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Littleton Academic Center

646 Union Street, Littleton, NH 03561
(800) 445-4525 • (603) 444-1326

North Conway Academic Center

2541 White Mountain Highway, North Conway, NH 03860
(800) 445-4525 • (603) 356-7926

2018-2019 Course Catalog

White Mountains Community College provides its website, catalog, handbooks and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Name System (DNS) registration of www.wmcc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon information without checking out credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained on the College's website, or within catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.



Let me be the first to welcome you to White Mountains Community College! Having just had our 51st anniversary has provided the opportunity to reflect on our rich tradition while planning for an even brighter future. Our history of offering quality education and supporting students with their goals of entering high-demand careers or transferring to four-year institutions remains our primary focus.

Our mission of being a comprehensive student-centered educational institution providing opportunities for educational and career mobility while sustaining community development is not just a statement, it is our passion. This mission is carried out academically through our comprehensive array of program offerings from Culinary Arts, Welding, and Nursing, to Criminal Justice, Business, Accounting, Liberal Arts, and many more. With the student in mind, our courses are offered in a variety of formats and locations. We currently offer online, hybrid, day, and evening courses at our main campus in Berlin, as well as at our academic centers in Littleton and North Conway.

We have uniquely talented and dedicated faculty, staff, and administrators to help you be successful. We see you as a major component of the bright future we envision as the success of our College hinges on your many achievements. As such, these great people are here to mentor, teach, coach, and advise you along the way and guide your path forward.

Recognizing the "community" in our name is of significance as there is a strong sense of service to others instilled throughout our College. There are many ways to give back and be part of the surrounding community by being involved with student organizations, volunteering, fundraising, and eventually as a graduate!

We wish you the very best during your time at White Mountains Community College and beyond. We sincerely hope you will become connected as an integral part of our community and seek support when needed. Please stop by to see me as I look forward to personally welcoming you to our College.

*Charles Lloyd, Ed.D.
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

2018-2019 Student Calendar

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BOLD indicates Holidays – No Classes

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IMPORTANT DATES

<p>August 27 Fall Semester Classes Begin</p> <p>September 3 Labor Day Holiday – No Classes</p> <p>September 4 Last Day to Add a Course Without Instructor Permission</p> <p>September 10 Last Day to Drop a Full Semester Course With a Full Refund</p> <p>September 14 Last Day to Resolve Summer Incompletes</p> <p>November 1 Last Day to Withdraw w/Grade of “W” from a Full Semester Course (60% point)</p> <p>November 12 Veterans’ Day Holiday – No Classes</p> <p>November 22-23... Thanksgiving Holiday – No Classes</p> <p>December 14 Fall Day & Evening Classes End</p>	<p>January 22 Spring Semester Classes Begin</p> <p>January 28 Last Day to Add a Course Without Instructor Permission</p> <p>February 4 Last Day to Drop a Full Semester Course With a Full Refund</p> <p>February 8 Last Day to Resolve Fall Incompletes</p> <p>February 18 Presidents’ Day Holiday – No Classes</p> <p>March 18-22 Spring Break – No Day or Evening Classes</p> <p>April 1 Last Day to Withdraw w/Grade of “W” from a Full Semester Course (60% point)</p> <p>May 10 Spring Day & Evening Classes End</p> <p>May 24 Commencement Ceremony</p>
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Summer Calendar is available on the college website

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 residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

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 and the North Conway 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 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 fifty-two years of its existence, the college has consistently sought to provide quality education, allowing each student the opportunity to choose a career 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 centers. 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, gender identity or expression, 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 **Melissa Laplante**, Room 309, (603) 342-3086 at White Mountains Community College, or **Melanie Robbins**, Littleton Academic Center, (603) 342-3093 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

The College President serves as the Affirmative Action representative for the college. For issues related to Affirmative Action, the President can be reached at (603) 342-3003.

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 Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514, (781) 425-7785, cihe@neasc.org.

ENROLLMENT

Students may matriculate in degree 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 centers in Littleton and North Conway. Students may also enroll in online 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, evenings or online.

LITTLETON ACADEMIC CENTER

Littleton Academic Center, located at 646 Union Street, Suite 300, in Littleton, offers access to quality postsecondary education to Grafton County residents and our neighbors in Vermont. The Littleton office provides assistance with college admissions procedures, financial aid information, academic advising and support, and serves as a direct link to the main campus in Berlin. Tutoring, disability support services and college counseling is available by appointment.

