	Liberal Arts Elective.....	3
	General Elective*.....	3

Additional credit may be awarded for in-service courses at New Hampshire Police Standards and Training Academy on a case by case basis.

*Subject to review

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BCOM101 Introduction to Windows and Word Processing.....	1	0	1
BCOM103 Introduction to Spreadsheets.....	1	0	1
BCOM104 Introduction to the Internet.....	1	0	1
BCRM101 Introduction to Criminal Justice.....	3	0	3
BCRM108 Forensic Science.....	4	0	4
BENG120 College Composition.....	3	0	3
BPSY111 Psychology.....	3	0	3
Totals.....	16	0	16

Spring Semester	CL	LAB	CR
BCRM110 Terrorism.....	3	0	3
BCRM123 Criminal Law.....	4	0	4
BENG225 Oral Communications.....	3	0	3
BPOL220 Public Administration.....	3	0	3
BSOC111 Sociology.....	3	0	3
Totals.....	16	0	16

Total Credits for Year = 32

Total for Professional Certificate = 32

SECOND YEAR

Fall Semester	CL	LAB	CR
BCRM150 Criminology.....	3	0	3
BCRM208 Policing for Homeland Security.....	3	0	3
BCRM215 Corrections Operations.....	3	0	3
BCRM270 Criminal Justice Internship*.....	0	9	3
OR			
BCRM275 Senior Project*.....	3	0	3
BHUM212 Legal and Ethical Issues.....	3	0	3
MATHEMATICS.....	3	0	3
Totals.....	15/18	0/9	15/18

Spring Semester	CL	LAB	CR
BCRM210 Juvenile Justice Administration.....	3	0	3
BCRM230 Justice and the Community.....	3	0	3
BCRM270 Criminal Justice Internship*.....	0	9	3
OR			
BCRM275 Senior Project*.....	3	0	3
LIBERAL ARTS.....	3	0	3
SCIENCE.....	3	0/2	3/4
GENERAL ELECTIVE.....	3	0	3
Totals.....	15/18	0/2/11	15-19

Total Credits for Year = 33/34

Total for A.S. Degree = 65/66

* Select either BCRM270 or BCRM275 (only one required) which may be taken either Fall, Summer or Spring of senior year.

CULINARY ARTS

NEW HAMPSHIRE CULINARY INSTITUTE

The New Hampshire Culinary Institute encompasses the Associate in Science Degree at White Mountains Community College and Apprenticeship program at the Mount Washington Resort at Bretton Woods. The culinary program offers two options: the two-year Culinary Arts Associate Degree and the Food Service Production Certificate.

The two-year **Associate Degree** program provides a wide range of theory and practice. Graduates of the degree program have held positions as chefs, bakers, food production supervisors, food purchasing agents, food service instructors and restaurant owners. The **Certificate** program provides students with the major baking and food production courses.

Culinary lab classes are offered as four-week modules. Each module focuses on a specific area of culinary expertise and carries one credit towards graduation. It should be noted that modules are not necessarily offered in the sequence in which they appear in the profile below. In addition to traditional culinary classes, students are required to work offsite at college-associated restaurants receiving hands-on experience. Students must also successfully complete a "black box" final practical exam in their senior year as a requirement for graduation.

Students must purchase a basic set of professional knives as well as three sets of uniforms. Further information will be mailed to students prior to the start of the semester.



ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester	CL	LAB	CR
BCUL111 Soups, Sauces and Basic Techniques	0	3	1
BCUL112 Introductory Food Production	0	3	1
BCUL113 Hot Food Techniques	0	3	1
BCUL114 Pantry	0	3	1
BCUL115 Food Theory and Meat Fabrication.	3	0	3
BCUL116 Food Service Sanitation.....	3	0	3
BENG120 College Composition.....	3	0	3
HUMANITIES.....	3	0	3
Totals.....	12	12	16

Spring Semester	CL	LAB	CR
BCUL117 Introduction to Baking	0	3	1
BCUL118 Patisserie	0	3	1
BCUL121 Baking Theory	3	0	3
BCUL122 Introduction to Garde Manger	0	3	1
BCUL123 Table Service and Mixology	3	0	3
BCUL126 Cake Decoration and Design	0	3	1
LIBERAL ARTS	3	0	3
MATHEMATICS	3	0	3
Totals.....	12	12	16

Total Credits for Year = 32

Summer Semester	CL	LAB	CR
BCUL211 Work Internship I.....	0	9	3
Totals.....	0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester	CL	LAB	CR
BCUL213 Charcuterie	0	3	1
BCUL214 Buffet.....	0	3	1
BCUL215 Food Sculpture and Design	0	3	1
BCUL216 Menu Analysis and Restaurant Design	3	0	3
BCUL217 Buffet Theory.....	1	0	1
BCUL225 Restaurant Techniques	1	0	1
BCUL229 Advanced Garde Manger	0	3	1
BCUL246 Work Internship II.....	0	3	1
ENGLISH.....	3	0	3
SOCIAL SCIENCE.....	3	0	3
Totals.....	11	15	16

Spring Semester	CL	LAB	CR
BCHE112 Nutrition	3	0	3
BCUL219 Regional American Cuisine.....	0	3	1
BCUL220 A la Carte Cookery	0	3	1
BCUL221 International Cuisine	0	3	1
BCUL222 Food Service Management.....	3	0	3
BCUL223 History and Culture Theory	1	0	1
BCUL224 Healthy Cuisine	0	3	1
BCUL226 Advanced Restaurant Techniques ..	1	0	1
BCUL227 Product Purchasing and Marketing.	2	0	2
BCUL228 Senior Practicum.....	0	0	0
LIBERAL ARTS	3	0	3
Totals.....	13	12	17

Total Credits for Year = 33

Total for A.S. Degree = 68

FOOD SERVICE PRODUCTION CERTIFICATE

New Hampshire Culinary Institute offers a Food Service Production Certificate in addition to degrees in Culinary Arts and Baking and Pastry Arts. The Food Service Production Certificate is designed for those seeking high quality culinary training without pursuing a culinary degree. The certificate focuses on hands-on culinary courses and eliminates the general education courses required for the degree. Credits earned through the Food Service Production Certificate can transfer into the Culinary Arts degree program if the student desires.

FIRST YEAR

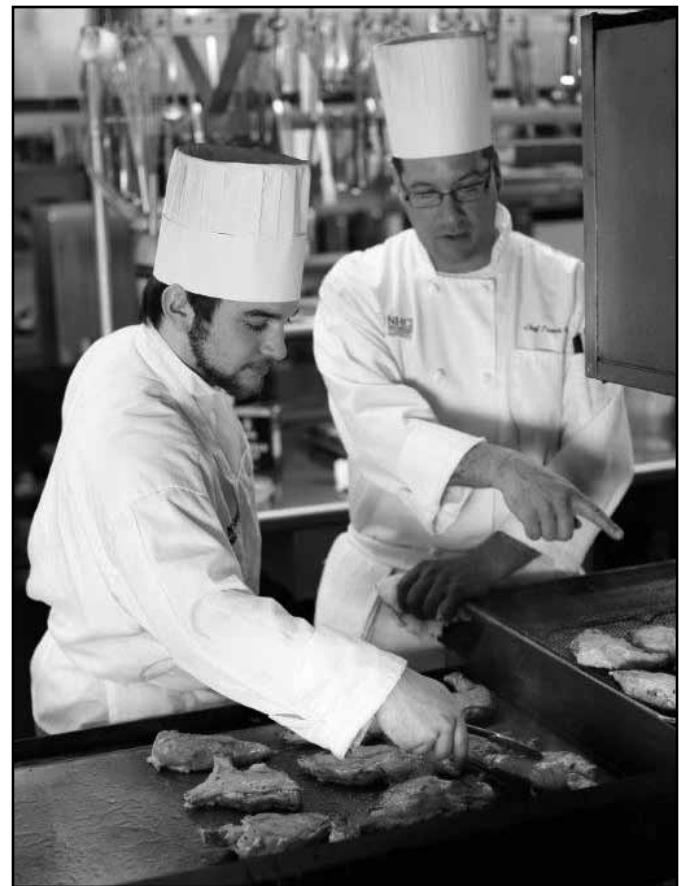
Fall Semester	CL	LAB	CR
BCUL111 Soups, Sauces and Basic Techniques	0	3	1
BCUL112 Introductory Food Production	0	3	1
BCUL113 Hot Food Techniques	0	3	1
BCUL114 Pantry	0	3	1
BCUL115 Food Theory and Meat Fabrication.	3	0	3
BCUL116 Food Service Sanitation	3	0	3
Totals	6	12	10

Spring Semester	CL	LAB	CR
BCUL117 Introduction to Baking	0	3	1
BCUL118 Patisserie	0	3	1
BCUL121 Baking Theory	3	0	3
BCUL122 Introduction to Garde Manger	0	3	1
BCUL126 Cake Decoration and Design	0	3	1
Totals	3	12	7

Total Credits for Year = 17

Summer Semester	CL	LAB	CR
BCUL211 Work Internship I	0	9	3
Totals	0	9	3

Total Credits for Summer = 3



SECOND YEAR

Fall Semester	CL	LAB	CR
BCUL213 Charcuterie	0	3	1
BCUL214 Buffet	0	3	1
BCUL215 Food Sculpture and Design	0	3	1
BCUL217 Buffet Theory	1	0	1
BCUL225 Restaurant Techniques	1	0	1
BCUL229 Advanced Garde Manger	0	3	1
BCUL246 Work Internship II	0	3	1
Totals	2	15	7

Spring Semester	CL	LAB	CR
BCUL219 Regional American Cuisine	0	3	1
BCUL220 A la Carte Cookery	0	3	1
BCUL221 International Cuisine	0	3	1
BCUL223 History and Culture Theory	1	0	1
BCUL224 Healthy Cuisine	0	3	1
BCUL226 Advanced Restaurant Techniques ..	1	0	1
BCUL228 Senior Practicum	0	0	0
Totals	2	12	6

Total Credits for Year = 13

Total for Certificate = 33

CYBERSECURITY AND HEALTHCARE IT CERTIFICATE

The Cybersecurity and Healthcare IT Certificate Program meets the needs for healthcare providers and associated businesses to be confident that every aspect of their operation is electronically secure. Healthcare functions such as scheduling, storage of images, filling prescriptions, and billing are handled and stored using information technology. The need to build electronic and data transfer systems to support these functions, and to protect the information, has dramatically increased. The vulnerability of healthcare records has also increased through errors, acts of negligence and malice. The workforce responsible for the electronic information must be skilled in assuring confidentiality, integrity and availability of IT systems and networks. This unique program focuses on the integration of the technology with the needs of healthcare.

Cybersecurity is the practice of protecting computer systems against unauthorized access or attack and maintaining the functioning of information systems at all levels. Programs that provide such Cybersecurity training are not widely available, and the concentration on healthcare is a unique aspect of the program.

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

- Apply the CIA triad security model to the everyday operation of a computer network.
- Support an overall information awareness program of their organization.
- Apply and enforce the rules directed by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) as they relate to the transmission and storage of electronic medical records.

- Use industry standard tools and techniques in the prevention, detection and elimination of threats to computer networks.
- Conduct themselves in a responsible and professional manner in relationship to privacy and intellectual property rights, following their organizations ethical code of conduct.
- Sit for the following industry certifications: Cisco Certified Networking Associate Security (CCNA Security), Committee on National Security Systems' CNSS 4011-16, CompTIA Net+, CompTIA Security+, CompTIA A+, and CompTIA Advanced Security Practitioner exams.

This program is pending financial aid approval.

Fall Semester	CL	LAB	CR
BCMT140 Principles of Information Assurance	2	2	3
BCMT141 Network Security.....	<u>2</u>	<u>2</u>	<u>3</u>
Totals.....	4	4	6

Spring Semester	CL	LAB	CR
BCMT142 Enterprise Security Management....	2	2	3
BCMT143 Secure Electronic Commerce	<u>2</u>	<u>2</u>	<u>3</u>
Totals.....	4	4	6

Total Credits for Year = 12

SECOND YEAR

Fall Semester	CL	LAB	CR
BCMT240 Digital Forensics	2	2	3
BCMT241 IT Ethics	<u>3</u>	<u>0</u>	<u>3</u>
Totals.....	5	2	6

Spring Semester	CL	LAB	CR
BCMT242 Topics in Healthcare Information Technology	3	0	3
Totals.....	3	0	3

Total Credits for Year = 9

Total for Certificate = 21

EARLY CHILDHOOD EDUCATION

The field of early childhood education is growing and changing rapidly, and we are responding to the educational and programmatic needs of New Hampshire's youngest citizens. With the increasing demand for family child care providers, lead teachers in preschools, educational assistants in classrooms, early intervention specialists and directors of child care centers, there has never been a greater need for well-qualified early childhood professionals.

Our early childhood programs provide many avenues for growth, challenge and foster a joy for learning. The curriculum is performance-based. Students build a teaching and learning portfolio based on standards set by the National Association for the Education of Young Children and NH ECE Professional Development System. Students have the opportunity to gain a wide range of experiences, including student teaching in our on-campus, nationally-accredited childcare center.

The **Associate Degree** with a major in Early Childhood Education is awarded upon successful completion of this program. Students may shape their program of studies to include courses and concentrations in Special Education and/or Early Intervention. The 12 credit Entry-Level and the 25 credit Child Care certificates provide a career lattice for students working in the field and/or exploring career options.

Early Childhood Education Scholarship Program

NH Community Colleges partner with the NH Department of Health & Human Services to offer tuition assistance to child care providers who are currently in the field of Early Care and Education. If you provide family child care, or work at least part time in a child care setting in New Hampshire, you may be eligible to receive tuition assistance for Early Childhood Education courses offered through White Mountains Community College.

The Neil and Louise Tillotson Foundation funds a scholarship for students in Early Childhood Education Programs. Scholarship support is available for Coös County, New Hampshire (and surrounding communities in VT, NH, and Maine) residents seeking an Associate Degree, a Bachelor Degree, or a Master's Degree in Early Childhood Education or Early Childhood Studies from the following institutions: White Mountains Community College, Plymouth State University, Granite State College or Lyndon State College. Information and applications can be found at the New Hampshire Charitable Foundation <http://www.nhcf.org/Page.aspx?pid=465>. Deadlines are August 15th and December 15th.

Health Considerations

The college must ensure that families and children are not placed in jeopardy by students during learning experiences. Therefore, students in practica, service learning and clinical experiences must demonstrate sufficient



emotional stability to withstand the stresses, uncertainties and changing circumstances that characterize patient/client/child care responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employees and customers as well as with families and children and their families.

Candidates for positions and careers in early childhood education are encouraged to explore health requirements associated with employment in child care, preschool and related settings for young children. Prospective students with special needs requiring accommodations that may affect their practicum placement and/or potential employment prospects are advised to discuss specific career goals with the department head during the admissions process.

Character Expectations

The health and safety of young children is of paramount concern to the Department of Early Childhood Education. Applicants for positions in childcare, preschools and many other early childhood programs in New Hampshire should be aware that background checks through the New Hampshire Department of Safety must be completed by potential employers prior to employment. Fingerprinting and criminal records checks are required.

Applicants who have been in difficulty with the law, depending upon the nature of the problem, may not be employable or even eligible for practica. Applicants are advised that such matters will be discussed during the admissions interview so that future goals will not be compromised.

Technical Standards

Technical standards have been established to provide guidance as to skills and abilities required to function successfully in the program and, ultimately, in the Early Childhood Education profession. Applicants who feel they may not be

able to meet one or more of the technical standards should contact department faculty to discuss individual cases. The Department of Early Childhood Education will seriously consider all academically-qualified candidates providing that the technical standards can be met with reasonable accommodations. Students in Early Childhood Education must have sufficient strength, stamina, and motor coordination to perform the following:

- Standing for sustained periods of time, walking, running, ending, sitting on the floor and on child-size furniture to meet children's needs and accomplish tasks;
- Frequent lifting, moving, and transferring children, especially infants and toddlers;
- Sufficient visual and hearing acuity to ensure a safe environment; and ability to respond quickly in the event of emergency;
- Sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, colleagues, and parents; and sufficient writing skills to accurately record children's daily progress and milestones, as well as medications administered, accident and suspected child abuse reports, etc.;
- Ability to work with frequent interruptions, to respond appropriately to unexpected situations; and to cope with extreme variations in workload and stress.
- Students must submit a health record, including immunizations, provide proof of liability insurance (available to matriculated students through the college), and be CPR and First Aid certified.

Additional Requirements

1. Applicants are advised that the New Hampshire Bureau of Child Care Licensing requires certain paperwork to be on file at centers for employees and others who regularly work in child care centers. **Completion of paperwork must occur prior to the end of the first week of classes.** This includes: submission of a criminal background check, a complete set of fingerprints and completion of health form by a licensed health provider.
2. The cost of the background check and fingerprinting are the responsibility of the student. They must come back as clear or non-disqualifying. The health form must indicate the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children. Otherwise, the student will be dismissed from the program.
3. Failure to complete the required paperwork in a timely manner may result in unexcused absence in the corresponding early childhood classes and could lead to course failure or suspension from the Early Childhood Education program.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BECE111 Foundations of Early Childhood Education.....	3	0	3
BECE114 Health, Safety and Nutrition.....	3	0	3
BECE118 Infant Toddler Curriculum	3	0	3
BENG120 College Composition.....	3/4	0	3/4
BPSY111 Psychology.....	3	0	3
Totals.....	15/16	0	15/16

Spring Semester	CL	LAB	CR
BECE112 Child Growth and Development	3	0	3
BECE113 Early Childhood Education Practicum I	2	6	4
BECE117 Learning Environments.....	3	0	3
BECE216 Understanding Young Children with Special Needs.....	3	0	3
OR			
BEDU101 Introduction to Exceptionalities.....	3	0	3
BENG214 Children's Language and Literature	3	0	3
Totals.....	14	6	16

Total Credits for Year = 31/32

SECOND YEAR

Fall Semester	CL	LAB	CR
BECE120 Introduction to Early Intervention...	3	0	3
BECE213 Sociology of Children and Families	3	0	3
BHUM212 Legal and Ethical Issues	3	0	3
LIBERAL ARTS	3	0	3
MATHEMATICS	3	0	3

Choose one of the following courses:

BECE212 Early Childhood Education Practicum II.....	2	6	4
BEDU201 Legal Issues in Education.....	3	0	3
BHUS212 Supportive Communication Skills...	3	0	3
Totals.....	17/18	0/6	18/19

Spring Semester	CL	LAB	CR
BECE211 Understanding Children with Autism & Pervasive Developmental Disorders	3	0	3
BECE214 Curriculum Development:			
Early Childhood	3	0	3
LIBERAL ARTS	3	0	3
SCIENCE.....	3	0	3

Choose one of the following courses:

BECE211 Organization and Management of Early Childhood Programs	3	0	3
BEDU200 Supporting Students with Challenging Behaviors.....	4	0	4
BEDU202 Strategies for Teaching Diverse Populations	3	0	3
BEDU203 Teaching Strategies for Students with Disabilities	3	0	3
BEDU204 Instructional Technology	3	0	3
Totals.....	15/16	0	15/16

Total Credits for Year = 33-35

Total for A.S. Degree = 64-67

EARLY CHILDHOOD EDUCATION CERTIFICATE

Fall Semester	CL	LAB	CR
BECE114 Health, Safety and Nutrition.....	3	0	3
BECE118 Infant Toddler Curriculum	3	0	3
BENG120 College Composition.....	3	0	3
Choose one of the following courses:			
BECE120 Introduction to Early Intervention...	3	0	3
BECE216 Understanding Young Children with Special Needs	3	0	3
BEDU101 Introduction to Exceptionalities.....	3	0	3
Totals	12	0	12

Spring Semester	CL	LAB	CR
BECE112 Child Growth and Development	3	0	3
BECE113 Early Childhood Education Practicum I	2	6	4
BECE117 Learning Environments.....	3	0	3
BENG214 Children's Language and Literature	3	0	3
Totals	11	6	13

Total for Certificate = 25

ENTRY-LEVEL CHILD CARE CERTIFICATE

Course	CL	LAB	CR
BECE112 Child Growth and Development	3	0	3
Choose one of the following courses:			
BECE118 Infant Toddler Curriculum	3	0	3
BECE120 Introduction to Early Intervention...	3	0	3
Choose two of the following courses:			
BECE114 Health, Safety and Nutrition.....	3	0	3
BECE117 Learning Environments.....	3	0	3
BECE214 Curriculum Development: Early Childhood	3	0	3
Totals	12	0	12

Total for Certificate = 12

GENERAL STUDIES

The General Studies degree offers a flexible curriculum that students can tailor to individual professional needs. This flexibility includes meeting the needs of students who wish to transfer acceptable credits earned at other colleges. This self-designed degree requires a total of 64 credits, including a required set of general education courses. Thirty-two of the 64 credits must be from major related or core courses currently offered in Associate Degree programs. The degree offers two options. Students electing option 1 must develop a 32 credit focus/concentration area consisting of courses chosen from current Associate Degree programs. This focus area must consist of at least 15 credits that are distinctly different from current degree programs. Students who simply wish an Associate Degree in General Studies with no focus may elect option 2. To improve employment opportunities, students are strongly advised to elect option 1.

It is imperative that the student formulate and identify his/her own career goal with the assistance of the General Studies advisor. The final plan must be approved by the Vice President of Academic Affairs before or upon earning 32 credits toward the General Studies degree.

All college policies, including residence credits, apply to this degree. It is recommended that the applicant begin the process by contacting the General Studies advisor or the Vice President of Academic Affairs for specific information. Graduates of the program will meet expected outcomes including the ability to:

- demonstrate integrity, responsibility, perseverance and tolerance of ambiguity through the acquisition of knowledge and skills for leadership, further education and team work;
- communicate effectively both verbally and non-verbally;
- demonstrate a process for evaluating information rationally and consistently;
- demonstrate scientific thought both quantitatively and qualitatively by learning to recognize and formulate questions for analysis of human and technical problems.

Students may start this degree program in the fall, spring or summer.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
BENG120	College Composition.....	3	0	3
	COMPUTER ELECTIVE.....	3	0	3
	MAJOR/RELATED COURSES.....	6	0	6
	MATHEMATICS.....	3/4	0	3/4
Totals.....		15/16	0	15/16

Spring Semester		CL	LAB	CR
	ENGLISH.....	3	0	3
	HUMANITIES/FINE ARTS/FOREIGN LANGUAGE.....	3	0	3
	MAJOR/RELATED COURSES.....	9	0	9
	SCIENCE.....	Varies	Varies	3/4
Totals.....		Varies	Varies	18/19

Total Credits for Year = 33-35

SECOND YEAR

Fall Semester		CL	LAB	CR
	LIBERAL ARTS.....	3	0	3
	MAJOR/RELATED COURSES.....	9	0	9
	SOCIAL SCIENCE.....	3	0	3
Totals.....		15	0	15

Spring Semester		CL	LAB	CR
	ELECTIVE.....	3/4	0	3/4
	LIBERAL ARTS.....	3	0	3
	MAJOR/RELATED COURSES.....	9	0	9
Totals.....		15/16	0	15/16

Total Credits for Year = 30/31

Total for A.S. Degree = 64



HOSPITALITY MANAGEMENT CERTIFICATE

Northern New Hampshire is internationally known for its hospitality, tourism attractions and grand hotels. There could be no better location for a certificate program in Hospitality Management. This program is offered at the Mountain View Grand Resort and Spa in Whitefield, N.H., and the curriculum conforms to the American Hotel and Lodging Association (AHLA), a national association representing all aspects of the hotel and lodging industry. Program graduates will earn both a certificate from the White Mountains Community College and certification from the AHLA.

Students will experience hands-on learning in a professional environment and have access to content experts beyond the classroom. The certificate will provide a comprehensive approach to learning all facets of hotel operations including front office operations, purchasing, food and beverage operations, marketing, accounting and supervision. Nine core classes in the content area are supplemented by two writing and one accounting class, assuring that graduates will practice and master the necessary reading, writing, and mathematical skills. The theoretical and practical applications will prepare students for a 360 hour internship, during which time they will have the opportunity to experience other resort properties.

Upon successful completion of the Certificate in Hospitality Management, graduates will be prepared for a middle management position within the hospitality industry. Graduates will also possess the necessary foundation in Hospitality Management to pursue further studies toward a higher education degree.

FIRST YEAR

Fall Semester	CL	LAB	CR
BENG120 College Composition.....	3	0	3
BHOS101 Introduction to Hospitality	3	0	3
BHOS105 Managing Service in Food and Beverage Operations	3	0	3
BHOS110 Supervision in the Hospitality Industry	3	0	3
Totals.....	12	0	12

Spring Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BHOS120 Managing Front Office Operations .	3	0	3
BHOS130 Management of Food and Beverage Operations	3	0	3
BHOS140 Managing Technology in the Hospitality Industry	3	0	3
Totals.....	12	0	12

Total Credits for Year = 24

SECOND YEAR

Fall Semester	CL	LAB	CR
BENG211 Technical Writing.....	3	0	3
BHOS201 Marketing in the Hospitality Industry	3	0	3
BHOS210 Accounting for Hospitality Managers.....	3	0	3
BHOS220 Understanding Hospitality Law	3	0	3
Totals.....	12	0	12

Spring Semester	CL	LAB	CR
BHOS240 Hotel Internship	0	24	4
Totals.....	0	24	4

Total Credits for Year = 16

Total for Certificate = 40



HUMAN SERVICES

The Human Services program prepares students to work effectively and knowledgeably with consumers of private and public community-based human service delivery systems. As America's sensitivity to the needs of all its citizens matures, skilled human service workers are in demand, with jobs in human services projected to be among the fastest growing occupations.

The Human Services program offers two different tracks of study. The **Certificate** program is an option for learners seeking short-term specialty courses. The program may be completed in four semesters on a part-time basis. The Human Services program is a member of the National Organization for Human Services Council for Standards in Human Service Education.

The **Associate Degree** is a two-year program emphasizing theory and clinical practice. Students participate in supervised internships where they will gain practical experience working with a specific client population.

Graduates are skilled in the areas of case management, client assessment, developing treatment plans and behavioral intervention techniques and supportive communication skills. Graduates are prepared for professional positions that may include: case manager, outreach worker, advocate, job coach, vocational instructor, residential counselor, teacher aide, specialized home care provider and activities director. This degree is easily transferred to most four-year colleges and universities.

An Articulation agreement is in place with Springfield College in Human Services.

Health Considerations

The college must ensure that clients/patients are not placed in jeopardy by students during learning experiences. Therefore, students in field or clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties and changing circumstances that characterize client/patient care responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employers, clients/patients and their families.

Additional Requirements

Students must also be aware that the college requires national criminal background checks for admission into the Human Service Program. The cost of the background check is the responsibility of the student. Applicants, who have been in difficulty with the law, depending upon the nature of their experience, may not be eligible for Field and Internship placement.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
BENG120	College Composition.....	3	0	3
BHUS111	Introduction to Human Services.....	3	0	3
BHUS114	Case Management	3	0	3
BPSY111	Psychology.....	3	0	3
	MATHEMATICS	3	0	3
Totals		15	0	15

Spring Semester		CL	LAB	CR
BHUS112	Learning and Behavior	3	0	3
OR				
BPSY200	Educational Psychology	3	0	3
BHUS115	Field Experience.....	1	4	3
BHUS116	Social and Political Issues in Human Services.....	3	0	3
BSOC111	Sociology.....	3	0	3
	ENGLISH.....	3	0	3
Totals		13	4	15

Total Credits for Year = 30

SECOND YEAR

Fall Semester		CL	LAB	CR
BHUM212	Legal and Ethical Issues	3	0	3
BHUS212	Supportive Communication Skills...	3	0	3
BHUS216	Internship in Human Services I.....	1	9	4
BMGT214	Management	3	0	3
BPSY112	Human Growth and Development ..	3	0	3
And one of the following:				
BHUS213	Issues in Developmental Disabilities	3	0	3
BHUS214	Issues of Children and Families	3	0	3
BHUS217	Chemical Dependence	3	0	3
Totals		16	9	19

Spring Semester		CL	LAB	CR
BHUS221	Internship in Human Services II.....	1	9	4
BPSY205	Abnormal Psychology	3	0	3
	HUMAN SERVICES ELECTIVE.....	3	0	3
	SCIENCE.....	3	0	3
	ELECTIVE.....	3	0	3
Totals		13	9	16

Total Credits for Year = 35

Total for A.S. Degree = 65

HUMAN SERVICES CERTIFICATE

Fall Semester		CL	LAB	CR
BHUM212	Legal and Ethical Issues	3	0	3
BHUS111	Introduction to Human Services.....	3	0	3
BHUS114	Case Management	3	0	3
BHUS212	Supportive Communication Skills...	3	0	3
BPSY111	Psychology.....	3	0	3
Totals		15	0	15

Spring Semester		CL	LAB	CR
BHUS112	Learning and Behavior	3	0	3
OR				
BPSY200	Educational Psychology	3	0	3
BHUS115	Field Experience.....	1	4	3
BPSY112	Human Growth and Development ..	3	0	3
BPSY205	Abnormal Psychology	3	0	3
Totals		10	4	12

Total for Certificate = 27

HUMAN SERVICES ELECTIVES

BECE121	Understanding Children with Autism & Pervasive Developmental Disorders
BHUS117	Crisis Intervention
BHUS130	Introduction to Gerontology
BHUS213	Issues in Developmental Disabilities
BHUS214	Issues in Children and Families
BHUS217	Chemical Dependence
BHUS219	Human Sexuality
BHUS222	Spirituality in the Helping Professions
BHUS223	Introduction to Counseling

INFORMATION TECHNOLOGY

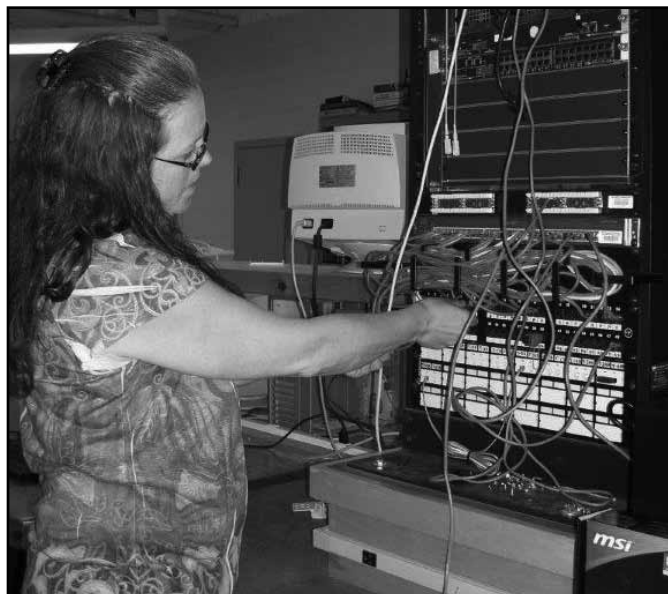
Computer equipment is essential to the success of business and industry. Personal computers facilitate communications, information processing and the recording of business transactions. Keeping these increasingly sophisticated systems working properly is the responsibility of computer technicians and computer support specialists.

The **Associate Degree** in Information Technology provides students with extensive training in personal computer hardware and software. The program provides up-to-date practical experience using Intel Pentium-based PCs. Graduates are proficient in Unix, Microsoft Windows XP/7/200X, networking topologies, hardware maintenance, programming, Internet, database management, and Cisco network routers. Students also become familiar with application design and development process for computer software and complex networks.

Offered in conjunction with Cisco Networking Academy program, networking courses are taught by certified Cisco instructors who prepare students for Cisco Certified Network Associate program. Hardware courses are taught by A+ certified instructors who prepare the students for CompTIA A+ certification.

Graduates have expertise in computer hardware, maintenance and operating systems. They troubleshoot and solve common problems that occur with personal computers, networks, peripherals and software. They install and maintain computers and computer networks, and have the skills necessary for programming computers to perform specific functions. Graduates are well prepared to enter the job market as a PC support specialist, PC technician, network administrator or programmer.

Students may also opt to enroll in the two-semester **Information Technology Certificate** program, designed to provide specific skills and competencies for the computer user.



White Mountains Community College has an articulation agreement with Plymouth State University. Students who complete the Associate in Science degree in Information Technology with course grades of C or better can transfer all credits earned at WMCC to the Plymouth State University Bachelor of Science in Information Technology and enter under junior status.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BCMT113 IT Essentials.....	3	2	4
BCMT120 Web Design I.....	3	0	3
BCMT125 Introduction to Programming.....	3	2	4
BENG120 College Composition.....	3	0	3
MATHEMATICS.....	3/4	0	3/4
Totals.....	15/16	4	17/18

Spring Semester	CL	LAB	CR
BCMT114 Fundamentals of UNIX.....	3	0	3
BCMT213 Computer Networking I.....	3	0	3
BENG211 Technical Writing.....	3	0	3
BPHY113 Electricity and Electronics.....	3	2	4
MATHEMATICS.....	4	0	4
Totals.....	16	2	17

Total Credits for Year = 34/35

SECOND YEAR

Fall Semester	CL	LAB	CR
BCMT115 Object Oriented Programming with JAVA.....	3	2	4
BCMT219 Computer Networking II.....	3	2	4
BCMT232 Computer Security.....	3	0	3
BCOM105 Introduction to Database Management.....	1	0	1
LIBERAL ARTS.....	3	0	3
Totals.....	13	4	15

Spring Semester	CL	LAB	CR
BCMT230 Network Servers and Security.....	3	0	3
BCMT234 Computer Networking III.....	3	0	3
BCMT235 SQL Databases.....	3	0	3
HUMANITIES.....	3	0	3
SOCIAL SCIENCE.....	3	0	3
Totals.....	15	0	15

Total Credits for Year = 30

Total for A.S. Degree = 64/65

INFORMATION TECHNOLOGY CERTIFICATE

Fall Semester	CL	LAB	CR
BCMT113 IT Essentials.....	3	2	4
BCMT120 Web Design I.....	3	0	3
BCMT125 Introduction to Programming.....	3	2	4
Totals.....	9	4	11

Spring Semester	CL	LAB	CR
BCMT114 Fundamentals of UNIX.....	3	0	3
COMPUTER ELECTIVES.....	6	0	6
Totals.....	9	0	9

Total for Certificate = 20

LIBERAL ARTS

This Associate in Arts (A.A.) degree program offers the equivalent of the first two years in a four-year Bachelor of Arts or Bachelor of Science program. In this flexible program, students select courses based on the requirements of the four-year college to which they plan to transfer. Working with an advisor, students design a program that best meets their future plans. It is recommended that students identify the college to which they plan to transfer and discuss a transfer plan with their advisor as soon as possible.

Upon completion of the program, students have an academic background sufficient to transfer into a baccalaureate degree program. The program provides a foundation for the acquisition of skills and abilities essential for jobs requiring a broader base of arts and sciences.

Students may start this degree program in the fall, spring or summer semesters.

Graduates of the program must master eight general outcomes designed to prepare them to perform competently and confidently in a rapidly changing world. Four of these outcomes involve their ability to:

- communicate effectively both verbally and non-verbally;
- explore diverse ideas and emotions, as expressed through the disciplines, to evaluate the effect of historical trends, events, institutions and social systems as applied to the Liberal Arts;
- perform mathematical operations basic to functioning in present and future disciplines or occupations and to prepare for further education;
- Demonstrate scientific thought both quantitatively and qualitatively by learning to recognize and formulate questions for analysis of human and technical problems.

ASSOCIATE IN ARTS DEGREE

Course Requirements	Credits
College Composition	3-4 Credits
English Elective	3-4 Credits
Humanities/Fine Arts/Language.....	9 Credits
Lab Science.....	8 Credits
Mathematics	6-8 Credits
Social Science	9 Credits
Liberal Arts Electives.....	15 Credits
Open Electives (Computer Elective Recommended)	9-12 Credits
Totals	Minimum of 64 Credits



MASSAGE THERAPY CERTIFICATE

Massage therapists are employed at day spas, hotels, and resorts, at medical offices and facilities, and in private and group practices. The Massage Therapy Certificate program provides an individual with the skills necessary to apply for New Hampshire State Licensure, which requires successful completion of the National Examination for Therapeutic Massage and Bodywork or other NH accepted national massage examination. WMCC is certified by the National Board for Therapeutic Massage and Bodywork. The curriculum includes:

- Body systems, anatomy, physiology, and kinesiology
- Massage and bodywork assessment, theory, and application
- Pathology
- Business and ethics

The New Hampshire Department of Health and Human Services may restrict licensing of candidates who have been involved in civil or criminal legal action. Questions about licensing restrictions should be directed to the HHS Office of Program Support, Licensing and Regulatory Services.

Students are expected to purchase/provide the following:

- Necessary lotions
- Linens, towel, general personal cleaning supplies

These items will be discussed at the mandatory freshman orientation meetings held before the beginning of each semester.

Students who are accepted into the Massage Therapy program will:

1. Possess and maintain personal health insurance for hands-on classes, and internship. Provide proof of health insurance (Available to matriculated students through the college) or acceptance into a sliding scale fee for a primary care provider and hospital coverage. A general health statement from personal providers indicating the student is able to participate in all program requirements.
2. Students must obtain and maintain Adult CPR and First Aid certifications prior to their clinical internship.
3. Have professional liability insurance for hands-on classes and internship. (Available through the college).
4. Maintain a grade of C in all MST classes. If a grade of C is not maintained, students may only repeat the course once.
5. Provide an approved criminal background check through the college-approved vendor, which must be initiated no later than September 15 of the first year.



Health Considerations

The college must ensure that clients, patients or medical information are not placed in jeopardy by students during learning experiences. Therefore, students in office or clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that characterize client/patient/medical information responsibilities or be removed from placement. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employers, clients/patients and their families.

Fall Semester		CL	LAB	CR
BBIO120	Human Biology	3	2	4
BMST101	Swedish Massage I	2	3	3
BMST109	Reflexology	2	2	3
BMST120	Musculo-Skeletal Studies	3	0	3
Totals		10	7	13

Spring Semester		CL	LAB	CR
BMST107	Spa Techniques	2	2	3
BMST110	Swedish Massage II	2	3	3
BMST115	Oriental Theory	2	3	3
BMST125	Pathology for the Massage Therapist	0	3	
ELECTIVE (Choose one)				
BMST130	Introduction to Reiki Healing	2	2	3
BMST225	Self Care and Stress Management	2	2	3
Totals		11	10	15

Summer Semester		CL	LAB	CR
BCHE112	Nutrition	3	0	3
BMST201	Kinesiology	3	0	3
BMST210	Special Populations Massage	3	0	3
BMST220	Sports Massage	2	2	3
Totals		11	2	12

Fall Semester		CL	LAB	CR
BMED105	Legal and Ethical Issues in Healthcare	3	0	3
BMST104	Massage Business Practices	3	0	3
BMST135	Deep Tissue Massage	2	2	3
BMST215	Clinical Internship	0	8	2
Totals		8	10	11

Total for Certificate = 51 Credits

MEDICAL ASSISTANT

Medical Assistants have administrative competencies to schedule appointments, prepare and maintain patient records, and process insurance claims, collect payments and perform other medical office duties, as well as clinical competencies to perform sterilization techniques, practice standard precautions, perform venipuncture, perform capillary puncture, and obtain specimens for microbiological testing.

Medical Assistants obtain vital signs, prepare and maintain treatment areas, prepare patient for and assist with procedures, treatments and minor office surgeries. They also apply pharmacology principles to prepare and administer medications, maintain medication records and assist in processing test results. Both Associate Degree and Certificate options are available. The requirements listed below apply to both options.

Admission Requirements for Medical Assistant Applicants:

1. Meet college requirements for admission.
2. Free from felony convictions.
3. All sciences and Medical Terminology (OFT117) must have been completed within the past five years.

Students who are accepted into the Medical Assistant program will:

1. Submit a completed health record, including proof of required immunizations.
2. Provide proof of health insurance (Available to matriculated students through the college) or acceptance into a sliding scale fee for a primary care provider and hospital coverage.
3. Obtain and maintain current BLS-C (Basic Life Support) certification.
4. Have professional liability insurance for clinical classes, phlebotomy, and internship. (Available through the college.)
5. Possess and maintain personal health insurance for clinical classes, phlebotomy, and internship.
6. Maintain a grade of C in the BIO120, OFT117, MED101, MED105, MED202, MED211 classes. If a grade of C is not maintained, students may only repeat the course once. Students who do not earn a minimum grade of C in MED201 (Clinical Procedures II) are not able to continue in the program and may be eligible for readmission consideration.
7. Provide an approved criminal background check through the college-approved vendor, which must be initiated no earlier than October 1 of the senior year and successfully complete a drug screening.

***The above criteria (#1-3) must be completed prior to the first day of class of second year or prior to registering for phlebotomy.**

Health Considerations

The college must ensure that clients, patients or medical information are not placed in jeopardy by students during learning experiences. Therefore, students in office or clinical experiences must demonstrate sufficient emo-

tional stability to withstand the stresses, uncertainties and changing circumstances that characterize client/patient/medical information responsibilities or be removed from placement. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employers, clients/patients and their families.

Students must also be aware that site placement will require criminal background checks, proof of insurances, general health statements from personal providers, as well as additional titers or vaccinations beyond what the college requires.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BBIO120 Human Biology	3	2	4
BENG120 College Composition.....	3	0	3
BOFT117 Medical Terminology	3	0	3
BOFT225 E/M Coding and ICD-10.....	3	0	3
BOFT226 Coding with CPT	3	0	3
(BCOM089) Introduction to Keyboarding and Word Processing*	(1)	(0)	(1)
(BMAT087) Introductory Mathematics**	(3)	(0)	(3)
Totals.....	15	2	16

Spring Semester	CL	LAB	CR
BMED101 Clinical Procedures I.....	2	6	4
BMED211 Pharmacology	3	0	3
BOFT113 Formatting in Word	3	0	3
BOFT120 Office Systems and Procedures.....	3	0	3
BOFT220 Medical Billing	3	0	3
Totals.....	14	6	16

Total Credits for Year = 32

SECOND YEAR

Fall Semester	CL	LAB	CR
BMED105 Legal and Ethical Issues in Healthcare	3	0	3
BMED201 Clinical Procedures II.....	2	6	4
BMED202 Phlebotomy	3	3	4
BPSY111 Psychology.....	3	0	3
ENGLISH.....	3	0	3
Totals.....	14	9	17

Spring Semester	CL	LAB	CR
BMED203 Medical Assistant Internship.....	0	18	6
MATHEMATICS	3	0	3
HUMANITIES.....	3	0	3
LIBERAL ARTS	3	0	3
LIBERAL ARTS	3	0	3
Totals.....	12	18	18

Total Credits for Year = 35

Total for A.S. Degree = 67

* Required only if student is unable to document keyboarding proficiency.

** Required only if student is unsuccessful on college-administered math test.

MEDICAL ASSISTANT CERTIFICATE

FIRST YEAR

Fall Semester		CL	LAB	CR
BBIO120	Human Biology	3	2	4
BENG120	College Composition.....	3	0	3
BOFT117	Medical Terminology	3	0	3
BOFT225	E/M Coding and ICD-10.....	3	0	3
BOFT226	Coding with CPT	3	0	3
(BCOM089)	Introduction to Keyboarding and Word Processing*	(1)	(0)	(1)
(BMAT087)	Introductory Mathematics**	(3)	(0)	(3)
Totals		15	2	16

Spring Semester		CL	LAB	CR
BMED101	Clinical Procedures I.....	2	6	4
BMED211	Pharmacology	3	0	3
BOFT113	Formatting in Word.....	3	0	3
BOFT120	Office Systems and Procedures.....	3	0	3
BOFT220	Medical Billing	3	0	3
Totals		14	6	16

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
BMED105	Legal and Ethical Issues in Healthcare	3	0	0
BMED201	Clinical Procedures II.....	2	6	4
BMED202	Phlebotomy	3	3	4
BPSY111	Psychology.....	3	0	3
Totals		11	9	14

Spring Semester		CL	LAB	CR
BMED203	Medical Assistant Internship.....	0	18	6
Totals		0	18	6

Total Credits for Year = 20

Total for Certificate = 52

* Required only if student is unable to document keyboarding proficiency.

** Required only if student is unsuccessful on college-administered math test.

MEDICAL CODING CERTIFICATE

This certificate is designed to teach students how to use the CPT, HCPCS and ICD-10 CM code books. Basic coding involves selecting codes when the procedure is straightforward and clearly defined and when the diagnosis is known. Instruction includes locating codes, selecting the most appropriate codes, and some billing issues. This certificate also prepares students to take the CPC exam to become nationally-certified coders. The program content also provides the student with basic medical office skills including HIPAA regulations, health information management, and patient scheduling. The certificate program allows students to transfer credits into the Office Management Medical Concentration degree program.

Health Considerations

The college must ensure that clients, patients or medical information are not placed in jeopardy by students during learning experiences. Therefore, students in office or clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties and changing circumstances that characterize client/patient/medical information responsibilities or be removed from placement. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employers, clients/patients and their families. Students must successfully complete a drug screening.

Expected student outcomes include:

1. Use the CPT, HCPCS and ICD-10 CM code books to select the appropriate codes.
2. Have an understanding of basic billing issues.
3. Differentiate between procedure codes and diagnosis codes.
4. Demonstrate knowledge of adequate medical terminology to select correct codes.
5. Successfully code procedures and encounter forms presented in class.
6. Perform basic administrative duties.

Fall Semester		CL	LAB	CR
BBIO120	Human Biology	3	2	4
BMED105	Legal and Ethical Issues in Healthcare	3	0	3
BOFT117	Medical Terminology	3	0	3
BOFT225	E/M Coding and ICD-10.....	3	0	3
BOFT226	Coding with CPT	3	0	3
Totals		15	2	16

Spring Semester		CL	LAB	CR
BMED211	Pharmacology	3	0	3
BOFT113	Formatting in Word.....	3	0	3
BOFT120	Office Systems and Procedures.....	3	0	3
BOFT220	Medical Billing	3	0	3
BOFT227	Advanced Coding.....	3	0	3
Totals		15	0	15

Total for Certificate = 31

MOBILE EQUIPMENT TECHNOLOGY

The Associate in Science degree program in Mobile Equipment Technology prepares students to diagnose and service diesel powered trucks and equipment. Students will learn to use a systems approach to analyze and repair diesel engines, transmissions, brakes, hydraulics, related technologies and controlling systems. Extensive lab courses and a co-op experience are supported by rigorous coursework in physics, math, communications and social science. Shop safety, work habits, shop management and customer relations are also stressed.

Graduates of this program find employment at heavy truck and equipment dealerships, as well as forestry, agricultural and automotive dealerships whose lines include diesel-powered units. Students may also find employment in construction, forestry, trucking, skiing, marine service, power generation and other industries that use diesel-powered units.

There are four options in this program. The **On-Highway option** prepares students to work on heavy-duty on-highway trucks. The **Off-Highway option** prepares students to work on large earth moving, agricultural or forestry equipment. The **Parts & Service Management option** prepares students to work as parts & service consultants, parts or service managers or in general service management positions. A **One-Year Certificate option** is also available.

Students can expect to spend an additional \$1500-2500 for tools.



ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BDSL111 Introduction to Mobile Equipment Technology	2	0	2
BDSL211 Heavy-Duty Power Trains	3	3	4
BDSL214 Welding I	1	3	2
BPHY115 Technical Physics	3	2	4
MATHEMATICS*	3/4	0	3/4
Totals	12/13	8	15/16

* May be 3 or 4 credits depending on course chosen.

Spring Semester	CL	LAB	CR
BDSL115 Diesel Power Systems	3	3	4
BDSL117 Fuel and Emission Systems	3	3	4
BDSL221 Welding II	1	3	2
BPHY113 Electricity and Electronics	3	2	4
BPHY215 Fluid Dynamics	3	2	4
Totals	13	13	18

Summer Term	CL	LAB	CR
BDSL119 Cooperative Education	0	3	1
Totals	0	3	1

Total Credits for Year = 34/35

SECOND YEAR

Fall Semester	CL	LAB	CR
BDSL113 Heavy-Duty Electrical Systems	3	3	4
BDSL216 Mobile Hydraulics I*	2	3	3
BDSL219 Failure Analysis	3	0	3
BDSL224 Senior Project I	0	3	1
BENG120 College Composition	3	0	3
SOCIAL SCIENCE	3	0	3
Totals	14	9	17

Spring Semester	CL	LAB	CR
BDSL220 Vehicle Inspection and Commercial Drivers License	3	0	3
OR			
BDSL222 Mobile Hydraulics II*	2	3	3
BDSL225 Senior Project II	0	3	1
BDSL226 Electronic Troubleshooting	0	4	2
BDSL227 Heavy-Duty Chassis Brake and Climate Control Systems	4	3	5
BENG211 Technical Writing	3	0	3
HUMANITIES	3	0	3
Totals	12/13	10/13	17

Total Credits for Year = 34

Total for A.S. Degree = 68/69

* Denotes Off-Highway Option

PARTS & SERVICE MANAGEMENT OPTION FIRST YEAR

Fall Semester	CL	LAB	CR
BCOM103 Introduction to Spreadsheets.....	1	0	1
BDSL111 Introduction to Mobile Equipment Technology	2	0	2
BDSL211 Heavy-Duty Power Trains	3	3	4
BPHY115 Technical Physics	3	2	4
MATHEMATICS	3/4	0	3/4
Totals.....	12/13	5	14/15

* May be 3 or 4 credits depending on course chosen.