Many program specific courses, such as accounting, business administration, human services, teacher education and general education courses are available. In addition,

some programs are unique to the Littleton Academic Center: Massage Therapy, Commercial Driver Training, and Driver Education Instructor certificate programs. Pre-requisite and general education courses for allied health careers are offered as well. Classes are available during day and evening hours. The Littleton Academic Center also acts as a vital link with the local business community for economic development in the area.

The Littleton Academic Center is open Monday through Friday. For additional information about the center, call them directly at (603) 444-1326.

NORTH CONWAY ACADEMIC CENTER

The North Conway Academic Center is our newest location, right in the heart of North Conway Village, at 2541 White Mountain Highway. There is a wide variety of course offerings with morning, afternoon and evening classes, so working toward a degree or certificate in the Mt. Washington Valley is easy! Staff members at the North Conway Academic Center can assist with college admissions procedures, financial aid information, and academic advising and support. Tutoring, disability support services and college counseling is available by appointment.

Along with general education courses, students can enroll in courses in the following areas: accounting, business administration, early childhood education, human services, and information technology. The North Conway Academic Center is home to the Veterinary Assistant Certificate Program. The center is open Monday through Friday.

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 Col-

lege System of New Hampshire partnered to launch NHTransfer.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.

ADMISSIONS POLICIES AND PROCEDURES

Admission to White Mountains Community College is open to anyone who has the ability and the desire to 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 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, 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 HiSET/GED) with an official transcript of courses, grades and standardized tests. Homeschool students please refer to page 8.
3. 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.
4. Submit an official transcript of all previous postsecondary work with course descriptions.
5. Submit health related paperwork as required by individual programs prior to registering for classes.
6. 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. All high school transcripts must be received before an acceptance decision can be made.

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.

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, dates of attendance, enrollment status, 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.

Dual Admission with University System of NH

The Dual Admission program between WMCC and USNH permits students to complete an associate degree at WMCC and move to one of the institutions within the University System of N.H. (UNH, Plymouth State University, Keene State College or Granite State College). Students will enter with junior status by completing a single application (as long as the dual admission courses that will transfer into the baccalaureate program are completed with a grade of C or better). The program is aimed toward simplicity and affordability for participating students.

Program elements consist of:

- A single application completed with WMCC and shared with the USNH Institution.
- Comprehensive academic advising and an advising agreement to make sure students know the terms and conditions of the program and start and stay on track.
- Transition programming during the WMCC enrollment period preparing students for entry to the 4-year USNH institution of their choice.
- A communication plan to keep students informed on important matters from the point of inquiry through USNH completion. Students will pay WMCC tuition and fees while taking courses there. Once they graduate, they will then pay tuition and fees of the University System institution they have enrolled in. This means students can earn a bachelor's degree from a USNH institution and save a lot of money along the way!

The Dual Admission program is ideal for students planning to pursue a degree in the liberal arts. Admission to certain majors is dependent upon meeting major specific GPA and course requirements. Students will be guaranteed entry into a USNH school with the completion of their associate degree, and a cumulative 2.5 grade point average. Transfer credit will only be given for courses with a grade of C or better. No application fee is required. Students transitioning to a USNH institution only need to submit an "intent to enroll" form to the institution of choice. Students do not need to attend college full-time to be eligible.

Dually admitted students will be guaranteed on-campus housing if they wish to live on-campus. While enrolled at WMCC, students will be invited to join in social, athletic and cultural events throughout the academic year at the USNH campus they are transitioning to.

Students who are ready to get started on their dual enrollment may contact the WMCC Admissions Office at (603) 342-3000.

Criminal Background Checks

Individual programs may require that students undergo Criminal Background Checks (CBC) to participate in off-campus educational experiences such as clinics, practicums, 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 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 or certificate program. Non-matriculated status does not prevent a student from taking courses; however students are then 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 residence in New Hampshire, i.e., purchasing/renting property, obtaining 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 submit the following: Official transcripts and course descriptions from post-secondary institutions previously attended. Determination of transfer credit is explained on page 30.

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. Only grades of C or higher will be considered for transfer credit.

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. Documentation 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. HiSET/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/documented 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 Success 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) 342-3059.

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 does not need to 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 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. Students applying for a dual major must complete a change of major/credential form.

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.

*Note: Paperwork for Change of Major and Dual Majors needs to be completed by the 3rd week of the semester in which it takes effect.

COST OF ATTENDANCE

All charges are subject to change without notice

TUITION AND FEES

New Hampshire Residents: \$215 per credit

New England Regional Student Program (NERSP): \$323 per credit

Out-of-state Residents: \$490 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 or 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 \$20 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 \$110 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>
B BIO114 Human Anatomy & Physiology I	3	2	4
	$4 - 3 = 1 \times 110 = \$110$		

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
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
Parking Violations	1st Offense-\$5; 2nd Offense-\$10; 3rd Offense-\$20
Payment Plan Late Fee	\$10
Protested Checks Fee*	\$35
Replacement Degree Fee	\$25
Stop Payment Fee	\$25
Smoking Fine	1st Offense-\$25; 2nd Offense and more-\$50
Voided Refund Check Fee.....	\$10

*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 2017-2018 academic year. The net price calculator is available at www.wmcc.edu/admissions.

Border Towns Tuition Reduction

WMCC is offering residents of our neighboring towns in Maine and Vermont in-state tuition. If you are a prospective student who lives within a 50 mile radius of our Berlin, Littleton or North Conway locations, you will be eligible for in-state tuition. Previously, students who attended WMCC from one of our bordering towns paid a reduced tuition; however, this new initiative carries an even greater savings. Before our 50 mile radius reduced tuition plan, students would pay an average of \$19,200 for their associate degree. Now students who will be paying the in-state tuition will be able to receive their degree for an average of \$12,800. This remarkable savings comes at a time when many colleges and universities are raising tuition costs. If you want to know if your residency qualifies for the 50 mile radius reduced tuition plan, please contact the Admissions Office.

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 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 14 days **prior to the start of the semester**. Each semester/session of the college year, including summer sessions, a tuition bill will be available on the Student Information System (SIS). Statements can be printed or downloaded in PDF format. Emails may be sent to students through their official college email notifying them of a balance due which is not covered by a deferred guaranteed form of payment. In some instances, it is possible you may not receive notification due to the timing of registration and the beginning semester date. It is the responsibility of the student to check their account frequently due to changes in schedules and tuition rates.

- Students whose tuition is not paid 14 days prior to the start of the semester **MUST HAVE GUARANTEED PAYMENT ARRANGEMENTS**, as well as having completed a "Deferred Payment Agreement" form. (You can access the Deferred Payment Agreement form on our website by going to Student Services, click on Student Forms and then click on Deferred Payment

Agreement. Failure to make payment in full or have a guaranteed payment on file with White Mountains Community College 14 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) Financial Aid; 2) Third Party Authorization (Voc Rehab, VA, etc.); 3) Payment Plan through NELNET Business Solutions. Detailed information on NELNET can be found by clicking the link on the college website (<http://www.wmcc.edu/student-services/business-office/payment-policies>) or by contacting the Business Office, (603) 342-3053. A \$30 non-refundable fee is charged per semester by NELNET for enrollment in the automatic payment 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. 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 informing the student that payment must be made within 14 calendar days from the date of the letter. If payment is not made within the 14 days, the account will be referred to Heartland ECSI, our college billing service for collection. Heartland ECSI will immediately notify the student by letter indicating that the payment or arrangements must be made within 14 days to settle the delinquent account. Failure to make payment or arrangements within

the 14 calendar days will result in the account being turned over to an outside collection agency who will notify credit agencies of the delinquent account. The student will be responsible for payment of fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significantly to your account balance.

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 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, students may be required to make 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. Failure to make good on the check will result in the account being turned over to Heartland ECSI for 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 alternative semester 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 the advance tuition deposit. 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 encourages students to apply for assistance. The basic forms of assistance available are grants, loans, work-study and scholarships.

To receive financial aid, the student must:

- Complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov
- 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
- Not be in default on a student loan
- Not owe a refund on any federal (Title IV) financial aid
- Not be receiving financial aid from another institution for the same enrollment period

Federal, state and private scholarship funds awarded by the college are often limited. Apply for financial aid as soon as possible after October 1 for the upcoming academic year. Applications are accepted all year long, but since some aid is limited and awarded on a first-come, first-served basis, if you apply by May 1 you will receive priority consideration.

If students have a credit balance after tuition and fees have been paid by their financial aid, admission, registration and class attendance must be confirmed before refunds from grants or excess loan funds will be issued to the student. Please allow at least 45 days from the begin-

ning of the first class. In addition, books and supplies (\$1,400 estimated per year) should be purchased before the start of the semester. If financial aid (grant or excess loan funds) exceeds your tuition & fee charges for the semester, you may qualify for a book advance, to use at the WMCC Bookstore. Contact the financial aid office for details.