Spring Semester	CL	LAB	CR
BCOM105 Introduction to Database Management	1	0	1
BDSL115 Diesel Power Systems	3	3	4
BMGT218 Small Business Management	3	0	3
BPHY113 Electricity and Electronics	3	2	4
BPHY215 Fluid Dynamics	3	2	4
Totals.....	13	7	16

Summer Semester	CL	LAB	CR
BDSL119 Cooperative Education	0	3	1
Totals.....	0	3	1

Total Credits for Year = 31/32

SECOND YEAR

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BDSL113 Heavy-Duty Electrical Systems	3	3	4
BDSL219 Failure Analysis	3	0	3
BENG120 College Composition.....	3	0	3
BMGT214 Management	3	0	3
Totals.....	15	3	16

Spring Semester	CL	LAB	CR
BACC214 Managerial Finance and Accounting	3	0	3
BBUS116 Business Plan Development.....	3	0	3
BENG211 Technical Writing	3	0	3
BMGT216 Project Management Seminar	3	0	3
HUMANITIES.....	3	0	3
SOCIAL SCIENCE.....	3	0	3
Totals.....	18	0	18

Total Credits for Year = 34

Total for A.S. Degree = 65/66

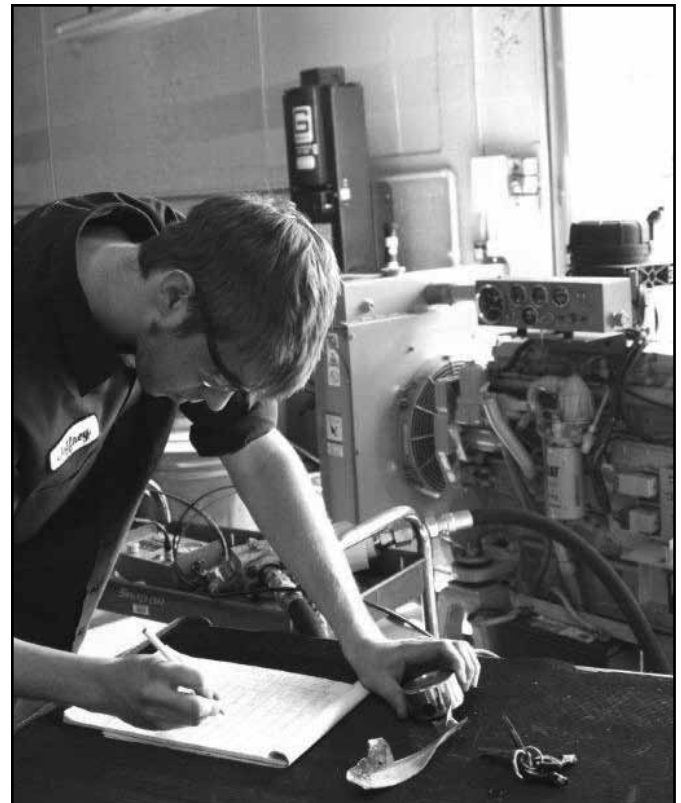
MOBILE EQUIPMENT TECHNOLOGY CERTIFICATE

Fall Semester	CL	LAB	CR
BDSL111 Introduction to Mobile Equipment Technology	2	0	2
BDSL113 Heavy-Duty Electrical Systems	3	3	4
BDSL211 Heavy-Duty Power Trains	3	3	4
BDSL214 Welding I	1	3	2
Totals.....	9	9	12

Winter Semester	CL	LAB	CR
BDSL119 Cooperative Education	0	3	1
Totals.....	0	3	1

Spring Semester	CL	LAB	CR
BDSL102 Applied Hydraulics	2	3	3
BDSL115 Diesel Power Systems	3	3	4
BDSL117 Fuel and Emission Systems.....	3	3	4
BDSL221 Welding II	1	3	2
BDSL227 Heavy-Duty Chassis Brake and Climate Control Systems	4	3	5
Totals.....	13	15	18

Total for Certificate = 31



NURSING

The Associate Degree Nursing program prepares the student for practice as a registered nurse. The program offers multiple entry/exit options. Students who are beginning their nursing education enter the program at Level I.

After successful completion of Level I, students are eligible to take the National Council for Licensing Examination for Practical Nurses (NCLEX-PN) in New Hampshire based on comparable education, and have the option of exiting the program or returning for the second year (Level II). Licensure by comparable education may not be recognized by the licensing agency in every state. Applicants who are Licensed Practical Nurses enter the program at Level II. Students who successfully complete Level II are eligible to take the National Council for Licensing Examination for Registered Nurses (NCLEX-RN).

Admission Requirements for Level I Applicants:

1. Meet college requirements for admission.
2. Successfully complete the Test of Essential Academic Skills (TEAS), Version V, with the minimum adjusted individual scores of: Reading 73.8; Math 70.0; Science 52.1; English and Language Usage 63.3. Students are allowed to test every six weeks but no more than three times in a calendar year. Test scores are valid for a period of two (2) years. The cost of the TEAS is \$60.
3. Provide the admissions office with documented credit for high school biology with lab, algebra I and chemistry with lab, with a minimum grade of C.
4. Submit a one page essay answering the question: Why do I want to become a nurse?
5. Submit an admissions application that is complete when all of the above-mentioned documents are in place. A review of all completed applications will begin in February. Nursing program applications must be complete by December 31 to be considered for early acceptance in the fall class. If the class is not filled when the review is complete, we will continue to accept completed applications and conduct a second review during the spring semester.
6. If applicable, seek transfer credits for Anatomy and Physiology I and II and Microbiology for courses with a grade of C+ or better. These courses must have been completed within the previous 5 years.
7. Candidates who do not meet admissions requirements may be evaluated on an individual basis for evidence of competence based on recent college level academic performance.

Admission Requirements for Level II Applicants:

1. Meet college requirements for admission.
2. Meet all Level I course requirements and possess a current NH Practical Nurse License, or be eligible for NH Practical Nurse Licensure.
3. Upon acceptance, participate in an assessment of knowledge and skills in fundamentals of nursing and maternal and child nursing.

4. Provide the admissions office with documentation of three credits for college level psychology with a minimum grade of C. The applicant must also provide the equivalent of eight college credits of Anatomy and Physiology with lab, with a minimum grade of C+. These courses must have been completed within the past five years. Applicants whose Anatomy and Physiology and/or Microbiology course credit is more than 5 years old can elect to retake the course(s) or take the Excelsior College Exam. Applicants must attain a grade of C+ or better in these subject areas to meet this admission requirement.

Call the Admissions Office for more information on the Excelsior College Exam or for a schedule of courses.

Nursing Readmission Policy

Students matriculated in the Nursing program who withdraw or do not achieve the required minimum grade in the nursing or science courses and are not able to continue in the Nursing program may be eligible for readmission consideration. A student may be readmitted to the Nursing program one time only. Students who have failed a nursing course due to a clinical unsatisfactory are not eligible for readmission to the Nursing program (see nursing course syllabi and Nursing Student Handbook). Readmissions are contingent upon space availability. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission. Readmission is contingent upon successful completion of clinical skills competencies.

All students who are accepted into the Nursing program will:

1. Submit a completed health record, including proof of required immunizations.
2. Provide proof of health insurance. (Available to matriculated students through the college.)
3. Obtain and maintain current BLS-C (Basic Life Support) certification.
4. Successfully complete a criminal background check and drug screening.

*The above criteria (#1-4) must be completed prior to the first day of class.

5. Purchase lab equipment, course materials, liability insurance and program uniform (estimated cost is \$100-130 per year). Pay the nursing clinical surcharge of \$350 per semester. Pay for and participate in standardized nursing achievement exams each semester of the program: NUR112, \$184.50; NUR114, 211, 212, \$154.50 each.

Students admitted into the Nursing program must achieve a minimum grade of C+ in all life science and nursing courses, and a grade of satisfactory in the clinical component, in order to continue in the program.

The New Hampshire State Board of Nursing may restrict licensing of candidates who have been involved in civil or criminal legal action. Questions about licensing restriction should be addressed to the New Hampshire State Board of Nursing.

The Nursing program outcomes are:

- To educate the student to provide safe and competent nursing care
- To promote the student's individual growth in meeting personal and career goals
- To prepare the student to take the NCLEX-PN and/or NCLEX-RN exams based upon individual career goals
- To provide for the nursing employment needs within the community through multiple entry/exit program options

ASSOCIATE IN SCIENCE DEGREE LEVEL I (FRESHMAN)

Fall Semester	CL	LAB	CR
BBIO114 Human Anatomy and Physiology I.	3	2	4
BNUR111 Nursing I.....	5	6	7
BNUR112 Nursing II.....	4	6	6
Totals.....	12	14	17

Spring Semester	CL	LAB	CR
BBIO115 Human Anatomy and Physiology II	3	2	4
BNUR113 Nursing III.....	4	6	6
BNUR114 Nursing IV.....	4	6	6
BPSY111 Psychology.....	3	0	3
Totals.....	14	14	19

Total Credits for Year = 36

Nursing I and II run sequentially during the Fall Semester
Nursing III and IV run sequentially during the Spring Semester

LEVEL II (SENIOR)

Fall Semester	CL	LAB	CR
BBIO211 Microbiology.....	3	2	4
BENG120 College Composition.....	3	0	3
BNUR211 Nursing V.....	6	15	11
Totals.....	12	17	18

Spring Semester	CL	LAB	CR
BNUR212 Nursing VI.....	4	15	9
ENGLISH.....	3	0	3
HUMANITIES.....	3	0	3
MATHEMATICS.....	3	0	3
Totals.....	13	15	18

Total Credits for Year = 36

Total for A.S. Degree = 72

HEALTH SCIENCE

The Health Science Associate in Science Degree is designed for the student who is interested in establishing the groundwork for a health career, and/or planning to transfer to a 4 year college. This program will provide students who wish to enroll in a BSN (Bachelor of Science in Nursing) program with a solid foundation in the health sciences including required mathematics, science, and liberal arts courses. Successful completion of this degree is not a guarantee of admission into a selective health program.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BCOM110 Software Applications			
OR			
COMPUTER ELECTIVE*	3	0	3
BENG120 College Composition.....	3/4	0	3/4
BHUM212 Legal and Ethical Issues	3	0	3
BOFT117 Medical Terminology	3	0	3
LAB SCIENCE**	3	2	4
Totals.....	15/16	2	16/17

Spring Semester	CL	LAB	CR
BPSY111 Psychology.....	3	0	3
ENGLISH.....	3	0	3
LAB SCIENCE**	3	2	4
LAB SCIENCE**	3	2	4
MATHEMATICS	3	0	3
Totals.....	15	4	17

Total Credits for Year = 33-34

SECOND YEAR

Fall Semester	CL	LAB	CR
BHUS111 Introduction to Human Services.....	3	0	3
BMED211 Pharmacology.....	3	0	3
ELECTIVE.....	3	0	3
LAB SCIENCE**	3	2	4
LIBERAL ARTS	3	0	3
Totals.....	15	2	16

Spring Semester	CL	LAB	CR
BCHE112 Nutrition	3	0	3
ELECTIVE.....	3	0	3
LAB SCIENCE**	3	2	4
LIBERAL ARTS	3	0	3
SOCIAL SCIENCE.....	3	0	3
Totals.....	15	2	16

Total Credits for Year = 32

Total for A.S. Degree = 65-66

* As approved by advisor

** The following courses qualify for Lab Sciences: BIO111 General Biology, BIO114 Human Anatomy and Physiology I, BIO115 Human Anatomy and Physiology II, BIO120 Human Biology, BIO211 Microbiology, CHE111 Chemistry.

NOTE: The Health Science Program requires a grade of C+ in BBIO114, BBIO115 and BBIO211 (these courses must be completed within the past 5 years). Students must meet prerequisites for all courses.

For Level 1 applicants to the Nursing program, proof of high school courses in Biology with lab, Chemistry with lab & Algebra I with a grade of C or better is required (strongly recommended within the past 5 years). In addition to these courses, MAT087, MAT089 and/or CHE089 may be required dependent upon college-admission placement test scores or lack of prerequisites.

OFFICE MANAGEMENT

Computers are the foundation of today's business world, and the Office Management program combines traditional office skills with the latest in computer technology and software. Graduates from either the Administrative Office Management or Medical Office Management concentrations acquire the skills to sit for the Microsoft Office Specialist exams.

The two-year **Associate Degree** concentrations enable the student to become a valuable asset to the business office or the medical office through intensive skill-based courses. Students learn the latest version of business software including Microsoft Office Suite, Microsoft Publisher and QuickBooks Pro.

The **Office Assistant Certificate**, Administrative Concentration, which can be earned in one year, is available for the student who wants to acquire basic office skills including word processing, spreadsheets and accounting. The certificate program allows students to transfer credits into the degree program.

Health Considerations

The college must ensure that clients, patients or medical information are not placed in jeopardy by students during learning experiences. Therefore, students in office or clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties and changing circumstances that characterize client/patient/medical information responsibilities or be removed from placement. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employers, clients/patients and their families.



Students must also be aware that site placement might require criminal background checks, proof of insurances, general health statements from personal providers, as well as additional titers or vaccinations beyond what the college requires. Students must successfully complete a drug screening.

OFFICE MANAGEMENT ADMINISTRATIVE CONCENTRATION

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BACC111 Accounting I	3	0	3
BCMT120 Web Design I	3	0	3
BENG120 College Composition.....	3	0	3
BOFT113 Formatting in Word.....	3	0	3
LIBERAL ARTS	3	0	3
Totals.....	15	0	15

Spring Semester	CL	LAB	CR
BACC114 Financial Accounting	3	0	3
BCOM113 Accounting with QuickBooks.....	3	0	3
BMGT112 Introduction to Business Logic and Ethics.....	3	0	3
BOFT120 Office Systems and Procedures	3	0	3
MATHEMATICS	3	0	3
SCIENCE.....	3	0	3
Totals.....	18	0	18

Total Credits for Year = 33

SECOND YEAR

Fall Semester	CL	LAB	CR
BCOM120 Spreadsheets Project.....	3	0	3
BOFT218 Administrative Office Management	3	0	3
BOFT222 Advanced PC Topics	3	0	3
ACCOUNTING/MANAGEMENT ELECTIVE.....	3	0	3
HUMANITIES.....	3	0	3
Totals.....	15	0	15

Spring Semester	CL	LAB	CR
BCOM214 Database Development	3	0	3
BENG211 Technical Writing.....	3	0	3
BPSY111 Psychology.....	3	0	3
BOFT213 Internship Seminar	1	15	4
LIBERAL ARTS	3	0	3
Totals.....	13	15	16

Total Credits for Year = 31

Total for A.S. Degree = 64

OFFICE MANAGEMENT MEDICAL CONCENTRATION

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
B BIO120	Human Biology	3	2	4
B ENG120	College Composition.....	3	0	3
BOFT113	Formatting in Word.....	3	0	3
BOFT117	Medical Terminology	3	0	3
	LIBERAL ARTS	3	0	3
Totals		15	2	16

Spring Semester		CL	LAB	CR
B ENG225	Oral Communications	3	0	3
BMED211	Pharmacology	3	0	3
BOFT120	Office Systems and Procedures.....	3	0	3
	HUMANITIES.....	3	0	3
	MATHEMATICS	3	0	3
Totals		15	0	15

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
BCOM120	Spreadsheets Project.....	3	0	3
BMED105	Legal and Ethical Issues in Healthcare	3	0	3
BOFT218	Administrative Office Management	3	0	3
BOFT222	Advanced PC Topics	3	0	3
BOFT225	E/M Coding and ICD-10.....	3	0	3
BOFT226	Coding with CPT	3	0	3
Totals		18	0	18

Spring Semester		CL	LAB	CR
BCOM214	Database Development	3	0	3
B ENG211	Technical Writing	3	0	3
BOFT213	Internship Seminar	1	15	4
BOFT220	Medical Billing	3	0	3
	SOCIAL SCIENCE.....	3	0	3
Totals		13	15	16

Total Credits for Year = 34

Total for A.S. Degree = 65



OFFICE ASSISTANT CERTIFICATE ADMINISTRATIVE CONCENTRATION

Fall Semester		CL	LAB	CR
BACC111	Accounting I	3	0	3
BCOM120	Spreadsheets Project.....	3	0	3
B ENG120	College Composition.....	3	0	3
BOFT113	Formatting in Word.....	3	0	3
Totals		12	0	12

Spring Semester		CR	LAB	CR
BCOM113	Accounting with QuickBooks.....	3	0	3
BCOM214	Database Development	3	0	3
B ENG211	Technical Writing.....	3	0	3
BOFT120	Office Systems and Procedures.....	3	0	3
Totals		12	0	12

Total for Certificate = 24

SPATIAL INFORMATION TECHNOLOGY

The Spatial Information Technology program offers degree options with concentrations in Environmental Science and Surveying Technology.

ENVIRONMENTAL SCIENCE ENVIRONMENTAL TECHNOLOGY

The **Environmental Science concentration** allows students to pursue a diverse course of studies by taking general courses in natural science and math, along with specific courses in environmental science and spatial information technology. This is an excellent way to design a transfer program for students wishing to transfer to a baccalaureate program or for those students who wish to pursue a broad educational experience. The **Environmental Technology concentration** offers hands-on experience in technologies related to many natural resource fields.

ASSOCIATE IN SCIENCE DEGREE ENVIRONMENTAL SCIENCE OR ENVIRONMENTAL TECHNOLOGY

FIRST YEAR

Fall Semester	CL	LAB	CR
BCHE111 Chemistry	3	2	4
BENG120 College Composition.....	4	0	4
BGIS112 Introduction to Geographic Information Systems	2	2	3
BMAT120 Topics in Applied College Math	3	0	3
OR			
BMAT180 Pre-Calculus*	4	0	4
BFOR211 Introduction to Tree and Shrub Identification	0	2	1
Totals	12/13	6	15/16

Spring Semester	CL	LAB	CR
BBIO111 Biology	3	2	4
BENG211 Technical Writing.....	3	0	3
BENV110 Introduction to Environmental Science	3	2	4
BGIS213 Remote Sensing and Digital Image Processing.....	2	2	3
BFOR120 Forestry Resources	3	2	4
Totals	14	8	18

*Required for Environmental Science concentration

Total Credits for Year = 33/34

ENVIRONMENTAL SCIENCE CONCENTRATION

SECOND YEAR

Fall Semester	CL	LAB	CR
BCHE113 Environmental Sampling and Analysis	3	2	4
BENV118 Conservation Biology.....	3	2	4
BGIS211 Geographic Information Systems Applications	2	2	3
BHUM120 Environmental Issues.....	3	0	3
BMAT214 Statistics	4	0	4
Totals	15	6	18

Spring Semester	CL	LAB	CR
BENV210 Environmental Project.....	1	4	3
BENV116 Water Resources and Hydrology....	3	2	4
BGEO112 Geology and Soils.....	3	2	4
BSOC120 Introduction to Economics and Sustainability.....	3	0	3
BSUR115 Surveying and Mapping Techniques	3	2	4
Totals	10	8	14

Total Credits for Year = 32

Total for A.S. Degree = 66

ENVIRONMENTAL TECHNOLOGY CONCENTRATION

SECOND YEAR

Fall Semester	CL	LAB	CR
BCHE113 Environmental Sampling and Analysis	3	2	4
BCOM126 Introduction to CAD.....	1	4	3
BGIS211 Geographic Information Systems Applications	2	2	3
BHUM120 Environmental Issues.....	3	0	3
BSUR111 Methods of Surveying	2	2	3
BSUR219 Global Positioning Systems	2	2	3
Totals	13	12	19

Spring Semester	CL	LAB	CR
BENV210 Environmental Project.....	1	4	3
BENV116 Water Resources and Hydrology....	3	2	4
BGEO112 Geology and Soils.....	3	2	4
BSOC120 Introduction to Economics and Sustainability.....	3	0	3
BSUR115 Surveying and Mapping Techniques	3	2	4
Totals	13	10	18

Total Credits for Year = 37

Total for A.S. Degree = 70/71

SURVEYING TECHNOLOGY

Surveying has changed dramatically with the integration of computers, robotic surveying instruments and global positioning systems into the surveying profession. Students studying Surveying Technology will learn the most current surveying techniques using the latest surveying equipment. Students have the opportunity to become proficient in using electronic total stations, robotic instruments, surveying data collectors and global positioning systems equipment, as well as the supporting computer software programs.

The two-year Associate Degree program is designed for students who wish to follow a career in surveying, with a path towards licensure as a Licensed Land Surveyor or professional land surveyor. Students will learn survey-related computer skills in one of the best-equipped computer labs in New Hampshire. Carlson Survey, Carlson SurvNet, Idrisi, Ashtech GNSS, Mobilemapper Office, and Trimble PathFinder Office software programs are taught in a lab dedicated to surveying and GIS.

Graduates will be skilled in performing topographic and boundary line surveys, as well as construction and engineering surveys. Graduates will be able to perform

standard survey calculations such as traverses, horizontal and vertical curves, solar observations, state plane coordinates, quantities and area determinations. Additional surveying skills that the graduate will take into the job market include the ability to research deeds and public records, an understanding of the American legal system and experience in using sophisticated global positioning systems receivers and software.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
BCOM126 Introduction to CAD.....	1	4	3
BENG120 College Composition.....	3	0	3
BGIS112 Introduction to Geographic Information Systems	2	2	3
BMAT180 Pre-Calculus	4	0	4
BSUR111 Methods of Surveying	2	2	3
BFOR211 Introduction to Tree and Shrub Identification	0	2	1
Totals	12	10	17

Spring Semester	CL	LAB	CR
BENG211 Technical Writing.....	3	0	3
BGIS213 Remote Sensing and Digital Image Processing	2	2	3
BMAT214 Statistics	4	0	4
BSUR115 Surveying and Mapping Techniques	2	4	4
Totals	11	6	14

Total Credits for Year = 31

SECOND YEAR

Fall Semester	CL	LAB	CR
BGIS211 Geographic Information Systems Applications	2	2	3
BHUM120 Environmental Issues.....	3	0	3
BSUR216 Survey Law.....	2	2	3
BSUR219 Global Positioning Systems	2	2	3
BSUR220 Survey Practice	2	2	3
Totals	11	8	15

Spring Semester	CL	LAB	CR
BENV116 Water Resources and Hydrology....	3	2	4
BGEO112 Geology and Soils.....	3	2	4
BSUR214 Advanced Surveying	3	2	4
BSUR217 Surveying Problems.....	1	4	3
BSOC120 Introduction to Economics and Sustainability.....	3	0	3
Totals	13	10	18

Total Credits for Year = 33

Total for A.S. Degree = 6



TEACHER EDUCATION

The Associate in Arts in Teacher Education concentrates on the foundations of education in a well-balanced approach. The program is designed to allow students to transfer to a four-year degree program to become teachers. It allows students to focus on elementary, middle, and secondary education with a common first year of course work. In the second year, students elect an educational transfer focus in any of the following areas: elementary education; math education; science education; social science education, or English education. Students taking the Associate in Arts Degree in Teacher Education may select the Special Education Track. This program provides teachers and paraprofessionals with the knowledge, skills and strategies for supporting students with disabilities.

By offering a broad range of courses, the program prepares graduates to be paraeducators or to transfer their credits to baccalaureate degree-granting institutions to pursue a career in teaching. White Mountains Community College has transfer agreements with the University of New Hampshire System. Those students who intend to transfer to Plymouth State University must achieve a minimum GPA of 2.7 in addition to passing the Praxis 1 exam.

Specific admission requirements include:

- Algebra I and Algebra II with a grade of C or higher
- Strong verbal and written English language skills are major consideration for acceptance
- Personal interview with Admissions Director and/or faculty member may be required
- Students interested in matriculation in a baccalaureate teacher program after completion of the Associate Degree are responsible for researching the requirements of such programs and their transfer procedures

Health Considerations

Candidates for positions and careers in education are encouraged to explore health requirements associated with employment in a school setting. Prospective students with special needs requiring accommodations that may affect their learning are encouraged to contact the Disabilities Services Coordinator.

Character Expectations

The health and safety of children, adolescents and other learners is of paramount concern to the program. Applicants for teaching positions in public and private schools in New Hampshire should be aware that background checks through the New Hampshire Department of Safety must be completed by potential employers prior to employment. Students must also be aware that the college requires national criminal background checks for admission into the Teacher Education, Special Education Certificate and Career and Technical Education Certificate Programs.



The cost of the background check is the responsibility of the student. Applicants, who have been in difficulty with the law, depending upon the nature of their experience, may not be employable or even eligible for field experience. Applicants are advised that such matters may be discussed during an admission interview so that future goals to be a teacher will not be compromised.

Technical Standards

Technical standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the public and/or private school classroom as teachers. Applicants who think they may not be able to meet one or more of the technical standards should contact program faculty members to discuss individual cases. Department faculty will give serious consideration to all academically qualified candidates providing that the technical standards can be met with reasonable accommodations. Students in the program must have sufficient strength, stamina and motor coordination to perform the following:

- Sufficient hearing and visual acuity to ensure a safe environment and ability to respond quickly in the event of emergency;
- Sufficient verbal ability to express and exchange information and ideas, as well as to interpret important instructions to children, adolescents, colleagues and parents;
- Sufficient writing skills to accurately record students' daily progress and milestones, as well as a variety of reports;
- Ability to work with frequent interruptions, to respond appropriately to unexpected situations, and to cope with extreme variations in workload and stress levels.

Upon successful completion of this program, the students will:

- Understand the learning process and how curriculum is planned, adopted, implemented and assessed

- Be able to demonstrate an understanding of various instructional modalities and educational delivery systems
- Be able to demonstrate a knowledge of how children learn and develop, and provide learning opportunities that support their intellectual, social and personal development

ASSOCIATE IN ARTS DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
BECE111	Foundations of Early Childhood Education			
OR				
BEDU104	Foundations of Education	3	0	3
BECE216	Understanding Young Children with Special Needs			
OR				
BEDU101	Introduction to Exceptionalities.....	3	0	3
BENG120	College Composition.....	3/4	0	3/4
BMAT220	Math in Our World.....	3	0	3
	GENERAL ELECTIVE.....	3	0	3
Totals		15/16	0	15/16

Spring Semester		CL	LAB	CR
BEDU204	Instructional Technology.....	3	0	3
BECE112	Child Growth and Development.....	3	0	3
	Educational Transfer Elective**.....	3	0	3
	HUMANITIES*	3	0	3
	LITERATURE OR SCIENCE	3/3	0/2	3/4
	MATHEMATICS	3/4	0	3/4
Totals		18/19	0/2	18/20

Total Credits for Year = 33-36

SECOND YEAR

Fall Semester		CL	LAB	CR
BEDU207	Teaching and Learning	3	0	3
BPSY112	Human Growth and Development ..	3	0	3
	Educational Transfer Elective**.....	3	0	3
	HUMANITIES*	3	0	3
	SCIENCE.....	3	2	4
Totals		15	2	16

Spring Semester		CL	LAB	CR
	Educational Transfer Elective**.....	3	0	3
	GENERAL ELECTIVE.....	3	0	3
	HUMANITIES*	3	0	3
	LITERATURE OR SCIENCE	3/3	0/2	3/4
	SOCIAL SCIENCE.....	3	0	3
Totals		15	0/2	15/16

Total Credits for Year = 31/32

Total for A.A. Degree = 64-68

Students are advised to contact transfer institutions in order to make appropriate course selections.

* Recommend Art, Music, History, Foreign Language

** Educational Transfer Electives – Students will select transferable courses. Options will include Elementary Education courses and/or courses from areas of English, Mathematics, Science and Social Science. **Meet with your advisor prior to selection.**

SPECIAL EDUCATION CERTIFICATE

Today's classroom requires teachers and paraprofessionals to have strategies that address the needs of integrated classrooms. This certificate provides teachers and paraprofessionals with the knowledge, skills and strategies for supporting students with disabilities. The program focuses on the origins of special education, legal issues and strategies, and techniques for teaching a diverse population. Students demonstrate proficiency in adaptive techniques, as well as strategies for building positive classroom and school environments for all students.

See Health Considerations, Character Expectations and Technical Standards on page 62.

Fall Semester		CL	LAB	CR
BEDU101	Introduction to Exceptionalities			
OR				
BECE216	Understanding Young Children with Special Needs.....	3	0	3
BENG120	College Composition.....	3/4	0	3/4
BMAT220	Math in Our World.....	3	0	3
	LIBERAL ARTS	3	0	3
	*MAJOR SPECIALIZATION	3	0	3
Totals		15/16	0	15/16

Spring Semester		CL	LAB	CR
BEDU204	Instructional Technology.....	3	0	3
BECE112	Child Growth and Development			
OR				
BPSY112	Human Growth and Development ..	3	0	3
	*MAJOR SPECIALIZATION	9/10	0	9/10
Totals		15/16	0	15/16

Total for Certificate = 30/32

*MAJOR SPECIALIZATION

Choose four of the following: (12/13 Credits)

BECE120	Introduction to Early Intervention...	3	0	3
BECE121	Understanding Children with Autism & Pervasive Developmental Disorders	3	0	3
BECE213	Sociology of Children and Families	3	0	3
BEDU106	ESL and Diversity in the Multicultural Classroom.....	3	0	3
BEDU200	Supporting Students with Challenging Behaviors.....	4	0	4
BEDU201	Legal Issues in Education.....	3	0	3
BEDU202	Strategies for Teaching Diverse Populations	3	0	3
BEDU203	Teaching Strategies for Students with Disabilities	3	0	3
BEDU207	Teaching and Learning	3	0	3
BEDU209	Integrated Arts	3	0	3
BEDU210	Foundations of Diversity	3	0	3
BEDU212	Design of Instruction.....	3	0	3

WATER QUALITY TECHNOLOGY CERTIFICATE

Environmental issues and concerns continue to receive significant attention in our country and abroad. As countries, states, municipalities and industries strive to meet regulations regarding clean water, wastewater and water treatment plant operators continue to be in demand. The Water Quality Technology program offers an environmentally oriented certificate program that can be taken as an online/independent study course for the certificate or applied towards an Associate Degree in General Studies.

BWWT111	Wastewater Treatment I..... Online	3 Credits
BWWT113	Mechanical Maintenance and Pumps..... Online	3 Credits
BWWT114	Water and Wastewater MathematicsSelf-directed	3 Credits
BWWT115	Wastewater Analysis..... Online	3 Credits
BWWT210	Water Analysis..... Online	3 Credits
BWWT211	Water Treatment I..... Online	3 Credits

Total for Certificate = 18

WELDING TECHNOLOGY WELDING TECHNOLOGY CERTIFICATE

The Welding Technology Certificate program provides an individual with the skills necessary to sit for American Welding Society (AWS) certification in structural welding, as well as a broad overview of related welding skills and techniques. Through a combination of classroom and laboratory training, students will learn the applications of shielded metal arc welding (SMAW), metal inert gas (MIG), and tungsten inert gas (TIG) welding, as well as the necessary safety, blueprint reading and electrical theory skills needed for employment in the industrial workforce. This program follows the AWS Schools Excelling through National Skills Education (SENSE) guidelines. The AWS Certification D1.1 exam is \$225.

Fall Semester	CL	LAB	CR
BWLD101 Welding Safety.....	1	0	1
BWLD102 Oxy-Acetylene Cutting and Beveling	0	4	2
BWLD103 SMAW Theory.....	1	0	1
BWLD104 SMAW Lab.....	0	6	3
BWLD106 Blueprint Reading I.....	2	0	2
BWLD107 MIG Welding Theory.....	1	0	1
BWLD108 MIG Welding Lab.....	0	6	3
BWLD110 Math for Welders.....	2	0	2
Totals.....	7	16	15

Spring Semester	CL	LAB	CR
BWLD201 Welding Safety II.....	1	0	1
BWLD205 TIG Welding Theory.....	1	0	1
BWLD206 Blueprint Reading II.....	2	0	2
BWLD210 TIG Welding Lab.....	0	6	3
BWLD215 Advanced Arc Welding.....	0	6	3
BWLD216 Plasma Cutting Technology.....	0	2	1
BWLD225 AWS Certification.....	0	4	2
Totals.....	4	18	13

Total for Certificate = 28



PIPE WELDING CERTIFICATE

The Pipe Welding Certificate program builds on the foundation skills introduced in the Welding Technology Certificate and is intended to provide students with the skills necessary to sit for American Society for Mechanical Engineers (ASME) certification. Program admission is limited to those students who have successfully completed the Welding Technology Certificate and have passed their AWS certification, or with instructor permission. The ASME Certification exam is \$225.

Summer Semester	CL	LAB	CR
BWLD202 Welding Safety III	1	0	1
BWLD218 Pipe Cutting and Welding Prep	0	8	4
BWLD220 Pipe Welding	0	18	9
BWLD227 ASME Certification	0	4	2
Totals	1	30	16

Total for Certificate = 16

PRECISION WELDING CERTIFICATE

The Precision Welding Certificate program provides an individual with a broad overview of related welding skills and techniques as well as the specific skills necessary to be successful in an Advanced Manufacturing environment. Through a combination of classroom and laboratory training, students will learn the applications of SMAW (commonly called stick), MIG, and TIG welding, as well as the necessary safety, blueprint reading and practical application skills needed for employment in the industrial workforce. This program includes additional time spent preparing the student for the D17.1 American Welding Society (AWS) certification in TIG. It also includes an opportunity to practice the skills learned throughout the school year in a Co-op or Capstone program over the summer. Faculty and staff will provide support, but the responsibility for finding a suitable Co-op work experience lies with the student and not WMCC (note: a Co-op is not required). The AWS Certification D17.1 exam is \$225.

This program is pending financial aid approval.

Health/Safety Considerations for All Welding Programs:

The college must ensure that students, faculty and equipment are not placed in jeopardy by students during learning experiences. Therefore, students in the welding lab must demonstrate sufficient emotional stability to withstand the stresses and changing circumstances that are inherent in a lab of this size or be removed from the program. Applicants should be aware of the basic health and fitness requirements for many careers in welding industry. Prospective students with special needs or limitations that may affect their Co-op placement or potential employability or both are encouraged to discuss their career goals with the program coordinator prior to admission.

Furthermore, the student is expected to be able to exercise sound judgement, accept direction and guidance from a faculty member and work for reasonable periods of time with potentially dangerous equipment and processes without direct supervision. This includes the ability to identify and avoid potential safety risks for themselves and avoid creating potential safety risks for others.

Fall Semester	CL	LAB	CR
BWLD101 Welding Safety	1	0	1
BWLD102 Oxy-Acetylene Cutting and Beveling	0	4	2
BWLD103 SMAW Theory	1	0	1
BWLD104 SMAW Lab	0	6	3
BWLD106 Blueprint Reading I	2	0	2
BWLD107 MIG Welding Theory	1	0	1
BWLD108 MIG Welding Lab	0	6	3
BWLD110 Math for Welders	2	0	2
Totals	7	16	15

Spring Semester	CL	LAB	CR
BWLD201 Welding Safety II	1	0	1
BWLD205 TIG Welding Theory	1	0	1
BWLD206 Blueprint Reading II	2	0	2
BWLD210 TIG Welding Lab	0	6	3
BWLD215 Advanced Arc Welding	0	6	3
BWLD216 Plasma Cutting Technology	0	2	1
BWLD222 Precision Welding Certification	0	4	2
Totals	4	18	13

Summer Semester	CL	LAB	CR
BWLD223 Welding Co-op	0	10	2
OR			
BWLD224 Welding Capstone	0	6	2
Totals	0	6/10	2

Total for Certificate = 30



BUSINESS TRAINING CENTER AND COMMUNITY EDUCATION

In today's high-tech world, training is the key to getting ahead. North Country residents can access a broad range of traditional and non-traditional courses, programs and workshops tailored to meet the specific needs and interests of a diverse and ever-changing regional population. The college works closely with business, industry, labor and professional groups to design, develop, and implement courses and programs that meet educational and specific skill training requirements. In many instances, on-site, customized training is available through the Business Training Center.

Students may earn a degree, professional certificate or certificate on a full or part-time basis, day and evening, on and off-campus. Many graduates have earned their degrees by taking courses over a period of years while working full-time during the day. The college also offers the community many non-credit, professional development and enrichment programs on campus and at academic center locations.

Credit courses include essentials such as English, mathematics, science, social science, computers and some technical courses. Non-credit courses include topics such as power writing, fine arts, photography, cake decorating, and bartending, as well as course sequences focusing on such topics as health, wealth, happiness, child care, financial planning and computers.

Division of Community Education

Credit Courses

- These courses may satisfy requirements for Degree, Professional Certificate or Certificate programs
- Transfer credit to other colleges
- Used as Continuing Education Units (CEU's)
- Used for professional development, academic stimulation and personal enrichment

Professional Development and Non-credit Courses/Workshops

Individuals take non-credit courses and workshops for:

- Professional development, academic stimulation and personal enrichment
- Employability and marketability enhancement
- Specific skill training (including many of the topics listed later in the Business Training Center)
- Self improvement
- Sometimes, just for fun

Specialized Training Programs

Culinary Arts Apprenticeship Program

White Mountains Community College, in partnership with the Mount Washington Hotel, offers a fully certified Culinary Arts Apprenticeship program to eligible candidates. Participants selected for the program become Associate Degree candidates in addition to their required work experience. During the three-year program, apprentices must go on externship twice a year. Many of the finest resorts in America welcome our apprentices for their externships.

Professional Driver Training Program: Class A CDL, Class B CDL, Class A Upgrade

The college offers a variety of professional driver training courses that focus on both classroom work and in-the-vehicle training time. After over-the-road experience with professional, experienced instructors, plus lab and range time, participants master the complete range of driver competencies and become safe, comfortable, confident, law-abiding drivers.

Training topics include trip planning, maintaining daily logs, handling cargo, cargo documentation, employer relations and public relations. The courses cover written and practical tests, and the college can provide tutoring time in the Academic Support Center for those who may need extra help. Students who obtain their commercial licenses receive a certificate and assistance in job-seeking skills.

While program participants are not eligible for financial aid, unemployed persons can frequently access training money from a variety of private and public sources. Interested individuals should contact their local office of New Hampshire Employment Security.

Requirements: Training applicants must be at least 18 years old, possess a valid driver's license, have a clean driving record and possess a high school diploma or a GED. (Participants who have neither will be tested to determine reading, writing and arithmetic grade levels. Eighth grade level is the minimum expectation.) Additionally, before participants can be accepted as driver trainees, the program director must review the prospective students' driver records and they must pass a physical exam and pass a standard pre-employment drug test.

Commercial Driver Simulation Training

White Mountains Community College provides state-of-the-art simulation training for drivers of all commercial vehicles, including delivery vehicles, municipal trucks, snow plows, fire trucks, and both Class A and B vehicles. Our mobile training unit is self-contained, which allows

training to be delivered at worksites throughout the region. Simulation training can reduce accident rates, increase fuel mileage, and provide a safe environment for situational response and avoidance techniques. The combination of 140 transmissions (manual/automatic), 240 engines, 300 tire sizes and 33 axle ratios allows for training that matches specific client vehicle configurations and thus heightens training objectives.

Business Training Center

The Business Training Center provides training services for business and industry. The primary mission is to prepare people for the workplace of the future through customized training. Working in partnership with area businesses to advance technological, interpersonal and management skills, we assist companies in meeting their training and educational goals by first identifying the specific needs of the organization. We also help business and industry deal with the rapid evolution in technology, management practices, and sophisticated manufacturing and quality initiatives. Our extensive assessment services enable companies to design effective and efficient training programs that have earned commendations from our customers. Find out how we can help you prepare your workforce for the future while you save up to 50% in training costs by using grant funds available to New Hampshire businesses through the **New Hampshire Job Training Fund**. Information about this training program is available through the Business Training Center Director at 752-1113, Ext. 3063, or on the web at www.wmcc.edu.

Business Training Center Services:

- Training Needs Assessments
- Custom-Designed Programs, Workshops and Curricula
- Job Task Analysis
- Grant Development, including the New Hampshire Job Training Fund
- Information Resources
- Training Cost-Benefit Analysis
- Group Facilitation Consulting
- Work Readiness Skills Preparation

Littleton Academic Center

The college offers courses at the Littleton Academic Center, 646 Union Street, Suite 300, in Littleton. This academic center offers increased access to quality postsecondary education. The Littleton office not only provides local access and assistance in college admissions procedures, academic advising and support, and financial aid information, but also provides a direct link with the main campus in Berlin.

Many courses, including foundation courses and general education courses, as well as some certificate and degree options, are available. Classes are held during evening hours and at other times of the day, and it is possible to complete a number of associate degree and certificate programs through the center. The academic center also acts as a vital link with the local business community for economic development in the area.



COURSE DESCRIPTIONS

NOTE: Prerequisites may be waived with permission of instructor (POI).

LIBERAL ARTS

The following courses satisfy Liberal Arts requirements:

English	Courses with BENG prefix
Humanities	BENG213, BENG214, BENG215, BENG217, BENG223, BENG224, BENG226, BENG227, BENG229, BENG230, BENG233, BENG234, BENG238, BENG239, BENG243, BENG245, BHIS211, BHIS213, BHIS214, BHIS215, BHIS216 and courses with BANT, BART, BHUM, BLAN and BPHI prefixes
Literature	BENG213, BENG214, BENG217; BENG223, BENG226, BENG233, BENG234, BENG238 and BENG245
Mathematics	Courses with BMAT prefix (except BMAT087 and BMAT089)
Science	BENV110, BENV115 and courses with BBIO, BCHE, BGEO and BPHY prefixes
Social Science	Courses with BECO, BHIS, BPHI, BPOL, BPSY and BSOC prefixes

ACCOUNTING

BACC111 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)

BACC213 Taxation (3 Credits)

A comprehensive explanation of individual tax laws and principles. Gross income, adjustments to income, itemized deductions and credits will be examined.

BACC214 Managerial Finance and Accounting (3 Credits)

This course provides an introduction to accounting and finance in the context of business and business decisions. The student will explore the role of accounting information and finance in the decision-making process, and learn how to use accounting information in a variety of management decision-making situations. (Prerequisites: BACC111; BCOM120)

BACC220 Accounting Internship (2 Credits)

Students will be responsible for obtaining a position for a period of 45 hours of work involving accounting, data entry work, taxation, recordkeeping and/or report generation. Students will be reporting back to class their experiences and work on improving resumes, interview techniques, and their ability to obtain an accounting position.

BACC222 Intermediate Accounting (3 Credits)

Intermediate Accounting is built on a "learning system" designed to prepare students for the business world by emphasizing decision making. This course acknowledges the diversity of both student learning styles and career goals. Students will

obtain a very strong background in the balance sheet, income statement, cash and receivables, contingent liabilities and accounting for income taxes. (Prerequisite: BACC114)

ANTHROPOLOGY

BANT101 Cultural Anthropology:

Faces of Culture

(3 Credits)

An introduction to cultural anthropology, emphasis will be on the study of structure and process of culture. Major features include subsistence patterns, organizing devices, patterns for transmission of culture, economics, socio-political organization and culture change. Methods of anthropological research and theoretical orientations will also be examined.

ART

BART128 A World of Art:

Works in Progress

(3 Credits)

This course is designed to give students deeper insight into the personality of the artist, the artist's working process, as well as the works of art themselves. The course will follow various contemporary artists through the process of creating one or more works of art from start to finish, offering insight into the creative process. Effective communication, problem-solving and critical thinking will be emphasized as projects are seen through completion.

AUTOMOTIVE

BAUT101 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: BMAT089, 015 or demonstrated competencies on college placement exam or POI)

BAUT112 Automotive Electricity I (4 Credits)

A study of electricity as it is applied to today's automobile. This course will include the theory of electricity, the study of magnetism and electrical circuits, and the theory and service of batteries, starters and charging systems. (Co-requisite: BAUT101 or POI)

BAUT113 Automotive Power Trains (6 Credits)

Covers in detail the construction, operation and maintenance procedures of transmissions and power trains. It reflects the new developments in manual four, five and six speed transmissions, overdrives, and transaxles. Automatic transmissions/transaxles with overdrive, lock-up torque converters and transfer cases also covered. (Prerequisites: BAUT101, 115 or POI)

BAUT114 Automotive Electricity II (4 Credits)

An in-depth study of ignition systems, control units, indicators, dash units, horn systems, light circuits and accessories of the automobile. Covers theory, troubleshooting and service. (Prerequisite: BAUT112 or POI)

BAUT115 Automotive Engines and Related Systems (3 Credits)

This course provides a comprehensive study of the construction, theory of operation and servicing of today's automotive engines. Variable displacement engines, diesel engines and fuel injection systems with their emission controls are also a part of this course. (Co-requisite: BAUT101)

BAUT211 Automotive Electronics (3 Credits)

A study of electronic components, devices, circuits and systems used in the modern automobile. Upon completion of this course the student-technician will be better equipped to understand, troubleshoot and repair automotive electronic systems. (Prerequisites: BAUT114 or POI)

BAUT212 Chassis Service and Alignment Procedures (5 Credits)

The student will service and/or repair drum and disc brakes, master cylinders, manual and power steering systems, balance tires and replace suspension and steering components. The student will also perform two and four-wheel alignments with a computerized alignment system. (Prerequisites: BAUT101, 115 or POI)

BAUT213 Automotive Welding (2 Credits)

This course includes all facets of welding and as they apply to the servicing and repair of cars and light trucks. Some of the methods covered are Metal Inert Gas welding (MIG) process and gas tungsten arc welding (TIG) process. The safe use of a cutting torch and the heating tip is also covered.

BAUT214 Computerized Diagnostic Service and Air Conditioning (6 Credits)

A thorough background for drivability diagnosis and tune-up. Includes testing of various components and systems involved in engine operation and the adjustment or replacement as required to restore engine performance, with the use of available equipment. Further serves as an introduction to computerized controls to assist the student with the diagnosis and repair of computer-controlled components. The student will have access to: engine, fuel, ignition, electronic and emission analyzers, oscilloscopes, scan tools and other modern equipment. This course will also cover the basic theory, diagnosis and service of automotive air conditioning systems. (Prerequisite: BAUT114 or POI)

BAUT215 Automotive Suspension and Brakes (4 Credits)

This course is a study in design, trouble diagnosis and servicing of the old and new systems in brakes, suspensions and steering. These include the anti-lock braking systems, modern suspension systems, MacPherson strut front and rear suspensions, air and hydropneumatic suspensions, trouble diagnosis and servicing. It also includes the latest techniques in brake servicing. (Prerequisites: BAUT101, 115 or POI)

BIOLOGY**BBIO111 Biology (4 Credits)**

A one semester college-level course in biology which covers the fundamental concepts of the molecular basis of life, cell theory, cell division, cellular respiration, photosynthesis, DNA and RNA, basic genetics, a survey of life and an introduction to taxonomy, evolution and basic ecology. Four credit course includes integrated laboratory work.

BBIO114 Human Anatomy and Physiology I (4 Credits)

This course is designed to give students in health or medical science a thorough background in anatomy and physiology. Includes a review of the chemical and biological basis of living organisms, and an introduction to tissues, organs, and organ systems including the integumentary, skeletal, muscular, nervous and sensory systems. Integrated laboratory work augments lecture topics and includes exercises in microscopy, dissection of laboratory specimens, study of human anatomical models, and exercises in human physiology. (Prerequisites: High School Biology with lab and Chemistry

with lab with a grade of C or better is required (strongly recommended within the past 5 years) or College Biology with lab or POI)

BBIO115 Human Anatomy and Physiology II (4 Credits)

A continuation of Anatomy and Physiology I. Includes anatomy and physiology of the endocrine, circulatory, immune, respiratory, digestive, excretory and reproductive systems. Other topics covered include nutrition and metabolism, acid/base balance, and fluid and electrolyte balance. Integrated laboratory work augments lecture topics, and includes exercises in microscopy, study of human anatomical models, dissection of laboratory specimens, and exercises in human physiology. (Prerequisite: BBIO114)

BBIO120 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. (This course meets the biology requirement for admission to the nursing program. The course is designed to expose those individuals not involved in direct patient care with information required for medical billing and coding.)

BBIO211 Microbiology (4 Credits)

This course provides an introduction to the principles and practices of microbiology. Topics covered include: the nature and behavior of microorganisms; principles of growth and reproduction of microorganisms; identification of microorganisms using staining, pure culture, biochemical and antigenic techniques; the human immune system; and the epidemiology of communicable human diseases caused by viruses, bacteria, fungi, protozoa and helminthes. Integrated laboratory work augments lecture topics. (Prerequisites: BBIO114, BBIO115)

BUSINESS ADMINISTRATION**BBUS112 Introduction to Business Administration (3 Credits)**

This course consists of three modules: 1) Entrepreneur: This module will give the student an overview of themselves to find a better fit in deciding a business career; 2) Overview of Business: This module will focus on how a business is established. The art of work teams will be practiced and used in decision making; 3) Business Career Goals: This module will contribute toward giving the student an ability to choose a business career. The importance of planning will be discussed.

BBUS116 Business Plan Development (3 Credits)

This course will provide the student with a complete overview of how to formulate and present a business plan. Using business plan writing software, the students will finish and present a comprehensive business plan.

BMGT111 Organizational Communications (3 Credits)

Emphasizes management of spoken and written communication. Reviews English grammar, usage and style as applied to business writing. Introduces dictation techniques, identifies and applies basic plans of composition to letters and memos and introduces strategies for arranging and participating in employment interviews.

BMGT112 Introduction to Business Logic and Ethics (3 Credits)

This course will incorporate logic and problem-solving with various business applications to deal with ethical issues. Case problems will be systematically analyzed to better understand the concepts involved in making business management decisions. Team debates on ethical issues will involve research and planning.

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.

BMGT214 Management (3 Credits)

Provides an active learning environment where management skills of developing self-awareness, managing stress, solving problems creatively, communicating supportively, motivating others, managing conflict and building teams will be explored. The importance of attitude, success as a team member, human relations and sensitivity to issues in the workplace are emphasized.

BMGT215 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.

BMGT216 Project Management Seminar (3 Credits)

Students will develop an ability to analyze business excellence and management shortcomings. As seniors in their last semester, students will be able to use management theories and applications to develop their own managerial style with confidence. Students will use presentation software (PowerPoint or Astound) to present an employee training session in a team that involves a majority of management subjects taken at the college.

BMGT218 Small Business Management (3 Credits)

Designed to give students an overview of the requirements of owning and operating a small business. Entrepreneurial ventures, marketing and managing small businesses, financial and administrative controls and the social and legal environment are covered.

BMGT224 Management Internship (1 Credit)

The student will secure a position with a local business for 60 hours to observe, work with and be evaluated by experienced managers. The management competencies to be demonstrated will be determined by student, employer and instructor consensus.

BMGT230 Leadership and Strategic Management (3 Credits)

This course is a capstone, integrative course for graduating business administration students. This course focuses on how firms and managers formulate, implement and evaluate strategies. Students will use all the knowledge acquired from prior management courses, coupled with new strategic-management and leadership techniques learned, to chart the future direction of different organizations. The major responsibility in this course will be to make objective strategic decisions and to justify them and implement through oral and written communication.

CHEMISTRY**BCHE089 Introduction to Chemistry (3 Credits)**

An introduction to chemistry intended for students who have had little or no previous chemistry. Topics covered include:

the language of chemistry, units of measure and measurement, atomic structure, periodic law, changes of state, chemical bonding, classification of matter, chemical reactions, solutions, acids and bases, and lab safety. Concepts are reinforced with lab activities and demonstrations. (Meets ADN admission prerequisites and is intended for students with no chemistry background. This course is not transferable and does not satisfy graduation requirements.)

BCHE111 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. Integrated laboratory work augments lecture topics. (Prerequisites: BCHE089 or high school chemistry, BMAT089 or higher, or POI)

BCHE112 Nutrition (3 Credits)

Covers basic biochemistry and human physiology that support nutritional concepts. Students will learn how to manage their own diets and evaluate macro- and micronutrients found in foods. Topics covered include analyzing nutritional information, differentiating sound nutritional practices from deceptive ones, nutritional implications for major disease categories, energy balance and weight control, food safety and nutrition throughout the life cycle.

BCHE113 Environmental Sampling and Analysis (4 Credits)

This course offers students an introduction to common sampling and analysis techniques used in environmental data gathering. (Prerequisites: BBIO111, BCHE111, BENV110, BGIS112, BMAT214)

INFORMATION / COMPUTER TECHNOLOGY**BCMT113 IT Essentials (4 Credits)**

Based on a curriculum sponsored by 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.

BCMT114 Fundamentals of Unix (3 Credits)

Fundamentals of UNIX provides instruction on how to use the UNIX operating system. An overview of Linux operating systems is provided. This class is for new users of the UNIX environment. Students will learn fundamental command-line features of UNIX, including file system navigation; file permissions, the vi text editor, command shells, shell scripts, and basic network use.