Sources of Financial Aid

Below are brief descriptions of various programs, scholarship opportunities and other financial support. More information can be obtained by reviewing the Financial Aid Office web pages and/or by contacting the Financial Aid Office. The FAFSA form must be completed to apply for the federal 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 2018-2019, the maximum Pell Grant is \$9,142. The amount you actually receive depends upon your Expected Family Contribution, whether you are enrolled full-time, three-quarter time, half-time or less than half-time and how many semesters you are attending for the year. 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)

FSEOG is a federal grant program intended for students who demonstrate exceptional financial need. A Supplemental Educational Opportunity Grant does not have to be repaid. Limited funds are available and awarded to Pell Grant recipients enrolled at least half-time. Yearly awards range from \$400-\$800. . 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.

The Unique Scholarship

The Unique Annual Scholarship is a State of New Hampshire grant for students who demonstrate exceptional financial need. The Unique Scholarship does not have to be repaid. The student must be a New Hampshire resident, must be enrolled at least half-time (6 or more credits) and have completed the **Free Application for Federal Student Aid (FAFSA)** by December 31 of the financial aid year. Scholarships are prorated, based on a student's actual enrollment each semester.

LOANS

Direct Subsidized Loan

The Federal Direct Subsidized Loan program is subsidized by the federal government for students who demonstrate financial need. 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. 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 <https://studentloans.gov>.

Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is similar to the Direct Subsidized 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. 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 <https://studentloans.gov>.

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 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 <https://studentloans.gov>.

Additional information on all federal grants and loans can be found at <https://studentaid.ed.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.wmcc.edu/admissions/financial-aid/loan-information.

STUDENT DEBT

Although student loans are a convenient source of funding for your education, it is important to borrow carefully. The average loan debt for 2017-2018 graduates of degree and certificate programs was \$15,837. Student debt will vary by individual, depending upon the program of study and the amount of loans borrowed.

FEDERAL WORK-STUDY

The Federal Work-Study Program provides students with an opportunity to earn an hourly wage by working a part-time job while enrolled in college. To participate in the program, students must meet eligibility requirements and demonstrate financial need. The pay rate is currently \$10 per hour with pay periods running on a bi-weekly schedule. Students are typically 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. Students must complete a payroll packet before beginning work. These packets are available in the Financial Aid Office. Students are encouraged to seek placement in jobs that complement and reinforce the recipients educational program and career goals.

SCHOLARSHIPS

Students are encouraged to research 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, officially or unofficially, from all of their courses or stop attending classes may be required to repay all or part of the financial aid they received, for the period that aid was awarded. 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 consid-

ered 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 (SAP)

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. The number of earned credit hours divided by the number of attempted credit hours, including all transfer credits, measures completion rate. For example, a student who has attempted 36 credits throughout their academic career must earn more than 24 credits in order to be making satisfactory academic progress.

Maximum Timeframe Component

Students receiving financial aid are required to complete degree or certificate requirements within a limited amount of time, referred to as maximum timeframe. A

student is allowed to receive federal financial aid for up to 150% of the credit hours required to complete their degree or certificate program. For example, a typical Associate's degree requires 64 credits and can be funded up to 96 credits ($64 \times 150\% = 96$). All attempted credits are included in the evaluation including transfer credits.

WMCC full SAP Policy is located on our website at www.wmcc.edu/admissions/financial-aid

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 Placed on SAP Warning

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.

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, or has completed the appeal process and granted Probation.

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 that determination. A student who can demonstrate he/she has extenuating circumstances that affected his or her ability to progress satisfactorily should appeal, by completing the appeal form, within 15 days of the date of the letter indicating a loss of financial aid eligibility. Approval of the 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 pay for credit by examination. Credit by Examination courses count toward the maximum timeframe component, but are excluded from the student's CGPA component.

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

For one time only, financial aid will cover a repeated course that has been previously passed. For this purpose, passed means any grade higher than an "F", regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course.

A student may be repeatedly paid for failing/withdrawing from a course. However, if a student passed a course once, then is repaid for taking it, and fails or withdraws the second time, that failure counts as their paid retake, and the student may not be paid for retaking the course a third time.

If a program of study requires students to retake all of the coursework for a term in which a student fails a course, any courses retaken that were previously passed in this case are not eligible for Title IV aid.