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)

BCMT120 Web Design I (3 Credits)

Web page design. Presentation of information. Navigation techniques. Layout. Image creation and use. Tables and forms. Survey of tools, extensive study of CSS.

BCMT125 Introduction to Programming (4 Credits)

An introduction to programming using Visual Basic. Designed to introduce you to the theories and concepts of computer programming including the use of variables, data structures, input and output, loops, arrays, strings, structured programming, objected-oriented programming and event-driven programming.

BCMT140 Principles of Information Assurance (3 Credits)

Students will be introduced to basic security principles, giving the student an understanding of the current threats and vulnerabilities of the cyber landscape, plus other topics relating to the information assurance field. (Prerequisite: POI)

BCMT141 Network Security (3 Credits)

Students will learn about network communications from a security standpoint and perform laboratory assignments in securing networks and Operating Systems. (Prerequisite: BCMT140)

BCMT142 Enterprise Security Management (3 Credits)

Students will understand the principles of risk management, security architectures, incident handling, disaster recovery, and secure systems administration. (Prerequisite: BCMT141)

BCMT143 Secure Electronic Commerce (3 Credits)

Students will learn about the history, present, and future of electronic commerce in the world. The student will also learn about the threats, vulnerabilities, and policies when dealing with commerce in the electronic age. (Prerequisite: BCMT142)

BCMT213 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, network topologies, IP addressing and the network administrator's role and function. The course is taught using the Cisco Systems Networking Academy curriculum: Cisco Exploration Network Fundamentals.

BCMT219 Computer Networking II (4 Credits)

This course is a continuation of Computer Networking I, covering Routers and Routing focusing on initial router configuration, 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: Exploration Routing Protocols and Concepts. (Prerequisite: BCMT213)

BCMT230 Network Servers and Security (3 Credits)

Network Servers and Security is a basic introduction to Network Operating Systems, an intensive introduction to multi-user, multi-tasking network operating systems. Characteristics of the Linux and Windows 200X network operating systems will be discussed. Students will explore a variety of topics including installation procedures, security issues, back-up procedures and remote access. (Prerequisites: BCMT113, 114)

BCMT232 Computer Security (3 Credits)

Building safer networks. Identifying vulnerabilities. Types of attacks and defenses. Wireless problems. Technological and personnel solutions to security problems. Encryption

techniques including public-key algorithms. Prepares students for CompTIA's Security+ certification. (Prerequisites: BCMT113, 114)

BCMT234 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, Virtual LANs and LAN Trunking. Topic of wireless broadband is also covered. 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 Exploration LAN Switching and Wireless and Accessing the WAN. (Prerequisite: BCMT219)

BCMT235 SQL Databases (3 Credits)

Using database tools as subsystems in more complete applications. Three-tier systems. Creating databases for remote use with ODBC and SQL. Uses Microsoft Access and MySQL. (Prerequisite: BCMT114, BCMT120, BCOM105)

BCMT240 Digital Forensics (3 Credits)

Students will learn procedures on tracking, analyzing, and patching security holes after an incident has occurred. This will include seizure of equipment, analysis of confiscated materials, and follow up procedures relating to the incident. (Prerequisite: BCMT143)

BCMT241 IT Ethics (3 Credits)

The concept of ethics is a very diverse and complicated subject area. Individuals in the IT field are faced with a plethora of ethical dilemmas and without a solid foundation, handling these dilemmas could become overwhelming. This course provides students with the fundamentals skills needed to operate in the IT field in an ethical manner. Students will learn their legal responsibilities as IT professionals, as well as, the ramifications associated with failing to follow the guidelines of industry accepted ethical behavior. Students will learn how IT Ethics are integrated throughout the Global E-World. Students will gain an understanding of how and why ethics are important, especially in the field of Information Technology. This course examines a variety of topics ranging from Intellectual property and privacy rights through censorship and pornography.

BCMT242 Topics in Healthcare Information Technology (3 Credits)

Healthcare organizations have unique Information Technology requirements that require uniquely qualified IT professional to ensure the security of the Healthcare IT systems. This course provides the IT professional with the required knowledge to adequately traverse the vastness of the Healthcare IT environment.

BCOM087 Introduction to Computers (1 Credit)

This course is designed for students who have no experience with window applications and keyboard navigation. Students will be exposed to basic keyboarding skills, the windows environment, elements of word processing, and fundamental skills such as using a mouse, formatting a disk, saving to a disk and printing. (Does not satisfy graduation requirements)

BCOM089 Introduction to Keyboarding and Word Processing (1 Credit)

An introductory one-credit course for students who want to learn the touch-type method of keyboarding and the primary functions of word processing on the computer. (Does not satisfy graduation requirements)

BCOM101 Introduction to Windows and Word Processing (1 Credit)

An introductory course designed to introduce students to the Microsoft Windows operating system, 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.

BCOM103 Introduction to Spreadsheets (1 Credit)

An introductory course intended for those students who have little or no experience with spreadsheet applications. This one-credit course will introduce students to the basic uses of spreadsheet software. Students will learn to enter data, manipulate it, do basic number calculations, saving and retrieving data, create formulas, use functions and graph their data.

BCOM104 Introduction to the Internet (1 Credit)

This one-credit course will feature a hands-on introductory exploration of the Internet. The concept and layout of the Internet will be studied, as well as the tools, particularly e-mail and the graphical browsers, that make the Internet an invaluable resource for communication and information. In addition the course will provide a very brief introduction to HTML, FTP and SFTP. (Recommended: Basic computer experience.)

BCOM105 Introduction to Database Management (1 Credit)

An introductory course intended for those students who have little or no experience with database applications. Students will learn to employ database management techniques to manipulate and analyze data using a two-dimensional data model. Specific skills will include data entry, error checking, asking questions of data, graphing of data, data analysis and reporting.

BCOM107 Introduction to PowerPoint (1 Credit)

This course will teach students how to utilize PowerPoint as presentation software. Students will learn how to use computer technology to replace and/or augment traditional presentation tools such as overheads, video, flip charts, chalkboards, etc., using PowerPoint.

BCOM110 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 system, 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 application 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/or augment traditional presentation tools such as overheads, video, flip charts, chalkboards, etc.

BCOM113 Accounting with QuickBooks (3 Credits)

Students apply accounting principles using QuickBooks to open companies, handle customers and sales, work with vendors and inventory, process payroll and create reports.

BCOM120 Spreadsheets Project (3 Credits)

This course is designed for Accounting, Business Administration and Office Technology majors. Students will demonstrate

competencies in data organization, graphics, financial, statistical and mathematical operations using Excel spreadsheets software. A final written and oral project or a one-on-one competency check will demonstrate the competencies at the conclusion of the course or each section.

BCOM125 Comprehensive Presentation Methods (3 Credits)

The main objective of this course is to train students in the use of design techniques in order to create visual presentation environments. The course teaches students basic visual techniques that will enable them to design an attractive environment for the presentation of a product or service, and then actually use the thematic elements to create cohesive and captivating presentations using presentation software, displays and handouts. The course also helps students develop skills in organization, expressiveness, communication and creativity

BCOM126 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)

BCOM214 Database Development (3 Credits)

Students will review setting up a database, entering and editing records, and generating lists and reports. Much of the semester will be spent on learning how to design relational database management systems and then implement the design by writing database programs.

COOPERATIVE EDUCATION

BCOP150 Internship (1-3 Credits)

An individual's experience will vary while the student integrates hands-on service experience with the key elements of inquiry, so that students become active partners in the search for knowledge and acquire essential work skills while focusing on career choices and goals. (Prerequisite: Complete at least one semester of coursework. Approval of academic advisor and Vice President of Academic Affairs.)

CRIMINAL JUSTICE/HOMELAND SECURITY

BCRM101 Introduction to Criminal Justice (3 Credits)

This course presents the history, development and current status of the criminal justice system in the United States, changes in the technology and the challenges it faces. When appropriate, the opportunity is taken to visit relevant agencies. (Prerequisite - Co-requisite: BENG120)

BCRM108 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)

BCRM110 Terrorism (3 Credits)

This course will provide the student with an in-depth, historical look at Terrorism and its origins. The various types of terror and their history will provide the student with the necessary background to understand the evolution of Terrorism both in the present and future. Terrorist groups, events and the Patriot Act of 2001 will be discussed. (Prerequisite - Co-requisite: BENG120)

BCRM123 Criminal Law (4 Credits)

This course provides a current look at the U.S. Criminal Justice system, both the law and legal procedures. The course uses a combination of the Socratic/case law and lecture approach. First, it takes a law approach and then a procedural approach that familiarizes students with laws, their histories, and underlying theories before examining specific legal procedures.

BCRM150 Criminology (3 Credits)

This course is a detailed analysis of the development of criminological theory, embracing the contributing disciplines of biology, psychology, sociology, political science and integrated theory combining those disciplines. Attention is also paid to the offender/victim relationship.

BCRM208 Policing for Homeland Security (3 Credits)

The role of police in Homeland Security will maintain many of the elements of past policing practices. However, students will learn that policing will have to take on new roles and learn new tasks. These new roles will include information gathering, risk and threat assessments, intelligence analysis, preparation for mass disasters including weapons of mass destruction, preemption of terrorism and use of an incident command system, the national incident management system (NIMS). (Prerequisite: BCRM101, BENG120)

BCRM210 Juvenile Justice Administration (3 Credits)

Theories, causation and prevention programs are studied. Rehabilitative theories and treatment programs of public institutions and public and private agencies are included. Case studies are made available to the student for analysis. Adolescent behavior, peer pressure, and the role of the family will be examined. (Prerequisites - Co-requisites: BCRM123)

BCRM215 Corrections Operations (3 Credits)

This course is a study of correctional processes and services, standards, personnel and principles of management, allocation of resources, training and staffing, the role of sentencing and work release programs; special programs and the use of outside contracts.

BCRM230 Justice and the Community (3 Credits)

This course deals with the interaction of the various components of the justice system with the community. It involves an analysis of the way the work of police departments, courts, correctional institutions and community corrections agencies appear to the public. The image of the justice system in the media is examined: specific attention is paid to the issues of the young, minorities and community organizations. (Prerequisites - Co-requisites: BCRM123)

BCRM270 Internship (3 Credits)

The internship offers the student the opportunity to put learned theory to practical application. The student is responsible for seeking out the agency placement, with the assistance of the course instructor. The internship requires the successful completion of 120 hours with the selected agency. A log is kept, and the final grade is based on a combination of the log, supervising agency assessment, and final analytical report. (Prerequisites - Co-requisites: BENG225)

BCRM275 Senior Project (3 Credits)

In this course, through ongoing and individualized contact with the supervising instructor, the student develops a topic pre-approved through a prospectus presented to the instructor. The student may develop any topic raised in any major class and is not limited by category. Empirical studies, surveys, literature reviews are among the acceptable categories

of research. The final grade is determined by a review of the final product and the extent to which the student has followed the course guidelines.

CULINARY ARTS / BAKING**BCUL111 Soups, Sauces and Basic Techniques (1 Credit)**

Fundamentals of soup and sauce production, as well as knowledge of kitchen equipment and knife skills, will lay the foundation needed in the culinary field.

BCUL112 Introductory Food Production (1 Credit)

The basic principles of hot food preparation techniques will be covered as students prepare various meat, starch and vegetable items. This course will form the basis for all future production courses.

BCUL113 Hot Food Techniques (1 Credit)

This lab-oriented food production course gives the student the opportunity to expand on the cooking principles learned in Introductory Food Production.

BCUL114 Pantry (1 Credit)

Organizational and production techniques of short order cookery will be taught through the use of popular and novelty foods.

BCUL115 Food Theory and Meat Fabrication (3 Credits)

The fundamental theories in food production principles and techniques associated with the cookery of stocks, soups, sauces, meats, fish, vegetables and starches are covered. A concentration on organization, food science, cookery methods and meat fabrication will be explored.

BCUL116 Food Service Sanitation (3 Credits)

This course focuses on all related areas of food sanitation; i.e., food-borne illnesses, poisons, hygiene, a comprehensive understanding of microbiology, life cycles, and proper control of rodents and insects.

BCUL117 Introduction to Baking (1 Credit)

Quick breads, yeast breads and baking fundamentals will be covered at an introductory level. Students will also become familiar with conversions, weights and measures, and bakeshop equipment related to production. (Co-requisites: BCUL118, 121 or POI)

BCUL118 Patisserie (1 Credit)

A variety of pastry items to include choux paste, laminated doughs, and phyllo are prepared in this course, as well as their different finishing techniques. Forms the basis for more advanced bakery techniques. (Co-requisites: BCUL117, 121 or POI)

BCUL121 Baking Theory (3 Credits)

Baking Theory provides an understanding of baking principles and theory, and how they apply to hands-on work in the bakeshop. (Co-requisites: BCUL117, 118, 126 or POI)

BCUL122 Introduction to Garde Manger (1 Credit)

This course covers the artistic presentation of cold and hot foods.

BCUL123 Table Service and Mixology (3 Credits)

Food service and alcoholic beverage regulations, mixology, and skills in table service are covered in this course. Labor and employment regulations are also addressed.

BCUL126 Cake Decoration and Design (1 Credit)

Students will be mixing and baking cakes, as well as assembling and decorating cakes using icing and fillings. (Co-requisites: BCUL117, 118, 121 or POI)

BCUL127 Individual Pastries and Plated Desserts (1 Credit)

Pastry doughs, batters and fillings will be used to create single portions, plated desserts and pastries, as well as plate decorating and garnishing techniques. (Co-requisites: BCUL117, 118, 121, 126 or POI)

BCUL211 Work Internship I (3 Credits)

Degree candidates in the Culinary Arts curriculum are required to complete three hundred hours of on-the-job experience for which they are paid by their respective employers. The students will be required to work in some type of approved food service operation (restaurant, hotel, country club, hospital and institutional facility) and must be engaged in food preparation tasks that will enable them to utilize the skills learned as students in the Culinary Arts program. (Prerequisites: BCUL111, 112, 113, 115 or 117, 118, 119, 121 or POI)

BCUL213 Charcuterie (1 Credit)

This course expands on Garde Manger in the cold kitchen and develops its relationship with forced and cured meats.

BCUL214 Buffet (1 Credit)

Provides students with the knowledge to organize, plan and produce a variety of themed buffets. (Co-requisite: BCUL229 or POI)

BCUL215 Food Sculpture and Design (1 Credit)

Covers the elements of design and expression through the production of edible table centerpieces. Hands-on work in ice, pulled sugar, marzipan and pastillage will be covered.

BCUL216 Menu Analysis and Restaurant Design (3 Credits)

The importance of a menu in relationship to costs, pricing, creativity and guest satisfaction are covered. Students will also design a floor plan for a restaurant using computer software. Class includes major project work.

BCUL217 Buffet Theory (1 Credit)

Presents concepts of themes in ethnic and general buffet presentation. (Co-requisites: BCUL213, 214, 215, 229)

BCUL219 Regional American Cuisine (1 Credit)

New England, Cajun/Creole, West Coast and Southwestern cuisines will be produced and discussed in this course. (Prerequisites: BCUL114, 115; Co-requisites: BCUL220, 221, 223, 224 or POI)

BCUL220 A la Carte Cookery (1 Credit)

A la carte cookery will expose the student to cooking to order and also provide experience in front-of-the-house procedures. (Prerequisites: BCUL111, 113, 114, 115; Co-requisites: BCUL219, 221, 223, 224 or POI)

BCUL221 International Cuisine (1 Credit)

Emphasizes both the influences and ingredients that create the unique character of selected cuisines from around the world. Menus from these cuisines will be produced in a lab-oriented production kitchen. (Prerequisites: BCUL111, 113, 114, 115; Co-requisites: BCUL219, 220, 223, 224 or POI)

BCUL222 Food Service Management (3 Credits)

Study of key financial issues involving cost control within the food service environment. Course will include invoicing procedures, prep lists, inventory, scheduling, and discussions on employee/management relations. Course includes major project work.

BCUL223 History and Culture Theory (1 Credit)

Develops sensitivity to the relationship between specific foods and the cultures of France, Italy and China, as well as people, places and things that have shaped the history of culinary arts. (Co-requisites: BCUL219, 220, 221, 224 or POI)

BCUL224 Healthy Cuisine (1 Credit)

Healthy Cuisine focuses on cooking for the customer's health. Vegetarian, low fat and other diets will be explored, as well as modified traditional diets. (Prerequisites: BCUL114; 115; Co-requisites: BCUL219, 220, 221, 223)

BCUL225 Restaurant Techniques (1 Credit)

Students will spend 45 hours at an off-site food service establishment that works in cooperation with the culinary program. Food preparation and production will be emphasized as the student gains job experience before graduation. (Prerequisites: BCUL114 or POI)

BCUL226 Advanced Restaurant Techniques (1 Credit)

Students will spend 45 hours at an off-site food service establishment that works in cooperation with the culinary program. Food preparation and production will be emphasized, as well as exposure to the management philosophy of the establishment. This course is meant to give the student valuable job experience before graduation. (Prerequisite: BCUL225 or POI)

BCUL227 Product Purchasing and Marketing (2 Credits)

Students will develop a knowledge of purchasing specifications, as well as marketing techniques, to enhance sales and profits. The essentials for operating a successful catering business will also be covered.

BCUL228 Senior Practicum (0 Credits)

The senior practicum is the student's "black box" exam. The exam is a hands-on exam based on the previous 18 culinary labs. The student must pass this exam to graduate from the Culinary Arts program. (Co-requisites: BCUL219, 220, 221, 224, 229)

BCUL229 Advanced Garde Manger (1 Credit)

This course expands on the artistic presentation of cold and hot foods. Advanced meat fabrication, platter presentation and buffet production will also be covered in this course. (Co-requisite: BCUL214 or POI)

BCUL230 Bakery and Pastry Arts Internship I (3 Credits)

Degree candidates in the Baking and Pastry Arts curriculum are required to complete three hundred hours of on-the-job experience for which they are paid by their respective employers. The students will be required to work in some type of approved food service operation (bakery, restaurant, hotel, inn or country club) and must be engaged in food preparation tasks that will enable them to utilize the skills learned as students in the Baking and Pastry Arts program. (Prerequisites: BCUL117, 118, 126, 127 or POI)

BCUL231 Advanced Artisan Breads (1 Credit)

The students will learn basic skills and fundamentals used in the art of creating artisan breads. (Prerequisites: BCUL127; Co-requisites: BCUL232, 233, 234, 236 or POI)

BCUL232 Introduction to Centerpieces (1 Credit)

Introduction to pastillage, pulled, blown, poured and spun sugar, as well as the techniques necessary to design and produce edible centerpieces will be explored. (Co-requisites: BCUL231, 233, 234, 236 or POI)

BCUL233 Dessert Buffets and Displays (1 Credit)

The students will have the opportunity to showcase their skills through the presentation and display of a wide variety of bakery products. (Co-requisites: BCUL231, 232, 234, 236)

BCUL234 Chocolates and Confections (1 Credit)

The production of chocolate and other confections will be covered as well as the techniques necessary to work with chocolate and sugar. (Co-requisites: BCUL231, 232, 233, 236 or POI)

BCUL235 Bakery Techniques (1 Credit)

Students will spend 45 hours at an off-site food service establishment that works in cooperation with the culinary program. Bakery production will be emphasized as the student gains job experience before graduation. (Prerequisite: POI)

BCUL236 Advanced Baking Theory (1 Credit)

The students will advance their understanding of baking principles and theory as it relates to their production classes. This course will be taught only as a co-requisite to the four fall senior baking labs. (Co-requisites: BCUL231, 232, 233, 234 or POI)

BCUL237 Advanced Cake Decoration and Design (1 Credit)

This course covers the combination of talent, skill, and knowledge needed to create wedding cakes and other specialty cakes. (Prerequisites: BCUL231, 232, 233, 236 or POI; Co-requisites: BCUL238, 239, 241, 242 or POI)

BCUL238 Advanced Pastries and Plated Desserts (1 Credit)

This hands-on production course gives the student the opportunity to expand on the baking skills and fundamentals learned in the course Individual Pastries and Plated Desserts. (Co-requisites: BCUL237, 239, 241, 242)

BCUL239 Petit Fours and Mignardise (1 Credit)

A variety of small confections that are usually one or two bites in size will be the focus of this course. (Co-requisites: BCUL237, 238, 241, 242)

BCUL240 Advanced Bakery Techniques (1 Credit)

Students will spend 45 hours at an off-site food service establishment that works in cooperation with the culinary program. Bakery production will be emphasized, as well as exposure to the management philosophy of the establishment. This course is meant to give the student valuable job experience before graduation. (Co-requisites: BCUL237, 238, 239, 241, 242 or POI)

BCUL241 Advanced Pastry Theory (1 Credit)

This course will cover the theoretical aspects of the advanced pastry arts courses. This course will be taught only as a co-requisite to the four spring senior baking labs. (Co-requisites: BCUL237, 238, 239, 242)

BCUL242 Testing and Practical Exam (1 Credit)

This course will have an extensive review of the skills, techniques, and knowledge covered in the previous baking degree courses. This course will culminate with a hands-on practical exam. (Pre-requisites: BCUL231, 232, 233, 234, 236; Co-requisites: BCUL237, 238, 239, 241)

BCUL245 Bakery and Pastry Arts Internship II (1 Credit)

Degree candidates in the Baking and Pastry Arts curriculum are required to complete one hundred hours of on-the-job experience for which they are paid by their respective employers. The students will be required to work in some type of approved food service operation (bakery, restaurant, hotel, inn or country club) and must be engaged in food preparation tasks that will enable them to utilize the skills learned as students in the Baking and Pastry Arts program. (Prerequisites: BCUL230 or POI)

BCUL246 Work Internship II (1 Credit)

Degree candidates in the Culinary Arts curriculum are required to complete one hundred hours of on-the-job experience for which they are paid by their respective employers. This course is a continuation of BCUL211 Work Internship I. (Prerequisites: BCUL211 or POI)

EARLY CHILDHOOD EDUCATION**BECE111 Foundations of Early Childhood Education (3 Credits)**

This course focus is the history of early childhood education including the contributions of Froebel, Montessori Steiner and Reggio Emilia. This course will concentrate on a diversity of programs: child care, Headstart, kindergarten, nursery, profit and non-profit. Course will include perspectives from the past, theories and approaches to care, development and education of young children. Special attention to current trends in the field of Early Childhood Education in NH such as Early Learning Guidelines and ECE Professional Development System. Students will develop a teaching and learning portfolio and observe in an approved early childhood setting for 10 hours.

BECE112 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. Students will observe in an approved setting for 10 hours.

BECE113 Early Childhood Education Practicum I (4 Credits)

An in-depth study of the fundamentals of early childhood education, including program development, physical setting and use of space, use of materials, adult-child interaction and curriculum. This course offers students an opportunity for on-site study of child care programs for infants, toddlers and pre-school age children. Learning objectives and activities will be established through weekly seminars. A minimum of 90 hours at a work site is required plus 15 hours of supervised seminar. Students must be First Aid and CPR certified to register. (Prerequisites: BECE111, 114)

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)

BECE116 Infant Toddler Development (3 Credits)

Students will explore various theoretical perspectives on infant/toddler development and the pragmatics of caring for young children in early childhood settings with focus on developmentally appropriate practices for infant/toddler teachers. Course will emphasize important influences on infant and toddler development such as prenatal care, attachment and bonding, brain development and physical development. Students will observe in an approved setting for 10 hours.

BECE117 Learning Environments for Young Children (3 Credits)

Students will experience visiting and designing developmentally appropriate environments and modifying existing ones to be child and family friendly, barrier free and inclusionary. Emphasis will be on planning aesthetically pleasant, safe, healthy spaces that nurture and promote learning and also meet state regulatory and national agency requirements and NAEYC accreditation criteria. This course includes field study visit to NAEYC accredited center in New Hampshire. Students will observe/present curriculum in an approved setting for 10 hours.

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 care giving, 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.

BECE120 Introduction to Early Intervention (3 Credits)

This course will provide an overview of early intervention from the historical, legal and current-best-practices perspectives, as well as an introduction to caring for infants with high-risk situations and disabilities, from birth to age three. The concepts of intervention in natural environments and family-centered support will be explored. The course is designed to support the training needs of early childhood educators, early intervention assistants, parents and child care providers who will serve this population. Students will observe/present curriculum in an approved setting for 10 hours.

BECE121 Understanding Children with Autism & Pervasive Developmental Disorders (3 Credits)

This course will broaden the student's understanding of autistic spectrum disorders. The focus will be on young children from infancy to eight years of age. The neurological impact on communication, sensory processing, play skills, social skills and behavioral components will be addressed. Discussion on a variety of educational strategies will enhance the student's understanding of the environmental impact within the home, school and playground. Students will observe/present curriculum in an approved setting for 10 hours.

BECE211 Organization and Management of Early Childhood Programs (3 Credits)

A survey of organization and management of early childhood programs and/or child care centers. Emphasis will be on learning how to plan, organize, manage and evaluate programs and facilities for children; exploring the dimensions of record keeping, federal and state funding; licensing procedure, NAEYC accreditation, hiring, motivating and evaluating staff. Students will mentor with an ECE credential administrator in an approved setting for 10 hours. (Prerequisites: BECE114 or POI)

BECE212 Early Childhood Education Practicum II (4 Credits)

Students will work in an approved setting under the supervision of a NH Early Childhood Education credentialed professional, level consistent with field experience or certified teacher. A minimum of 90 hours at a work site is required. Students will have the opportunity to explore a variety of early childhood education career experiences. Learning objectives and specific activities will be individualized, based on the needs of the student. Suggested work sites include, but are not limited to, child care administration, Child Care Resource and Referral, family service worker, lead teacher in preschool or infant toddler setting or public school setting K-3. Weekly seminars are required to support and evaluate the students' progress, as well as a periodic observation of students. (Prerequisites: BECE113 and POI)

BECE213 Sociology of Children and Families (3 Credits)

Focuses on social influences upon the development of children including family, culture and the wider society in which chil-

dren participate. An overview of the interpersonal behavior between children and significant others with emphasis including: the effect on the social emotional development of children by poverty, violence, abuse, neglect, and the media. Students will explore the origins of behavior and how to utilize positive guidance techniques to build positive interactions between children and teachers.

BECE214 Curriculum Development: Early Childhood (3 Credits)

A variety of curriculum issues will be explored. Issues such as infant, toddler and preschool curriculum development, inclusion, and anti-bias and multi-cultural curriculum addressing the curriculum concerns of every level of professional development in early care and education will be discussed. Students will observe/present curriculum in an approved setting for 10 hours. (Prerequisites: BECE112, 117 or POI)

BECE216 Understanding Young Children with Special Needs (3 Credits)

This course will introduce the basic values that underlie supporting students who experience disabilities, and the roles of teacher assistants in supporting those individuals including the value of inclusion in home, education, work and community life; respect for the inherent worth and dignity of each person; and respect for students' basic rights to affect the conditions of their own existence. Through readings, in-class discussions and on-site visits to schools and classrooms, teachers and teacher assistants will develop strategies on how to facilitate students' independence, learning, social connections and self-advocacy skills. Curriculum will emphasize the philosophical and practical applications of valuing students' abilities and diversity, collaborating with educators and families, supporting classroom teachers, curriculum modifications, and problem-solving strategies. Topical issues to be explored include A History of Disability; Civil Rights and Self-Advocacy; Legal Issues and Disability; Growing Up with a Disability; Families of Individuals with Disabilities; Early Intervention and Pre-School Services; Inclusive Education; Free Speech and Communication; Individuals with Challenging Behavior; and Literacy and Students with Disabilities.

ECONOMICS**BECO111 Principles of Macroeconomics (3 Credits)**

A survey of macroeconomic issues, such as world trade, the role of unions, causes of inflation, the role of productivity, supply and demand, the nature of money, as well as the costs and causes of unemployment. Special emphasis is placed upon the role government plays in the economy through taxes and resource allocation.

BECO112 Principles of Microeconomics (3 Credits)

An examination of the functional operation of the economy from a unit analysis perspective. Topics covered include perfect and imperfect competition, factors of consumer demand and elasticity, measurement and principles of international trade, the individual firm and costs of production. (Prerequisite - Co-requisite: BENG120)

BECO113 Money, Family and the American Economy (3 Credits)

This is a course in economics and family finance designed for non-business majors. It will provide an overview of the American Economic System, how it works, and how the individual and the family fit into our economic system. Emphasis on how the economy shapes our everyday life and how the individual and the family can best navigate the treacherous waters of our modern economic situation.

EDUCATION

BEDU101 Introduction to Exceptionalities (3 Credits)

This course will introduce the basic values that underlie supporting students who experience disabilities, and the roles of teacher assistants in supporting those individuals including: the value of inclusion in home, education, work and community life; respect for the inherent worth and dignity of each person; and respect for students' basic rights to affect the conditions of their own existence. Through readings, in-class discussions and on-site visits to schools and classrooms, teachers and teacher assistants will develop strategies on how to facilitate students' independence, learning, social connections and self-advocacy skills. Curriculum will emphasize the philosophical and practical applications of valuing students' abilities and diversity, collaborating with educators and families, supporting classroom teachers, curriculum modifications, and problem-solving strategies. Topical issues to be explored include A History of Disability; Civil Rights and Self-Advocacy; Legal Issues and Disability; Growing Up with a Disability; Families of Individuals with Disabilities; Early Intervention and Pre-School Services; Inclusive Education; Free Speech and Communication; Individuals with Challenging Behavior; and Literacy and Students with Disabilities. This course includes field study. (Co-requisite: BENG120 or POI)

BEDU104 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. (Co-requisite: BENG120 or POI)

BEDU106 ESL and Diversity in the Multicultural Classroom (3 Credits)

This course is an introduction to English as a Second Language (ESL) and the current theories in second language acquisition. It is designed for educators to develop an understanding and appreciation of diversity and its impacts on teachers, administrators and students. The course will help teachers make sound decisions when working with ESL students in the classroom. We will develop methods to incorporate multiculturalism into curricula and to explore diverse approaches to pedagogy.

BEDU200 Supporting Students with Challenging Behaviors (4 Credits)

This course will provide students with knowledge and skills for supporting students with challenging behaviors, using the framework of positive behavioral supports. Students will gain a working knowledge of the basic assumptions about the context and function of behavior and understand the role that behavior plays in helping students influence people and the events in their environment, meet their basic needs, and/or avoid unpleasant situations. By developing strategies to determine the functions of certain behaviors, students will gain new and effective strategies for supporting students who demonstrate challenging behaviors in the classroom. The focus on the teaching of new skills (as opposed to intrusive interventions that rely on the elimination of challenging behaviors) will provide students with effective positive approaches that respect the

dignity of the individual and facilitate social inclusion. This includes field study. (Prerequisite: BEDU101 or BECE216 or POI; Co-requisite: BENG120 or POI)

BEDU201 Legal Issues in Education (3 Credits)

Predicated upon legislative requirements such as the Individuals with Disabilities Education Act (IDEA), this course considers the theories and issues explored in BEDU101 and BEDU200, in the context of inclusive instructional settings. In addition to developing an understanding of the various legal requirements, effective instructional strategies for curriculum adaptation and delivery to most effectively assist students with special needs will be explored. (Prerequisite: BEDU101 or BECE216 or POI; Co-requisite: BENG120 or POI)

BEDU202 Strategies for Teaching Diverse Populations (3 Credits)

This course will focus on strategies to address the needs of integrated classrooms. The concepts of design and adaptation of instructional material for individual and small group use, teacher characteristics which enhance the learning situation; assessment (both formal and informal) and student behaviors that influence integrated classrooms will be addressed. Students will explore how curricula can be used to challenge all students and allow them the opportunity to demonstrate their knowledge and skills. Using Gardner's multiple intelligence concepts and applying strategies from Gordon's People Types and Tiger Stripes, students will develop an understanding of the various theories proposed to deal with diverse populations. They will participate in personal assessments of their individual learning/intelligence types and develop a "Strategic Learning Plan" for themselves. In addition, students will develop and practice a variety of techniques that could be used in inclusionary classroom settings. (Prerequisite: BEDU101 or BECE216 or POI; Co-requisite: BENG120 or POI)

BEDU203 Teaching Strategies for Students with Disabilities (3 Credits)

The focus of this course is on strategies to accommodate students who have difficulties with basic reading, writing and study skills. Emphasis will be placed on accommodating students versus "helping" students by completing work for them. A variety of practical techniques will be studied and practiced through in and out of class exercises. Collaborative teaching will be used by students to demonstrate their knowledge and skills. In addition, students will learn a variety of study strategies, including mnemonics, double column notes, reading strategies, concepts of active vs. passive learning, organization and time management skills. Students will be expected to work in small groups to develop strategies to teach various skills to their peers in the class. Innovation and creativity are key to success in this course. (Prerequisite: BEDU101 or BECE216 or POI; Co-requisite: BENG120 or POI)

BEDU204 Instructional Technology (3 Credits)

This course presents the theory and strategies for effective integration of technology resources and technology-based methods of instruction, and assistive technology designed for students with disabilities. A background of mediated instruction will be provided along with a review of the qualities and benefits of various technology options, including assistive technology, available to instructional settings. Opportunities to apply instructional delivery using common forms of media, multimedia, computers and specialized programs for students with disabilities will be integral to this course, in addition to contemplation of future issues of integration of technology and matters of time and place of the learning experience. (Co-requisite: BENG120 or POI)

BEDU205 Teacher Education Practicum I (3 Credits)

This course will familiarize students with the working environment of teachers and paraeducators. Students will be required to work 100 hours in a classroom setting. Students will gain experiential knowledge of the day-to-day responsibilities and requirements involved in the job of teachers and paraeducators. Students will also observe and examine the organizational structure of the school as an institution and the role of each "team player". They will be able to identify, through discussion and in writing, the various methods of contributing to the school environment and each student's academic life. Students will keep a journal of observations and experiences, and will also be expected to participate in weekly classroom discussions. A final report will be required which will interpret and assimilate each student's observations during the practicum experience. Reflections of the impact they had on the students, teachers and others in the school will be presented in discussion and in the final report. (Prerequisites: BEDU101, 104, 200 or POI; a GPA of 3.0 in major field courses and permission from the Practicum Coordinator; Co-requisite: BENG120 or POI). Practicum students must complete a State Registry and Criminal Records Check I-V.

BEDU207 Teaching and Learning (3 Credits)

This course studies principles of curriculum, organizations, and teaching methods through supervised observation and participation in a public school. This course introduces the student to rubric evaluation and learning styles, lesson planning, and curriculum delivery. This includes field study. (Prerequisites: BEDU101, 104 or BECE111 or POI; Co-requisite: BENG120 or POI)

BEDU208 Teaching Literature Across the Curriculum (3 Credits)

This course explores genres of literature for children in grades K-8 with an emphasis on the integration of the language arts across the content areas. Discussion and development of thematic units using a variety of genre is included. Extensive reading and critiquing of children's books are required with the aim of developing an appreciation of and understanding of the value of children's literature in language and literacy development. (Prerequisite: BEDU101 or POI; Co-requisite: BENG120 or POI)

BEDU209 Integrated Arts (3 Credits)

An exploration into the value and practical application of integrating the arts across all content areas of the curriculum. Students will gain an understanding of the role of the creative process in the classroom and will investigate the various means of expressing ideas, emotions and images through the use of music, drama, movement, puppetry, visual arts and theatre. (Co-requisite: BENG120 or POI)

BEDU210 Foundations of Diversity (3 Credits)

The United States is a nation rich in cultural diversity, experiencing variations in race, ethnicity, sexual orientation, gender, ability, age, socioeconomic class, religion and more. For this "diverse nation" and for the children of this "diverse nation" to prosper, it is imperative that individuals recognize and understand the nature of this diversity, and how perceived differences may affect social behavior and interpersonal relationships. Students will consider information, issues, theories and beliefs essential to understanding and relating to individuals in diverse cultures. Special emphasis will be placed on the role of the school as a socializing agent, and the responsibility of professionals who are influential in the lives of children to effect social adaptation and change. This course includes field study. (Prerequisites: BEDU101 or POI; Co-requisite: BENG120 or POI)

BEDU212 Design of Instruction (3 Credits)

An introduction to the design and development of the content of learning experiences. Curriculum theory will be introduced, and an examination of the processes of curriculum development, use and evaluation will also be investigated. The broad questions, "What do students need to learn?", "How is the learning experience most effectively managed?", and "How do we know the desired outcome was attained?" will be addressed. (Co-requisite: BENG120 or POI)

BEDU230 Essentials of Career and Technical Curriculum and Instruction (3 Credits)

This course will explore the history, philosophy, principles, organization and operation of career and technical education in the United States. Students will develop a functional understanding of the role and responsibilities of a professional career and technical educator. This course will provide the participant with the foundation and skills needed to design, implement and manage a curriculum in career and technical education. Identification of resources and occupational analysis, derivation of content, formulation of objectives, defining measurable learning outcomes, and the selection and development of activities and evaluation methods will be explored. (Co-requisites: BEDU101, 104, BENG120 or POI)

ENGLISH**BENG087 Critical Reading Strategies (3 Credits)**

This competency-based course is designed to increase comprehension and critical thinking using a wide range of texts and topics. Students will use computers to complete written assignments and practice reading skills. Students who do not receive a grade of B or better will be required to retake the course. (Does not satisfy graduation requirements)

BENG089 Introductory English (3 Credits)

A foundation course designed to teach and to review the writing skills, grammar and mechanics necessary for college-level work. Emphasis will be placed on sentence structure and paragraph development. Introduction to essay development will be included. This course has a computer lab component which will integrate writing, editing and word processing. Students who do not receive a grade of B or better will be required to retake the course. (Does not satisfy graduation requirements)

BENG120 College Composition (3 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. A four-credit option is available with the permission of the department. A student must obtain a grade of C- or better to complete the course. (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: BENG120)

BENG213 Feminine Voices (3 Credits)

Although published women's writings became more common in the 19th century, British and American literature remained largely male dominated for decades to come. This survey course of literature by and about women will attempt to deal with this discrepancy. Emphasis is on changing voices and concerns of women as related in their writing. Students read, write about, and discuss representative samples of writing in the major traditions of women's literature written in English. The course includes essay and journal writing, as well as a community-based research project. (Prerequisite: BENG120)

BENG214 Children's Language and Literature (3 Credits)

This course presents children's language and literature from a developmental perspective. Students examine various genres in order to choose appropriate literature for the developmental stages of children from birth through pre-adolescence. Students participate in a variety of language and literature activities, including research, critical observation, original projects and story-hour presentations. (Prerequisite: BENG120)

BENG215 Language and Logic (3 Credits)

A study of the most basic forms of reasoning and their linguistic expressions. This course provides an introduction to the traditional theory of the syllogism, contemporary symbolic logic, the nature of scientific reasoning, and the relationship between logic and language. (Prerequisite: BENG120)

BENG217 North Country Literature and the New England Tradition (3 Credits)

Local literature is read in the context of the canon of New England literature. Students discuss, read and write about the Yankee perspective as revealed in poetry, essays, stories and novels by Maine, New Hampshire and Vermont writers. (Prerequisite: BENG120)

BENG220 Writing the Short Story (3 Credits)

Beginning with a series of individualized exercises and readings, the student will proceed to develop, draft and revise at least one good short story. The class is conducted as a writing workshop in which each student is expected to produce three to five pages of writing each week. (Prerequisite: BENG120)

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: BENG120)

BENG224 The American Short Story (3 Credits)

Early, modern and contemporary short stories are read closely and analyzed for theme, plot development, character study and author's style, as well as for the literary and historical periods they represent. (Prerequisite: BENG120)

BENG225 Oral Communication (3 Credits)

This basic course in public speaking emphasizes the act of speaking and the modes of oral presentation. (Prerequisite: BENG120)

BENG226 Critical Thinking Through Literature (3 Credits)

Students examine commonly held myths and stereotypical beliefs of American culture and learn to analyze and evaluate content and style in literary works using multiple levels of thinking. In so doing, they aspire to refine, reshape and expand their thinking and writing skills, and their personal perspectives. (Prerequisite: BENG120)

BENG227 History of American Women, 1690-1900 (3 Credits)

In this course students will examine the roles women played in the history of America from the post-colonial period to the dawn of the modern era. Emphasis will be placed on women in New England, and particularly New Hampshire. We will employ both text and film. Each student will also be responsible for some outside reading and a short paper about an individual woman living during the time period under discussion. (Prerequisite: BENG120)

BENG229 Media and Society (3 Credits)

This course is designed as a general analysis of the media, what influences content and how that content influences our decisions as a society. In turn we will examine what impact our role as consumers of information has on the media. This course will concentrate on news and information media outlets. However, our analysis will extend beyond the traditional media institutions to include a variety of information sources made possible by the Internet. This course will include an historical perspective as we look at how media outlets have changed and evolved from newspapers, to radio and television broadcasting, to the Internet. (Prerequisite: BENG120)

BENG230 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. (Prerequisite: BENG120)

BENG233 Environmental Literature (3 Credits)

This course is intended to introduce students to some of the classic works of American nature writing. The course will involve extensive reading and writing. Students will gather weekly to discuss the assigned readings. Discussion topics will include how literature influences public opinion and awareness, how the American view of nature has changed over time and various writing methods. We will also work towards developing our own skills in observation, reflection and writing about nature. (Prerequisite: BENG120)

BENG234 Exploring Culture through Literature (3 Credits)

Literature creates imagined worlds where the meaning of human experience is explored in a way that leads us to reflect on our lives and the nature of humanity. Exploring the literature of cultures other than our own creates an opportunity to appreciate alternate views of the world and humanity both intellectually and emotionally while identifying universal human experiences. Students will read contemporary literary compositions from a variety of cultures including our own. We will analyze the literary structure and techniques employed by the writers, and explore the unique cultural identities and dilemmas they portray in their work. Throughout the course we will be comparing and contrasting the revelations of our reading to further our appreciation of how the human experience differs and how it is the same across cultures. (Prerequisite: BENG120)

BENG238 The Literature of Hunting and Fishing (3 Credits)

TV, video games, and computerized social networking take much of our time these days from reading and the outdoors. There is an honored culture of hunting and fishing in New England, and this course will (re) introduce students to the pleasures of reading great writers on hunting and fishing,

both fiction and non-fiction. Short stories will be read closely and analyzed for plot development, characterization, setting, point of view, dialogue, theme, and style. Non-fiction will be read to compare the genre with fiction, as well as to hear how hunters and fishermen who write, and writers who hunt and fish, reflect on their sports. (Prerequisite: BENG120)

BENG239 New Journalism of the 1960s (3 Credits)

The New Journalism that developed during the 1960s is a genre that combines the elements of traditional journalism with the narrative structure of fiction. It does not follow a prescribed form. The individual writer develops a style and approach out of his or her own sensibility and experience of the event being covered. This course will explore a wide range of journalism texts and analyze the writers and their approaches to their work. We'll consider these works from several angles: their narrative structure, narrative voice, reporting methods, literary and cultural milieu, reader's assumptions, and the writer's lives. (Prerequisite: BENG120)

BENG243 The Graphic Novel (3 Credits)

Graphic novels, also known as comic books or sequential art, have come a long way since the first issue of Superman. This relatively new form of literature has exploded in popularity and increases daily in its variety and substance. This course will explore several different kinds of graphic novels—memoir, fantasy, social critiques, adaptations, etc—in an effort to understand how writers and illustrators weave words and images together to create meaning in unique ways that transcend traditional genres and harness new modes of expression. The students will thus broaden their knowledge and appreciation of graphic novels as we apply critical concepts to their study. (Prerequisite: BENG120)

BENG245 Survey of British Literature I: AD 700 - AD1700 (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: BENG120)

ENVIRONMENTAL SCIENCE

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.

BENV115 Soil and Water Resources (4 Credits)

A course designed to introduce students to the study of our soil and water resources. Water resources topics include the current status of our water, threats to the resource, water treatment resources, and basic water flow calculations. Soils resources topics include the factors of soil genesis, physical properties of soils, and the role of nutrients in soil health, access to and use of NRCS soil data, and the field description of soils. (Prerequisite: Basic algebra and calculator skills required)

BENV210 Environmental Project (3 Credits)

Environmental Project is a student directed capstone course designed to utilize the knowledge and skills that the student has learned while completing the Environmental Science degree requirements. A comprehensive project related to the student's area of interest is designed and completed by the

student in cooperation with faculty advisors. (Prerequisite: BGIS112, BENV110, BGIS213, BSUR219, BCHE113; Co-requisite: BENV115)

BENV116 Water Resources and Hydrology (4 Credits)

A course designed to introduce students to the study of our soil and water resources. Water resources topics include the current status of our water, threats to the resource, water treatment resources, and basic water flow calculations. Soils resources topics include the factors of soil genesis, physical properties of soils, and the role of nutrients in soil health, access to and use of NRCS soil data, and the field description of soils.

BENV118 Conservation Biology (4 Credits)

Conservation biology takes an in-depth look at the causes and consequences of the loss of biodiversity. The importance of biodiversity and loss of it will be examined from the genetic to the ecosystem level. Endangered ecosystems and the eventual cause of extinctions will be examined in addition to the challenges for species management. The roles of economic and social factors are also examined. (Prerequisites: BBIO111, BENV110)

EXPERIENTIAL LEARNING

BEXL101 Evaluation of Experiential Learning (1 Credit)

This course offers students the opportunity to gain credit through life experience. Students will develop a portfolio to be assessed by the academic officer and faculty members. The portfolio includes a resume, narrative summary of work and learning experiences, and an outline of the skill, knowledge and competencies for which the student seeks credit. Must have prior approval from the Vice President of Academic Affairs.

FORESTRY

BFOR120 Forestry Resources (4 Credits)

This course introduces you to identification, distribution, taxonomy, silvics, and utilization of native and ornamental shrubs and trees of New England. Lectures will cover basics of plant taxonomy, forest ecology, and overview of dominant forest types typical of various regions of the U.S. Laboratory and field sessions will stress identification of species through whole tree view, leaf, twig, bark botany. (Prerequisite: FOR211)

BFOR211 Introduction to Tree and 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.

GEOLOGY

BGEO111 Physical Geology (4 Credits)

Covers the nature of geologic materials, structures and processes. Includes an introduction to crustal material, as well as the processes which help 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.

BGEO112 Geology and Soils (4 Credits)

The nature of geologic materials, structures and processes. Includes an introduction to minerals and rocks, as well as the processes which help shape the earth's crust, such as mountain building, volcanism, plate tectonics, the work of ice, wind and

running water. Includes the factors of soil genesis, physical properties of soils, the role of water, inorganic and organic nutrients, and some aspects of soil management. Includes a two-hour lab.

GEOGRAPHIC INFORMATION SYSTEMS

BGIS112 Introduction to Geographic Information Systems (3 Credits)

This course is an introduction to the field of GIS; the development and structure of a GIS system and sources of digital data. It utilizes lectures, labs and projects. It stresses the learning of ESRI ArcMap software.

BGIS211 Geographic Information Systems Applications (3 Credits)

This course builds upon the fundamentals presented in the Introduction to GIS course, students will be involved in GIS applications using a hands-on approach. Students will learn advanced ESRI ArcMap skills. (Prerequisite: BGIS112)

BGIS213 Remote Sensing and Digital Image Processing (3 Credits)

A comprehensive overview of the theory and use of remote sensing as a method of gathering data about earth resources. Students will learn basic aerial photo interpretation and photogrammetry techniques by completing hands-on laboratory exercises. ESRI ArcMap software will be utilized to perform a variety of image processing tasks. (Co-requisite: BGIS112)

HISTORY

BHIS211 America in the 20th Century (3 Credits)

A survey of history of the United States from 1900 to the present focusing upon areas of social, economic, political and diplomatic history. (Prerequisite - Co-requisite: BENG120 strongly recommended)

BHIS213 United States in the Great Depression (3 Credits)

An in-depth examination of the economic, political, cultural and social consequences of the events occurring between years 1929-1941. Special emphasis will be placed on the linkage of the relationships of corporate and governmental institutions as they emerged, developed and affected the United States. (Prerequisite - Co-requisite: BENG120 strongly recommended)

BHIS214 Western Civilization I (3 Credits)

An introduction to the historical analysis of the development of the institutions, ideologies and events that shaped the foundations of Western Civilization. The origins and evolution of Near Eastern Classical Greek, Roman and late Middle Ages civilizations are explored through lectures, discussions, readings and video presentations. These formative centuries are also analyzed from the cultural perspective through the year 1500. (Prerequisite - Co-requisite: BENG120 strongly recommended)

BHIS215 Western Civilization II (3 Credits)

This course examines the cultural, political, economic and religious evolution of Western thought and the development of Western Civilization from 1500 to the present. The study explores the decline of absolute monarchies, rise of revolutionary ideologies, the Enlightenment, political revolutions in Western nations, industrialization, the birth of modern science and the process of change extant in our contemporary world. (Prerequisite - Co-requisite: BENG120 strongly recommended)

BHIS216 United States History to 1877 (3 Credits)

A survey of American History from earliest colonial settlements to the conclusion of the Civil War/Reconstruction Period.

Emphasis will be on the European discovery of the Americas, development of cultural, economic and political institutions in colonial times, the coming of the revolution and consolidation of the republic, the expansion of democracy, the westward movement, and the Civil War. (Prerequisite - Co-requisite: BENG120 strongly recommended)

HOSPITALITY

BHOS101 Introduction to Hospitality (3 Credits)

This introductory course presents a comprehensive look at the hospitality industry. Students will learn about every facet of hospitality from a management perspective and explore current issues affecting the industry.

BHOS105 Managing Service in Food and Beverage Operations (3 Credits)

Students will explore how food service professionals create and deliver guest-drive service; enhance value and build guest loyalty; and continuously improve the process of providing excellent service. Course materials include an introduction to bioterrorism, responsible alcohol service, leadership, service skills, and service styles. In addition, students have the opportunity to take the Controlling Alcohol Risks Effectively (CARE) exam.

BHOS110 Supervision in the Hospitality Industry (3 Credits)

This course will prepare students to juggle the expectations of management, guests, employees, and governmental agencies. Students will also create a professional development plan for their hospitality career.

BHOS120 Managing Front Office Operations (3 Credits)

This course provides students with an in-depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. Information for revenue managers on how blogging and social networking affect hotels, manual backup procedures for automated system failure, identity theft prevention, payment card security standards, and green hotels. Course includes important discussions on human resource management, business forecasting, revenue management, budget planning, and front office staff interaction with sales, housekeeping, and security personnel.

BHOS130 Management of Food and Beverage Operations (3 Credits)

This course addresses ways in which food and beverage operations have adapted management and operating tactics from other industries, what operations are doing to maintain or improve quality standards while reducing expenses, and how high-tech strategies are being used to give customers greater value for their dining dollars.

BHOS140 Managing Technology in the Hospitality Industry (3 Credits)

Students will be introduced to the dynamic and critical field of technology within the hospitality industry. Students will learn the basics of purchasing, implementing, maintaining, and effectively managing today's information systems in hospitality; including e-commerce, Wi-Fi, electronic payment systems, Web site design, data security, and identity theft.

BHOS201 Marketing in the Hospitality Industry (3 Credits)

Students will gain a real-world perspective in this introductory hospitality marketing course, including tips, checklists, industry forms, and useful ideas for increasing sales and mak-

ing marketing more effective. Units of study include customer service, electronic marketing, marketing budgets, and marketing and the law.