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

Most of the 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 and they are responsible for submitting (each semester they are registered) the Veteran Education Benefits Enrollment form. Students receiving VA benefits may 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 certifies the veteran, which serves as a signal for the start of payments. Benefit checks from the Veterans Administration may be mailed directly to the student. Veterans enrolled in the College should contact the Registrar for assistance with paperwork, certification of semester course load, and for any other assistance with VA needs.

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 individual needs.

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 Success Center

The Academic Success Center, available to all students, supports the college's mission by providing peer tutoring, writing assistance, and instruction in the use of academic strategies to promote a learning environment where students may develop to their fullest potential.

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

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. For more information contact Student Services, Room 120.

Bookstore

All required textbooks and supplies, as well as college novelty items, are available through the bookstore, Fol-

lett Higher Education Group, a private enterprise not subject to state rules and regulations. Fall/Spring hours are Monday through Thursday 9:00 am to 4:00 pm and Friday 9:00 am to 1:00 pm. Summer hours are Monday through Thursday 9:00 am to 1:00 pm and Friday 9:00 am to 12:00 pm. 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 and also offers rental and price match programs. Information is available at the bookstore, or online at www.wmccshop.com.

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.

Coaching/Peer Mentoring

Many students supplement their studies by taking advantage of the college's free coaching/peer mentoring service, located in the Academic Success 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.

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.

Counseling

The college provides academic and personal 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 college staff 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 college practices early intervention efforts for students experiencing academic difficulties in their classes. The college counselor can be reached at (603) 342-3058.

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 \$10 and \$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 126. Students may also pay with credit or debit cards.

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. Students must also complete a physical examination prior to the beginning of the semester for those programs. 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, may be asked to present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation 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.

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. Comprehensive health insurance may be required for some programs.

Library

The Fortier Library enhances the learning of WMCC students via their 17,000 books, 50 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. To access most library services online, visit the library's webpage (<http://www.wmcc.edu/student-services/fortier-library>) and follow the menu to find links to databases, where student log-in is required. 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 can 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. Small study rooms are available, as well as twenty computers, two laptops, scanning, photocopying, and printing. Also available are a desk treadmill and standing desk. Open year-round, with abbreviated summer hours; the library has numerous materials for resources and reference assistance, and is open to the public.

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. Work-study jobs are also available through the Financial Aid Office. Students should plan a reasonable balance between work hours and study requirements.

Placement

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

Statistics from 2016 indicate the placement rate is 82%. The starting salary for graduates varies depending upon the program and credential.

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 at (603) 342-3059 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, for the first time, go to the college home page at www.wmcc.edu, click on MyWMCC, select "New Users" from the "Online Resources" page and select "Enter Secure Area". Enter WMCC ID (college ID starting with "A" 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 (603) 342-3049 or wmccsupport@ccsnh.edu.

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.

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 must register to receive alerts via college email, and provide emergency contact information to receive alerts via phone and/or text messaging in the Student Information System (SIS), under 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 60 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 30 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 30 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 30 credits of specialized study in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency.
2. A minimum of 20 credits in General Education. Courses fall into the areas as follows:
 - a. College Composition and Literature or Communication..... 7 credits
 - b. Science 7-8 credits
 - c. Math..... 4 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 30 credits of specialized technical-occupational education, and a minimum of 20 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 30 credits of specialized study in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency.
2. A minimum of 20 credits in General Education. Courses fall into the areas as follows:
 - a. College Composition and Literature or Communication 7 credits
 - b. Science 7-8 credits
 - c. Math 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 60 credits from the following distribution.

- a. College Composition 4 credits
- b. English Electives 3-4 credits
- c. Humanities/Fine Arts/Language 9 credits
- d. Mathematics 8 credits
- e. Lab Science 8 credits
- f. Social Science 9 credits
- g. Liberal Arts Electives 15 credits
- h. Open Electives 9-12 credits

CERTIFICATES

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 three levels of certificates:

1. Certificate programs up to 12 semester hours.
2. Certificate programs of more than 12 semester hours.
3. 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 or Certificate for credit.

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 15 credits 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. 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

WMCC has many courses offered through an online education model, using a web-based delivery system. Online

allows students to study at their convenience, on their schedule. All first time online students are encouraged to do the online assessment workshop.

Graduation Requirements

The college has established minimum competencies that must be attained in each program. Students will be awarded associate degrees/certificates 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 (check Intent to Graduate form for submission deadline).