BHOS210 Accounting for Hospitality Managers (3 Credits)

This managerial accounting course prepares students to understand and apply hospitality departmental accounting at the supervisory and managerial levels. Discussion includes cash management and planning, casino accounting, and assorted accounting topics. Comprehensive coverage of the Sarbanes-Oxley Act, including the role of the SEC; Fair Value Accounting; and computerization and today's technology.

BHOS220 Understanding Hospitality Law (3 Credits)

This course introduces students to the many legal issues that hotel operations face daily and to clarify the basic legal principles that govern the hospitality industry. Discussions include ADA laws, admitting minors to hotels, overbooking, group contracts, tip compliance agreements with the IRS, and the power of the law to obtain guest records. The course addresses changes in major legislation, including the Family Medical Leave Act, the Americans with Disabilities Act, immigration laws, and the impact of the USA Patriot Act and related legislation on the hotel industry.

BHOS240 Hotel Internship (4 Credits)

Certificate candidates in the Hospitality Management curriculum are required to complete three hundred and sixty hours of on-the-job work experience at an approved hospitality operation (Hotel or associated businesses). Specific skills will be assessed utilizing predetermined assessment criteria. To successfully complete the program, students must earn a 2 or 3 rating on at least 80% of the tasks assessed. (Prerequisites: Successful completion of all other courses in the program)

HUMANITIES

BHUM105 Introduction to Music (Exploring the World of Music) (3 Credits)

A fundamental approach to perceptive listening, based on a detailed study of several masterpieces representing different periods and forms. The pieces will be studied from aesthetic and historical perspectives. By the end of the course, students will have a better understanding of musical history with recognition of many different styles of music.

BHUM106 Basic Music Theory Applied to Beginner Guitar (3 Credits)

This course offers a fundamental approach to reading basic music theory and applying it to guitar.

BHUM108 Basic Music Theory Applied to Orff Methodology (3 Credits)

This course offers a fundamental approach to reading basic music theory and applying it to recorder and various orff-estration instruments (xylophone, metallophone, glockenspiel, shakers, drums, etc.)

BHUM120 Environmental Issues (3 Credits)

Current environmental issues will be examined focusing on interactions and relationships between society, the individual and the physical environment. Students will increase their awareness, through critical thinking, of how the individual fits into the environment and what is their responsibility as a part of the biosphere. Areas examined will include: environmental constraints, population and economic growth, impacts of resource development, environmental change, politics, and how individual attitudes and actions affect the environment,

policies and regulations. Evaluation will be based on writing assignments, group projects and class presentations. (Corequisite: BENG120)

BHUM126 The Cinema: History and Art (American Cinema) (3 Credits)

This course explores Hollywood film as an art form, industry, and system of representatives and communication. In one sense, this is a language course, the language of film. The course will explain how Hollywood films work technically, artistically and culturally to reinforce and challenge America's national self-image.

BHUM130 Philosophy for Modern Times (3 Credits)

This course is an introduction to some of the main problems of philosophy--the existence of God, the nature of the mind, human freedom, the limits of knowledge and truth about ethics. There will be an examination of social and political thought using contemporary methods. Topics such as philosophy's big questions, Feng Shui, the meaning of life, God, intuition, energy, meditation, karma, reincarnation, political hypocrisy and the elusiveness of happiness will be examined.

BHUM140 Science Fiction and Philosophy (3 Credits)

Science Fiction and Philosophy explores timely philosophical issues such as the nature of persons and their minds, immortality, gods, aliens, paranormal phenomena, whether time travel is possible, and the nature of artificial intelligence. This course is suitable for students who want to open their minds to new possibilities in philosophy by using the science fiction genre to explore ideas they may never have examined before.

BHUM181 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.

BHUM182 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.

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.

BHUM185 German 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.

BHUM186 German II (3 Credits)

A continuation of BHUM185 with the same emphasis on listening, speaking, reading and writing.

BHUM187 World Music Drumming (3 Credits)

This course offers a fundamental approach to World Music Drumming primarily based on the traditions of West Africa and the Islands of the Caribbean. Students will play tubanos, djembes, shekeres, and other traditional instruments of West Africa. They will learn to listen and communicate better with their fellow students; understand and demonstrate the value and techniques of cooperative teamwork; and sing songs from various multicultural traditions.

BHUM212 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.

BHUM214 World Religions (3 Credits)

This course is an introduction to the history and worldviews of the major world religions focusing on their common elements as well as their diversity. A comparative approach is used to present the essential components common to all religious traditions: the nature of the divine, the place of humans in the world, founding narratives, rituals and symbols, the spiritual experience and the meaning of life after death. The ideological implications of these various religions in a global world will also be examined.

BHUM228 Special Topics in the Humanities (3 Credits)

This individualized course is a 200-hour examination of a topic of the student's choice, a prospectus having been approved by the department. (Prerequisites: BENG120 and three additional credits in English)

HUMAN SERVICES

BHUS111 Introduction to Human Services (3 Credits)

This course will provide an introduction to the background information and concepts necessary to understand the theory and practice of services for people with a variety of challenges. The information will be drawn from disciplines of history, sociology and psychology joined together by values-based themes of social role valorization, ethical behavior and philosophy, as well as practice of work in human services. (English competence demonstrated on college placement exam or BENG089 strongly recommended; reading competence demonstrated on college placement exam or BENG087 strongly recommended)

BHUS112 Learning and Behavior (3 Credits)

This course discusses the history and principles of behaviorism and presents a learning theory and teaching techniques based on positive behavioral techniques. Presentation and discussion focuses on the ethical and client rights issues of positive behavior change and recent trends and techniques for applying learning principles in a variety of settings. (Prerequisites: BENG120; BPSY111)

BHUS114 Case Management (3 Credits)

This course reviews the process for designing and implementing support for human service consumers. Presentation and discussion will include current and evolving models for assessment and planning, as well as case management and crisis intervention. (English competence demonstrated on college placement test or BENG089 strongly recommended; reading competence on college placement test or BENG087 strongly recommended)

BHUS115 Field Experience (3 Credits)

Students will have the opportunity to observe a variety of service delivery systems through a combination of classroom experiences and field placements. A minimum of 60 hours of volunteer service is required. (Prerequisites: BHUS111, 114 or POI)

BHUS116 Social and Political Issues in Human Services (3 Credits)

This course presents students with an opportunity to study and present on topics related to social and political trends and forces that profoundly influence service recipients and service systems.

BHUS117 Crisis Intervention (3 Credits)

This course presents information pertaining to the characteristics of crisis and crisis intervention. Students will have an opportunity to study various crisis intervention models. Basic intervention skills, crisis in homes, schools, hospitals, the workplace, hostage negotiations, and disaster response will be discussed.

BHUS130 Introduction to Gerontology (3 Credits)

An introduction to the theory and practice of gerontology. This course will consider the chronological, biological, psychological and social adjustment of older people. Life span development, person-environment interaction, optimal quality of life, cross-cultural considerations, how aging is studied and access to resources in a new age will be the principle themes of the course.

BHUS212 Supportive Communication Skills (3 Credits)

This course provides an awareness and general practice of interactional communication skills expected in a supportive relationship. Supportive communication will be taught through verbal instructions, role playing activities, class discussions, case studies, and peer and self assessment. (Prerequisites: English and reading competence)

BHUS213 Issues in Developmental Disabilities (3 Credits)

The course will cover information specifically related to developmental disabilities, including definitions and sub-categories, etiology, assessment, treatment issues, legal, social, medical and ethical issues. (Prerequisites: BENG120, BHUS111, 112 or POI)

BHUS214 Issues of Children and Families (3 Credits)

The course will cover information related to providing services for children, youth and their families. Topics will include normal development, family systems theory, family issues, child abuse and neglect, family treatment issues and service delivery systems. (Prerequisites: English and reading competence)

BHUS216 Internship in Human Services I (4 Credits)

Offers an in-depth work experience that provides the opportunity to apply knowledge by working with a specific client population. Learning objectives and specific activities will be individualized depending on the needs of the student. A minimum of 135 hours is required. (Prerequisites: BENG120, BHUS111, 112, 114, 212)

BHUS217 Chemical Dependence (3 Credits)

This course introduces concepts relevant to the diagnosis and treatment of chemical dependency. Discussion will focus on the disease concept of chemical dependence, the effect of substance abuse problems on the family and issues related to special populations, such as adolescents, the elderly and individuals with a dual diagnosis.

BHUS219 Human Sexuality (3 Credits)

Provides an understanding of human sexuality, reproduction and sexuality throughout the life span. Explores issues related to sexuality, including rape and sexual abuse. Discussion will also focus on sexuality issues related to specific population groups within the context of community-based social service systems.

BHUS221 Internship in Human Services II (4 Credits)

A continuation of BHUS216. A minimum of 135 hours is required. (Prerequisite: BENG120, BHUS111, 112, 114, 212, BPSY111 or POI)

BHUS222 Spirituality in the Helping Professions (3 Credits)

This course assists students to understand the dimensions of wellness by learning about diversified spiritual beliefs and the concept of spirituality. Students in the helping professions will learn assessment and intervention skills that are sensitive to these diverse beliefs.

BHUS223 Introduction to Counseling (3 Credits)

An introduction to the theory and practice of counseling. This course will present a comprehensive introduction to the counseling profession. Students will explore the foundations of counseling, the counseling process, theories and techniques used in the counseling process. Counseling students will become familiar with career, school, group, individual, family and substance abuse counseling through lectures, class activities and role play. Legal and ethical issues will be discussed. (Prerequisites: BENG120, BHUS111, 114, 212, BPSY111 or POI)

LANGUAGE**BLAN111 Sign Language I (3 Credits)**

This course will assist the student in developing basic conversational skills in American Sign Language (ASL). Included in the course will be a study of basic grammatical structures, non-verbal signals, sign vocabulary and conversation regulators. Cultural aspects of the deaf community will also be discussed. Emphasis will be placed on using American Sign Language (ASL) in one-to-one small group conversations.

BLAN112 Sign Language II (3 Credits)

This course will assist the student in developing the ability to use and understand sign language at the beginning level. Classes will include readiness exercises, skill development, direct interaction activities and sign vocabulary building.

MASSAGE THERAPY**BMST101 Swedish Massage I (3 Credits)**

This course will be the introduction to the study of therapeutic massage. Students will learn the history of massage and review scientific research into the effects of massage therapy including indication, contraindications, universal precautions, health related issues, and wellness education. This course consists of lecture, demonstration and hands-on treatment. During this course the student will learn and practice on each other the five basic Swedish strokes of effleurage, petrissage, friction, tapotement and vibration. (Co-requisite: BBIO120)

BMST104 Massage Business Practices (3 Credits)

This course will provide specific information for those wishing to develop a massage business and strategies for career planning and development. Students will learn about employment law, office procedures and various information for building a successful massage therapy practice or working within an existing practice.

BMST107 Spa Techniques (3 Credits)

This course familiarizes the student with the various techniques used in spas. These will include, in addition to massage, wraps, scrubs, basic aromatherapy, and hot stone. (Prerequisite: BMST101)

BMST109 Reflexology (3 Credits)

The student will learn the basics of this ancient art and science of stimulating the reflexes on the foot to affect the natural balance and harmony of the body. The course will be lecture and hands-on.

BMST110 Swedish Massage II (3 Credits)

This course continues and completes Swedish massage. The student will concentrate on self-injury prevention, professional environment, as well as more advanced use of the basic strokes and bringing more of a personal style to the massage session. (Prerequisite: BMST101)

BMST115 Oriental Theory (3 Credits)

This course will serve as an introduction to the theory and practice of structured touch based upon Oriental thought and bodywork practices including the 12 organ meridians, the 5 elements, and the understanding of energy in its various forms. (Prerequisite: BMST101 or POI)

BMST120 Musculo-Skeletal Studies (3 Credits)

This course will concentrate on the muscular and skeletal systems of the body adding to the knowledge learned in the Human Biology course. Students will be able to identify, locate and know the function of each muscle and bone studied and how it relates to the whole human body. (Co-requisite: BBIO120)

BMST125 Pathology for the Massage Therapist (3 Credits)

Students will learn about pathological conditions of the musculo-skeletal system and joints, as well as the pathological conditions of each anatomical system. Communicable diseases and hygiene will be discussed, as well as indication and contraindications of massage. (Prerequisites: BBIO120)

BMST130 Introduction to Reiki Healing (3 Credits)

This course will teach students how to use this energy to help themselves and others. The use of this energy is not connected to any religion. Students will be given information on the history of Shamballa Reiki and Usui Reiki, as well as information on its many uses. The student will learn about the seven chakras of the body and how to open them and will be given time to practice on each other. By the end of the course, the student will be attuned, which will allow them to work on plants, animals and people if they wish, or they can simply use it on themselves to improve their own mental and physical health.

BMST135 Deep Tissue Massage (3 Credits)

This course will be hands-on and gives the student an understanding of the use of deeper strokes including trigger point, myofascial release, and cross fiber friction. Students will also learn how to apply deeper pressure without causing strain on their bodies. (Prerequisite: BMST110)

BMST201 Kinesiology (3 Credits)

This course will serve as an in-depth analysis of the anatomical, physiological, and neuromuscular principles of human movement as it applies to massage therapy. (Prerequisite: BMST101)

BMST210 Special Populations Massage (3 Credits)

This course examines ways that the massage professional can help clients with special needs. Topics include infant and child massage, prenatal massage, geriatric massage, medical massage, and massage for physically and psychologically challenged individuals. (Prerequisite: BMST110)

BMST215 Clinical Internship (2 Credits)

The State of NH requires students to have 125 hours of hands-on experience in approved programs of massage therapy. The student will arrange for their own massage sessions (schedule and clients). This independent work must be fully documented and under the supervision of a Licensed Massage Therapist and have the approval of the Internship Coordinator. (Prerequisite: Successful completion of all previous Massage Therapy courses)

BMST220 Sports Massage (3 Credits)

This course teaches massage techniques that meet the needs of the athlete. Use of massage pre- and post-event will be covered, as well as injury prevention and massage during training. (Prerequisite: BMST110)

BMST225 Self Care and Stress Management (3 Credits)

This class is designed to teach students stress reduction and self care through the use of meditation, visualization, yoga, self massage, and breathing techniques. (Prerequisite: BMST101)

MATHEMATICS

BMAT087 Introductory Mathematics (3 Credits)

A foundation course covering basic mathematical concepts (including the use of a calculator) designed to improve analytical thinking skills and problem solving strategies. Topics covered are: translating and solving word problems; performing operations with signed numbers; simplifying algebraic expressions; solving linear equations and linear inequalities; solving formulas for specific variables; applying the rules of exponents; evaluating numerical square roots; simplifying polynomials; and simplifying rational expressions. Students who complete the required competencies pass this course. Students who do not receive a grade of B- or better will be required to retake the course. (Does not satisfy graduation requirements)

BMAT089 Introduction to Algebra (3 Credits)

An introduction to algebra intended for students who have some algebra. Topics covered include: Translating and solving word problems; Formulas and Geometry; Graphing linear equations in two variables; Finding the slope of a line given two points; Factoring polynomials; Solving systems of linear equations in 2 variables; Solving quadratic equations by factoring. Students who complete the required competencies pass this course. Students who do not receive a grade of B- or better will be required to retake the course. (Does not satisfy graduation requirements)

BMAT120 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.

BMAT180 Pre-Calculus (4 Credits)

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 an A- or better in BMAT089 or POI)

BMAT214 Statistics (4 Credits)

Topics covered include methods of obtaining, analyzing and presenting data, elementary probability, probability distributions, confidence intervals, hypothesis testing, linear regression and correlation, ANOVA, simulation techniques, and non-parametric tests. The course is capped by a research project on a topic chosen by the student. TI-89 Graphing Calculator required. (Prerequisite: Strongly Recommended C- or better in BMAT120 or higher, an appropriate Accuplacer score or POI)

BMAT215 Calculus I (4 Credits)

This course concentrates on limits, differentiation and integration. Exponential, trigonometric and logarithmic functions will all be included. Application of the techniques discussed will be employed in curve sketching, finding areas and volumes, problems in

the physical sciences as well as other areas. If time permits there will be an introduction to differential equations. TI-89 Graphing Calculator required. (Prerequisites: BMAT180 or POI)

BMAT220 Math in Our World (3 Credits)

This course provides an introduction to mathematical thought through activities and discussions of several mathematical topics. The topics discussed will include problem solving, an introduction to various number systems (Egyptian, Roman, Babylonian, Mayan), an introduction to arithmetic in different bases, properties of real numbers, operations on rational numbers, some geometry and measurement, and data and chance. These topics should lead you to a greater understanding of and appreciation for mathematics, especially the mathematics involved in teaching elementary school. (For Teacher Education students only, not for Liberal Arts Elective)

BMAT230 Number Theory (4 Credits)

This course is designed for prospective high school math teachers and future math majors. Number theory looks at some classical problems concerning the integers, including the solution of Diophantine equations; the distribution of prime numbers; the theory of congruencies; quadratic reciprocity; and the Euler and Fermat's Theorems. (Prerequisites: BMAT215 with a B- or better or POI)

BMAT235 Linear Algebra (4 Credits)

This course is designed for prospective high school math teachers and future math majors. This is a basic subject on matrix theory and linear algebra. Emphasis is given to topics that will be useful in other disciplines. The topics emphasized will include systems of equations, vector spaces, determinants, eigenvalues, similarity, and positive definite matrices. (Prerequisites: BMAT215 with a B- or better or POI)

BMAT240 Abstract Algebra (4 Credits)

This course is designed for prospective High School Math Teachers and future Math Majors. This course studies abstract algebraic systems such as groups, rings and fields. It attempts to understand the process of mathematical abstraction, the formulation of algebraic axiom systems, and the development of an abstract theory from these axiom systems. An important objective of the course is mastery of the reasoning characteristic of abstract mathematics. (Prerequisites: BMAT230 and/or BMAT235)

BMAT250 Geometry (4 Credits)

This course is designed for prospective High School Math Teachers and future Math Majors. It covers axiomatic systems and proof, Euclidean and non-Euclidean geometries, constructions, isometries and symmetry, as well as Fractal patterns and dimension. (Prerequisites: BMAT215 with a B- or better or POI)

MEDICAL ASSISTANT

BMED101 Clinical Procedures I (4 Credits)

The first of a two-course sequence designed as an introduction to the clinical skills required by the medical assistant. This course stresses the disease processes, preparation and assistance in selected diagnostic studies, treatment protocols, and drug and diet therapies involved in the various systems of the human body. Instruction includes theory principles and skills related to: infection control, client/patient care, documentation, client/patient teaching, and the operation and maintenance of clinical equipment. (Prerequisites: BBIO120 and successful completion of math testing or BMAT087; Co-requisites: BMED211, BOFT117)

BMED105 Legal and Ethical Issues in Health Care (3 Credits)

This course addresses the legal and ethical principles of health care provision, providing the student with an understanding of the organization of ambulatory health care, the medical-legal guidelines, patient's bill of rights, documentation and office requirements. A framework is provided that enables the student to reason clearly and effectively about the ethical and legal issues involved in medical science and technology. The history and development of the healthcare profession, and the physician-patient relationship is stressed. Emphasis is also placed on understanding the ethical and legal environment of health care, making appropriate ethical and legal choices in practice, and developing skills necessary to promote ethical and legal leadership in a health care setting.

BMED201 Clinical Procedures II (4 Credits)

This course is a continuation of Clinical Procedures I. The course is designed to assist students enrolled in the medical assistant program to achieve competency in the basic clinical skills performed in the medical office. Instruction will include the theory, principles and skills related to: infection control; client/patient care before, during and after examination and treatment; diagnostic studies and tests; administration of commonly used drugs; normal nutrition; documentation of client/patient information; client/patient teaching; and medical operation and maintenance of clinical equipment. Common medical disorders, drugs and diet therapy will be integrated throughout the course. (Prerequisites: BBIO120, BMED101, BMED211, BOFT117 or POI)

BMED202 Phlebotomy (4 Credits)

This course is designed to give the student the theory and basic skills in phlebotomy. Emphasis will include anatomy and physiology of the circulatory system, safety, specimen collection techniques, equipment, and the legal ramifications in the practice of phlebotomy.

BMED203 Medical Assistant Internship (6 Credits)

The student performs administrative and clinical skills under the supervision of qualified staff members in a physician's office and in a clinical laboratory as available. During the internship, the student adheres to the working hours and policies of the assigned agency. The student is not paid for the internship. (Prerequisites: Successful completion of all required courses)

BMED211 Pharmacology (3 Credits)

This course is an introduction to the principles of pharmacology, focusing on the knowledge and skills required for safe and effective drug therapy. Emphasis will be placed on the following pharmacologic information sources of drugs, sources of drug information, drug legislation and standards, classification of drugs, drug action, factors that effect drug action, adverse affects of drugs, administration of drugs, recordkeeping, abbreviations and symbols, drug calculation and the Medical Assistant's responsibilities in drug therapy. Specific drugs and the procedures for administering drugs will be integrated into Clinical Procedures I and II. (Prerequisites: BBIO120 or BBIO114 and successful completion of math testing or BMAT087; Co-requisite: BOFT117)

MOBILE EQUIPMENT TECHNOLOGY**BDSL102 Applied Hydraulics (3 Credits)**

The principles of mobile equipment hydraulic systems will be taught using an applied approach. Topics covered will include a study of hydraulic fluids, graphic symbols and schematic interpretation. An applied systems approach will be used to discuss pumps, control valves, actuators and other components.

BDSL111 Introduction to Mobile Equipment Technology (2 Credits)

Students will be introduced to the numerous career paths in this industry and will job shadow technicians at area businesses. Work-site ethics and safety will be discussed. Students will explore strategies for critical reading of service reference material and will be introduced to types of fasteners and proper torque processes.

BDSL113 Heavy-Duty Electrical Systems (4 Credits)

Students will explore electrical systems common to most diesel-powered equipment. Topics will include cranking, charging, lighting and accessory circuits. Students will also be introduced to electronic control modules used in electronically controlled systems. Use of programming and diagnostic equipment, such as the pro-link 2000, will be investigated. (Prerequisite: BPHY113)

BDSL115 Diesel Power Systems (4 Credits)

This course serves as an introduction to diesel operating theory, nomenclature, maintenance, overhaul and troubleshooting procedures. Students will learn about various secondary systems, such as fuel injection, air induction, exhaust, cooling and lubrication.

BDSL117 Fuel and Emission Systems (4 Credits)

This course is an introduction to fuel and emission systems. Course will cover operating theory, maintenance, testing, and troubleshooting techniques. Break the fuel system down to its individual components and discuss the functions of each. Define the causes of emissions and its harmful effects. Explain the role of emission controlling devices used in current HD trucks and equipment. The lab will allow the hands-on approach in which we will work as teams and/or individuals to apply the theory, operating principle, and identify the components of the fuel and emission systems.

BDSL119 Cooperative Education (1 Credit)

Provides the opportunity for the student to utilize learned course competencies in a real life setting. Provides supplemental laboratory experience on an extensive array of equipment and processes. (Prerequisites: BDSL111, 115, 117)

BDSL211 Heavy-Duty Power Trains (4 Credits)

An introduction to the theory and operation of heavy-duty vehicle power trains. This course explores the principles of torque multiplication in transmissions, differential carriers and final drives. Clutches, torque converters and drivelines will also be covered. This course also explores the theory and operation of countershaft and planetary power shift transmissions used in today's off-highway equipment. Students will also examine planetary final drives and differential carriers used in heavy equipment.

BDSL214 Welding I (2 Credits)

A basic welding course including safety, proper use of equipment, gas welding theory and arc welding theory. Lab work will focus on arc welding practice in the flat, horizontal and vertical positions.

BDSL216 Mobile Hydraulics I (4 Credits)

This course provides the student with an in-depth study of open and closed hydraulic systems. Students will study various systems used in mobile equipment today. Troubleshooting using schematics and test equipment will be the focus. (Prerequisite: BPHY215)

BDSL219 Failure Analysis (3 Credits)

The fundamentals of determining causes of failure of components of diesel engines, transmissions, hydraulic systems

and chassis will be investigated. Students will be expected to evaluate causes of failure and write technical reports explaining the diagnosis and corrective measures.

BDSL220 Vehicle Inspection and CDL (3 Credits)

Requirements for federal annual inspection of heavy trucks will be studied. Students will also study for the Commercial Drivers License written exams.

BDSL221 Welding II (2 Credits)

This course is designed to build on the knowledge and skill acquired in the basic welding course. It will provide training necessary to make multiple pass fillet and square groove welds in all positions. (Prerequisite: BDSL214)

BDSL222 Mobile Hydraulics II (3 Credits)

The focus of this course will be problem-solving and troubleshooting techniques. Students will be introduced to hydrostatic drive theory and operation. Technical problems will be assigned for diagnosis where the student will solve and write technical reports on each assignment. (Prerequisites: BDSL216, BPHY215)

BDSL224 Senior Project I (1 Credit)

The senior project is a yearlong analysis and repair of a piece of mobile equipment. BDSL224 is the first half of this project, which will continue in the spring with BDSL225. Each student will complete a detailed shop project. The student must successfully troubleshoot, evaluate the repair and recommend and perform the repair. The student must present the instructors with bi-weekly services reports documenting project progress.

BDSL225 Senior Project II (1 Credit)

During this continuance of BDSL224, the students must completed the repair and present their conclusions in a technical report and an oral presentation. (Prerequisite: BDSL 224)

BDSL226 Electronic Troubleshooting (2 Credits)

This course is a more in-depth study of electronic troubleshooting techniques on various electrical systems including transmission, hydraulic, engine, emission, and climate control systems. Students will utilize digital multi-meters, basic hand tools, and specialized diagnostic tooling to test, verify, and evaluate various electrical components. Students will become familiar with service information systems (SIS) and electronic service tools (EST) that's utilized by various heavy duty truck and equipment manufacturers.

BDSL227 Heavy-Duty Chassis Brake and Climate Control Systems (5 Credits)

This course will explore chassis frame, suspension, and undercarriage systems utilized in on & off highway equipment. Undercarriage wear patterns and service options on track type equipment will be discussed. Students will learn how undercarriage components are measured ultrasonically and view many different wear patterns. This class will study brake theory along with basic brake foundation, antilock, air system, diagnostics and servicing of heavy duty on-highway brake systems. Also covered will be air over hydraulic and multiple wet disc systems used in off-highway equipment. Climate control consisting of operating theory, maintenance, testing, and troubleshooting techniques of HVAC will be explored. Students will learn to safely use testing equipment to diagnose and re-charge A/C systems.

NURSING

BNUR111 Nursing I (7 Credits)

Presents concepts which provide an orientation to the historic and philosophic perspectives of nursing and the scientific prin-

ciples which form the foundation for nursing practice. An introduction to the role of the nurse, legal and ethical considerations in nursing practice, the nursing process and the helping relationship are presented. Basic physiologic and psychosociocultural needs of the individual and adaptive responses to health and illness are addressed. Nursing techniques which help meet basic needs and medication dosage calculations are presented in the clinical learning lab. Clinical experience is provided which allows the student to use the theoretical concepts in delivering nursing care to the older adult. (Prerequisite - Co-requisite: BBIO114)

BNUR112 Nursing II (6 Credits)

Examines the physiological and psychosocial needs and nursing care of the individual and family experiencing the stress of surgery and treatment of cancer. Principles of medication administration, fluid and electrolyte balance and oxygenation are introduced. Concepts of pharmacology, nutrition and legal-ethical issues are integrated. Clinical experience allows the student to use theoretical concepts in the provision of nursing care to individuals and families in a structured setting. (Prerequisite: BNUR111; Prerequisite - Co-requisite: BBIO114)

BNUR113 Nursing III (6 Credits)

Presents the nursing process as a framework for nursing care of the family experiencing childbirth and parenting. The course continues to examine the physiologic, psychosocial and cultural factors which influence the individual's and family's response to health and illness. Nursing interventions that support adaptive responses to normal growth and development of the child and family are introduced. Nursing care of the child experiencing common health problems is also addressed integrating the concepts of pharmacology, nutrition and legal-ethical concerns. Clinical experience provides nursing care to families and children in a variety of settings. (Prerequisite: BNUR112; Prerequisite - Co-requisite: BBIO115)

BNUR114 Nursing IV (6 Credits)

Continues to present the nursing process as a framework to providing nursing care throughout the lifespan. Emphasis is directed toward identifying stressors which impact upon the individual's and family's response to common health problems. Nursing interventions which promote optimal well-being are addressed integrating the concepts of growth and development, pharmacology, nutrition, ethics and accountability. Clinical experience provides an opportunity to incorporate theoretical concepts of nursing care to patients and families. (Prerequisite: BNUR113; Prerequisite - Co-requisite: BBIO115)

BNUR211 Nursing V (11 Credits)

Examines the theoretical concepts of comprehensive nursing care to individuals experiencing multiple health problems. Basic psychosocial and cultural aspects are integrated with physical parameters within the framework of the nursing process, which supports and promotes the effective adaptation in individuals confronted with complex illnesses. The role and responsibility of the technical nurse is integrated with clinical experiences. (Prerequisites: Completion of all Level I requirements and BPSY111; Prerequisite - Co-requisite: BBIO211)

BNUR212 Nursing VI (9 Credits)

Continues to focus on the delivery of comprehensive care, including psychiatric nursing, to those experiencing multiple health problems. Current health care trends and issues are integrated. Students will provide comprehensive nursing care based on the nursing process to multiple patients with complex problems in the acute care setting and leadership in a variety of settings. (Prerequisites: BNUR211, BBIO211)

OFFICE MANAGEMENT

BOFT111 Business Documentation (3 Credits)

This course develops keyboarding skills and introduces formatting techniques to basic office documents. Students will develop proofreading and language art skills in the production of various office documents.

BOFT113 Formatting in Word (3 Credits)

Microsoft Office Specialist (MOS) skills are developed, along with keyboarding speed and accuracy.

BOFT117 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.

BOFT120 Office Systems and Procedures (3 Credits)

This course provides a realistic approach for students to learn the skills required in a medical office, including communications, records management, telecommunications, scheduling and terminology.

BOFT213 Internship Seminar (4 Credits)

This course gives 180 hours of work experience in an office setting and a one-hour/week seminar during the spring or summer semester of the senior year.

BOFT218 Administrative Office Management (3 Credits)

This course provides a strong, management-based background using a humanistic approach for managing and supervising staff in an office environment.

BOFT220 Medical Billing (3 Credits)

This course is intended to take a student interested in working in a medical office through the insurance billing process – source documents, insurance claim cycle, coding, insurance programs, fees and managed care. (Prerequisites: BOFT225 or POI)

BOFT222 Advanced PC Topics (3 Credits)

Students will learn advanced publishing techniques, operating systems, and other technology practices that are used in an office.

BOFT225 E/M Coding and ICD-10 (3 Credits)

This course is designed to cover the intricacies of Evaluation and Management (E/M) coding. The students will also develop an understanding of how modifiers are used with various CPT codes. ICD-10- CM is completely covered in this introductory class. (Co-requisites: BBIO120, BOFT117 or POI)

BOFT226 Coding with CPT (3 Credits)

This course moves beyond Evaluation and Management (E/M), Modifiers, and diagnostic coding to the surgery section of CPT, which includes the specialty areas such as the: integumentary, musculoskeletal, respiratory and cardiovascular systems. The course also addresses the coding areas of radiology, maternity care and delivery. Students will develop their skill set that is needed to sit for the CPC exam. (Co-requisite: BOFT225 or POI)

BOFT227 Advanced Coding (3 Credits)

Students will apply what they learned in the previous coding classes to analyze the reports to determine the diagnoses and procedural codes. This class will give the students practice of what they will find in an actual medical office setting. (Prerequisites: BBIO120, BOFT117, BOFT225, BOFT226 or POI)

PHILOSOPHY

BPHI101 Introduction to Philosophy (The Examined Life) (3 Credits)

The course traces the history of western philosophy from its beginnings in ancient Greece to contemporary developments in the modern world. The class will demonstrate how philosophy is unique and distinct from religion and science, while at the same time showing how all three disciplines are interrelated. The course will leave students with a vivid picture of philosophy as a unique and important field of study.

PHYSICS

BPHY111 Survey of Physical Science (3-4 Credits)

This course is for the student who wants to understand physical phenomena in the areas of physics, chemistry, geology and astronomy without the mathematical requirements typically associated with a course in physics or chemistry. Questions such as “Why is the sky blue?” or “What causes a red sunset?” can be answered without a rigorous mathematical treatment. Examine the great achievements in the physical sciences and their impact upon our world. The four-credit course includes a lab.

BPHY112 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. (Prerequisite: BMAT120 or POI)

BPHY113 Electricity and Electronics (4 Credits)

This course serves as an introduction to the fundamental laws of electricity and electronics including basic units and symbols, resistors, color code, Ohm’s Law, series and parallel circuits, DC sources and measuring instruments, fundamentals of magnetism, AC fundamentals, the oscilloscope, inductance, capacitance, RL, RC, and RLC circuits, resonant circuits, semiconductors and transistors. Strong emphasis is placed on how these fundamentals are applied to fields such as mobile equipment technology, as well as control systems for hydraulic equipment. Using MultiSIM by Electronics Workbench, students learn to design and simulate actual electronic circuits. In the lab portion of the course, students perform experiments to master basic concepts introduced in the lectures. Many of the labs incorporate the use of PASCO Scientific’s electronic lab components and sensors coupled to the PASCO 750/DataStudio interface.

BPHY115 Technical Physics (4 Credits)

This course is similar to BPHY112 in content but with greater emphasis on the applications of technology to basic physical systems. A major goal of this course is to help future technicians understand how things work and the similarity and interplay between physical systems such as: hydraulic pressure and voltage, a fluid’s flow rate and electrical current, a thermal gradient and an electric potential difference. Students

learn to design mechanical systems using Interactive Physics. Lab experiments are similar to those in the BPHY112 course, but are more application oriented and include topics such as the elastic properties of materials, the flexure and rotation of beams and shafts, fuel cell technology, the thermal, optical, and electrical properties of materials. These topics are introduced and explored through a series of microcomputer-based labs (MBL) using PASCO's DataStudio software and 750 Interface. Microsoft's Excel is widely used to analyze data and produce charts and graphs of experimental results.

BPHY120 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.

BPHY125 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.

BPHY211 Materials Science (4 Credits)

This course serves as an introduction to the physical properties of materials. While the main focus of this course is on solid materials, properties of liquids and gases will also be presented at various points in the course – in particular in studying the thermal properties of materials and the phase changes from the solid to liquid state (melting/freezing) and from the liquid to gas state (evaporation/condensation). Students will study the properties of metals, ceramics, semiconductors, polymers and composite materials. Topics include the mechanical, electrical, thermal, acoustic, optical and magnetic properties of materials. The course includes an overview of the atomic theory of matter, the periodic table, the crystal structures of solids and the metallurgy of steels and non-ferrous metals. There is a strong lab component which includes experiments to measure the tensile strength and modulus of elasticity of steel, the modulus of rigidity of a steel shaft, the flexure of a centrally loaded beam, the specific heat capacity and thermal coefficient of linear expansion of copper and aluminum, the electrical resistivity of metals and semiconductors, the photoelectric effect, the cooling curves of low melting point alloys, the index of refraction of optically transparent materials, and the heat treatment of steels. These topics are introduced and explored through a series of standard, as well as microcomputer-based (MBL), labs using PASCO's 750 Interface and DataStudio software.

BPHY215 Fluid Dynamics (4 Credits)

Dynamics and thermodynamics of compressible and incompressible fluid flow; behavior of fluids as expressed by hydrostatic, continuity, momentum, and energy equations.

POLITICAL SCIENCE

BPOL220 Public Administration (3 Credits)

This course discusses the growth of the public sector and the methods by which this sector can be managed. Topics include public management techniques, effective decision-making, civil service, budgeting, public organizations, and the politics of public sector administration.

BPOL231 American Government (Voices in Democracy) (3 Credits)

This introductory course in government examines the relationship between government, politics and power. It discusses how people in a representative democracy can affect change in government to address current and future needs.

PSYCHOLOGY

BPSY111 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 strongly recommended)

BPSY112 Human Growth and Development (3 Credits)

Human development is explored from the psychological point of view. The developmental stages of the life-span are emphasized along with cognitive growth patterns. (Prerequisite: BENG120 strongly recommended)

BPSY200 Educational Psychology (3 Credits)

This course is designed to cover five broad topics: development, learning, lesson and classroom management, assessment, and characteristics of learners. The Development component focuses on developmental theories of cognition and affect as they relate to education. The Learning component presents behavioral and cognitive perspectives on learning, problem solving, critical thinking and reasoning. The Classroom Management component focuses on the evaluation of learner characteristics to include those with disabilities and ethnically diverse learners. (Prerequisite: BPSY111)

BPSY205 Abnormal Psychology (3 Credits)

This course surveys abnormal psychology and mental illness. Presentation and discussion will include identifying major disorders, mental illnesses, and reviewing the psychological, social and cultural impact of mental disorders. Use of diagnostic criteria, recent developments in treatment methods, legal and ethical issues will also be covered. (Prerequisites: BENG120, BPSY111 or POI)

SOCIOLOGY

BSOC111 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 strongly recommended)

BSOC115 Gangs: Theory, Impact, Prevention and Intervention (3 Credits)

This course is intended to give students a basic understanding of gangs (street and prison) and core issues related to them. This course will provide students with a historical perspective of gangs, theoretical explanation for the causes of gangs, formation, dynamics, structure and the societal impacts. The class will also focus on prevention and intervention theories. (Prerequisite: BENG120 strongly recommended)

BSOC120 Introduction to Economics and Sustainability (3 Credits)

This course is an introduction to microeconomics with an emphasis on applying economic theory to issues in resource use and sustainability. This course will examine the global impacts of present-day human lifestyles with a goal of advocating changes that society can make to develop a personal and consumer ethic that is both economically viable and environmentally sustainable. Topics include energy policy and use of renewable energies, solid waste and recycling, transportation, land use, water conservation, and agricultural practices.

SURVEYING

BSUR111 Methods of Surveying (3 Credits)

An introductory course stressing the attainment of practical, field-oriented surveying skills. The use of the transit and level, taping and electronic distance measurement, horizontal and vertical angle measurement, traverse and area calculations will be covered. (Co-requisite: BMAT180 or POI)

BSUR115 Surveying and Mapping Techniques (3 Credits)

An advanced course in field surveying stressing the collection of data in the field using total stations, robotic total stations, and data collectors. Data collected during field projects will be processed in the office using Carlson Survey 2013 and will combine traverse closures, coordinate geometry (CoGo) calculations with plan & plat production.

BSUR212 Surveying and Mapping (3 Credits)

An advanced field-oriented course emphasizing topographic mapping and plat production techniques. Topics include traverses, area determination, trigonometric leveling, topographic surveys, electronic data collection with Carlson, TDS & Topcon Data collection software, and map production using Carlson Survey software. (Prerequisite: BSUR111; Co-requisite: BSUR213)

BSUR213 Computer Applications for Surveyors (3 Credits)

A specialized course in surveying applications software. The student will solve a variety of commonly encountered surveying calculations and problems utilizing Carlson Survey software. (Prerequisite: BSUR111; Co-requisite: BSUR212)

BSUR214 Advanced Surveying (4 Credits)

An intensive final course in advanced surveying techniques for the student enrolled in the surveying option. Topics include horizontal and vertical curves, spiral curves, solar observations, statistical analysis, geodesy and state plane coordinates. (Prerequisites: BSUR212, 213)

BSUR215 Construction Surveying (1 Credit)

Represents an in-depth treatment of the specialized technique and skills required of the surveyor involved with major construction. Topics include development of vertical and horizontal control, preliminary site surveys, earth work, structure staking and grading, quantities determination and machinery placement. (Prerequisite: BSUR213)

BSUR216 Survey Law (3 Credits)

Provides an in-depth examination of the American legal system as it relates to the professional land surveyor. Topics include historical development of land ownership and land description systems, legal terminology, evidence, title, easements and rights of way, conveyancing and location of boundaries. (Prerequisite: BSUR111)

BSUR217 Surveying Problems (3 Credits)

A field-oriented independent study course designed to further develop skills required of a land surveyor. Complete surveys of two parcels are required including legal research, traverse, topographic survey, GPS and production of a final plat and complete job file are required. (Prerequisites: BSUR212, 213, 216, 219)

BSUR219 Global Positioning Systems (3 Credits)

This course is a comprehensive treatment of both the theory and practical use of global positioning systems for the collection of horizontal and vertical positional data for surveying, GIS and natural resource applications. Mapping grade code and survey grade carrier phase GPS receivers and software will be used extensively. (Prerequisite: BMAT180; BSUR111 suggested but not required)

BSUR220 Survey Practice (3 Credits)

An advanced course in the surveying curriculum covering advanced data collection and processing, robotic total station use, least squares adjustment, plat production, office procedures, subdivision design and regulatory issues. (Prerequisites: BSUR212, 213)

BSUR300 Surveying Independent Studies (3 Credits)

This course allows individuals to pursue education in advanced topics in surveying by independent study. Students will design a course outline in cooperation with their advisor and the coordinator of the surveying program. Prerequisites include either senior status in the surveying degree program or graduate of a surveying degree program or an individual working in the surveying profession with the attainment of Land Surveyor in Training certification or Licensed Land Surveyor registration.

WELDING

BWLD101 Welding Safety (1 Credit)

Students will become familiar with all the general safety precautions of the welding environment, including use of tools and PPE, cutting and arc welding safety, hazardous substances and job site regulations such as OSHA and MSDS's. This course must be taken concurrent with welding courses.

BWLD102 Oxy-Acetylene Cutting and Beveling (2 Credits)

Students will master the operation of the torch and become knowledgeable of the gases used in this cutting process. Cutting, beveling and gouging of various thicknesses of steel using appropriate tip size, will be accomplished. Also the use of alternate fuels will be covered.

BWLD103 SMAW Theory (1 Credit)

This course continues the foundation introduced in BWLD102 by introducing the SMAW processes fundamental to all welding applications: power sources, electrode identification, joint design, preparation and fit-up, and oxy-fuel cutting according to AWS Standards.

BWLD104 SMAW Lab (3 Credits)

This course provides hands-on instruction in the application of the theories introduced in BWLD102 and BWLD103. Students will apply their skill in laying multiple beads in four

welding positions. This course prepares the student for weld certification and advanced arc welding classes according to AWS Standards.

BWLD106 Blueprint Reading I (2 Credits)

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.

BWLD107 MIG Welding Theory (1 Credit)

Students will learn the theory behind the gas-shielded (GMAW) processes, proper gases used, as well as the proper applications used on carbon steel.

BWLD108 MIG Welding Lab (3 Credits)

Students will learn safety procedures, set up and operation of machines, trouble-shooting, and weld with solid and fluxed cored welding wire in all positions according to AWS standards.

BWLD110 Math for Welders (2 Credits)

This course covers basic mathematical concepts including the use of a calculator. It is designed to improve the student's analytical thinking skills by demonstrating how problems are solved and by encouraging students to verbalize their problem solving strategies. Topics covered are whole numbers, fractions, decimals, percentages, and SI metric system.

BWLD201 Welding Safety II (1 Credit)

Students will build on their knowledge by covering more detail on previous subjects as well as new topics such as harnesses and tie-offs, lifting and ladder safety, welding gases and proper ventilation, confined spaces and TIG welding. This course must be taken concurrent with welding courses. (Prerequisite: BWLD101)

BWLD202 Welding Safety III (1 Credit)

Students will build on their knowledge by covering more detail on previous subjects as well as new topics such as band saw and pipe cutting safety, the basics of electrical safety, grinding and the injury reporting process. This course must be taken concurrent with welding courses. (Prerequisites: BWLD101, 201)

BWLD205 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: BWLD102, 103, 104, 107, 108)

BWLD206 Blueprint Reading II (2 Credits)

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: BWLD106)

BWLD210 TIG Welding Lab (3 Credits)

This course is designed to give students practical work experience in gas tungsten arc welding (TIG). Students will learn to properly set up and operate equipment, and make quality welds in all positions on 16 and 11 gauge mild steel, stainless steel, and aluminum plate. This course will also provide the opportunity for skill development in "walking-the-cup" technique to deposit the root and hot passes on mild steel pipe according to AWS Standards. (Prerequisites: BWLD102,103,104,107,108)

BWLD215 Advanced Arc Welding (3 Credits)

This course builds upon the skills and applications introduced in BWLD103 and BWLD104. It prepares students for the Structural Steel Certification Test (Unlimited D1.1) in vertical and overhead positions according to AWS Standards. (Prerequisites: BWLD102,103,104,107,108)

BWLD216 Plasma Cutting Technology (1 Credit)

This course is designed to introduce students to what plasma is, how it works and how it is used in industry today. It also covers the safe operation of the plasma machine, and the gases, pressures and consumables used in the cutting process.

BWLD218 Pipe Cutting and Welding Prep (4 Credits)

Using a torch, students will master precision cuts and bevel pipe to thirty-seven degree angles in preparation of the welding application. Accuracy in preparing the pipe is paramount to the weld itself. Demonstrations and hands-on practice will be performed. (Prerequisites: BWLD202, 225 or POI)

BWLD220 Pipe Welding (9 Credits)

Participants will learn to weld carbon steel pipe in the 6G position. This course will focus on ASME Certification (open root, full penetration). This skill places our graduates in high demand for advanced-level jobs in a variety of companies offering attractive pay and benefit packages. Carbon steel TIG pipe welding will be introduced in accordance with student proficiencies. (Prerequisites: BWLD202, 225 or POI)

BWLD222 Precision Welding Certification (2 Credits)

This advanced gas tungsten arc welding course, also known as TIG (tungsten inert gas), prepares the student with the skills needed to pass the American Welding Society (AWS) D17.1 Aerospace Certification test. (Co-requisites: BWLD201, 205, 206, 210, 215, & 216)

BWLD223 Welding Co-op (2 Credits)

The Co-op provides the opportunity for the student to utilize learned course competencies in an industrial setting. It provides supplemental laboratory experience on an extensive array of equipment and processes. The students will be required to work in some type of approved work experience that will enable them to utilize the skills learned as students in the Precision Welding Certificate program. The responsibility for finding a suitable work experience lies with the student and not WMCC. Faculty and staff will assist if possible, but a position meeting the requirements defined in the syllabus is required before enrolling in this course. (Prerequisites: BWLD222)

BWLD224 Welding Capstone (2 Credits)

Provides the opportunity for the student to utilize learned course competencies in a project based setting. Provides supplemental laboratory experience on varied equipment and processes. The students will be required to work on some type of approved self-directed project that will enable them to utilize the skills learned as students in the Precision Welding Certificate program. The responsibility for finding or creating a suitable project lies with the student. (Prerequisites: BWLD222)

BWLD225 AWS Certification (2 Credits)

This course prepares students for the specific skills necessary for successful completion of the AWS Certification Test (Unlimited Thickness D1.1, Vertical and Overhead). Students and instructors will develop individualized curriculum plans based on career goals, testing choices, and existing skills and needs. (Co-Requisites: BWLD201, 205, 210, 215, 216 or POI)

BWLD227 ASME Certification (2 Credits)

This course prepares students for the specific skills necessary for successful completion of the ASME Certification Tests to Section IX Boiler and Pressure Vessel Standard (SMAW: 6G Position and a combination GTAW: 6G Root and SMAW: 6G Fill both on Schedule 80 Pipe). Students and instructors will develop individualized curriculum plans based on career goals, testing choices, and existing skills and needs. (Prerequisites: BWLD202, 225 or POI)

WATER QUALITY TECHNOLOGY

BWWT111 Wastewater Treatment I (3 Credits)

Using the Internet, students will explore the rudiments of wastewater treatment. This introductory course includes instruction in water pollution control, preliminary and primary treatment, fixed film processes, and suspended growth systems. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, audio, interactive exercises, and online links.

BWWT113 Mechanical Maintenance and Pumps (3 Credits)

Using the Internet, students will cover a very broad range of topics including centrifugal pumps, selection and replacement of packing, seals, hydraulics, operating conditions, preventative maintenance, motors, plans and specifications, hazard types, plant equipment and procedures, lab safety and fire prevention, and hazard communications.

BWWT114 Water and Wastewater Mathematics (3 Credits)

An applied math course designed to give the student the skill to solve practical "real life" problems encountered in wastewater, drinking water and industrial treatment, as well as wastewater collection and water distribution systems. (Prerequisite: Demonstrate competence on college placement exam, BMAT089 or POI)

BWWT115 Wastewater Analysis (3 Credits)

Using the Internet, students will be introduced to basic laboratory safety and gravimetric, spectrophotometric, electrochemical, titrimetric, and microbiological methods. The units include instruction on the laboratory procedures for microscopic, coliform, BOD5, COD, ammonia, grease and oil, chlorine and solids analysis. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, interactive exercises, and online links.

BWWT210 Water Analysis (3 Credits)

Using the Internet, students will be introduced to basic laboratory safety and gravimetric, spectrophotometric, electrochemical, titrimetric and microbiological methods. The units include instruction on the procedures for regulatory sampling and safety, and specific analytical procedures for total residue, fluoride, pH, ammonia, acidity, alkalinity, calcium, chloride, hardness, and coliform analysis.

BWWT211 Water Treatment I (3 Credits)

Using the Internet, students will explore the rudiments of water treatment. The topics of this course include regulatory

monitoring, iron and manganese removal, filtration, coagulation, flocculation, fluoridation, and disinfection. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links.

BWWT212 Wastewater Collection Systems (3 Credits)

Using the Internet, students will gain a working knowledge of wastewater collection systems safety procedures, sewer inspection and testing, pipeline cleaning and maintenance, underground repair, lift stations, equipment maintenance, and sewer rehabilitation. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, audio, interactive exercise, and online links.

BWWT213 Water Distribution Systems (3 Credits)

Using the Internet, students will obtain a working knowledge of potable water distribution systems. The topics of this course include water storage facilities, operation and maintenance of water mains, water quality issues, disinfection, and safety.

BWWT214 Industrial Wastewater Treatment (3 Credits)

Using the Internet, students will focus on issues of concern to industrial wastewater treatment facilities. The topics of this course include regulatory requirements; flow measurement; preliminary, physical and chemical treatment; filtration; and treatment of metal streams. Along with reading assignments from the text, the course is augmented with audio, photographs, interactive exercises, and online links.

BWWT215 Water Treatment II (3 Credits)

Using the Internet, students will focus on issues of concern to surface water treatment facilities. The topics of this course include reservoir management, taste and odor control, corrosion management, softening, demineralization, and trihalomethanes. Instrumentation and sludge handling and disposal issues are also addressed. Along with reading assignments from the text, the course is augmented with audio, photographs, interactive exercises, and online links.

BWWT216 Wastewater Treatment II (3 Credits)

Using the Internet, students will focus on issues of concern to wastewater treatment facilities. The topics of this course include activated sludge process control, sludge digestion and solids handling, nitrogen and phosphorous removal, and odor control. Along with reading assignments from the text, the course is augmented with audio, photographs, interactive exercises, and online links.

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