The student has the primary responsibility for ensuring that he/she meets degree/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 the student cohort that started in the fall of 2016 was 67% for full-time students, 62% for part-time students. Retention rates measure the percentage of entering students who continue their studies the following fall.

The graduation rate for full-time, first-time undergraduates in the 2014 cohort at 150% time was 49%. The 100% time graduation rate was 42%.

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. In 2014, 11% of the cohort transferred without graduating at 150% time.

Transcripts

After the student has met all college obligations, including student loan payments, outstanding tuition, payment of fines, 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.

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

ACADEMIC POLICIES

Credit Hour Policy

A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks. One Credit Hour shall be allocated based on the following:

CATEGORY	CONTACT HOURS PER WEEK	CONTACT HOURS PER SEMESTER (based on a min. 15 wk. semester)
Direct Faculty Instruction	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

One instructional hour shall be equal to fifty (50) minutes of classroom/direct faculty instruction or laboratory/studio or sixty (60) minutes of clinical, practicum/fieldwork, internship or co-op. Awarding of credits for coursework offered in formats other than face-to-face (e.g. online, hybrid, accelerated, etc.) shall be based on documentation retained by the Academic Affairs Office that demonstrates equivalency to the above allocation chart.

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 coursework 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 (High Honors) recognizes students enrolled in a degree or certificate program and earning a cumulative grade point average of 3.75 or higher.

The Vice President's List (Honors) recognizes students enrolled in a degree or certificate and earning a cumulative 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.

Grading

Students are assigned grades based upon evaluations of their work. Grades are given at the end of each semester and are based on criteria listed on an individual instructor's syllabus, but generally include quizzes, tests, and projects and participation. Standards for grades are listed below. Clinical grades are recorded on a pass/fail basis.

Letter	Numerical Grade	Quality
A	93.33-100.00	4.0
A-	90.00-93.32	3.7
B+	86.67-89.99	3.3
B	83.33-86.66	3.0
B-	80.00-83.32	2.7
C+	76.67-79.99	2.3
C	73.33-76.66	2.0
C-	70.00-73.32	1.7
D+	66.67-69.99	1.3
D	63.33-66.66	1.0
D-	60.00-63.32	0.7
F	Below 60.00	0.0
P	Passing	0.0
AF	Administrative Failure	0.0
AU	Audit	0.0
I	Incomplete	0.0
W	Withdrew	0.0
WP	Withdraw Passing	0.0
WF	Withdraw Failing	0.0

Explanation of Grades: P, AF, AU, I, W, WP, WF

P: Pass (not calculated into GPA)

AF: Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance – e.g. failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an "F".

AU: A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Not all courses can be taken for audit. Students must enroll in the course as auditing at the time of registration.

I: Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an F. See full Incomplete Grade Policy.

W: Student-initiated withdrawal from a course at any time up through the 60% point of the course. Does not affect GPA. Can be initiated by the instructor if notified by the student of extenuating circumstances that the student is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).

WP: Student-initiated withdrawal from a course after the 60% point of the course and up to two weeks prior to the final exam; student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if notified by the student of extenuating circumstances that the student is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).

WF: Student-initiated withdrawal from a course after the 60% point of the course and up to two weeks prior to the final exam; student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an F. Can be initiated by the instructor if notified by the student of extenuating circumstances that the student is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).

Determination of Grades

The college posts grades on our student web system at the end of each semester/session for each course for 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)	3	$1 \times 3 = 3$
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:

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 or, Probation, and in some cases suspension. Students falling into any of the above categories should meet with their academic advisor.

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 identifies 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 submits a letter of request 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 learning outcomes, 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 failure.

Online Education Attendance

Attendance in online education is vital to the success of the course. Students must actively participate in the online course room at least two times during the add drop period. If students do not adhere to the online education attendance policy they will be automatically dropped from the class.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and

- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

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.

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 or prorated period.
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, up until one week prior to the end of the semester, the student will receive a "WP" or "WF" grade as assigned by the instructor. Please consult with the College Registrar regarding courses that are less than 16 weeks long.

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, and up until two weeks before the final exam, 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.

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 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/ other standardized accredited 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/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/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.

Each course is assigned a number of credits based on the time obligated for formal enrollment in that course. The allocation of credit is normally according to the following formula: One credit represents a) one hour of classroom work per week; or b) two or three hours of laboratory work per week; or c) three to five hours of clinical experience per week for a semester.

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/certificate. To prepare for this option, stu-

dents 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: $0.50 \times$ current tuition rate \times 12 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 2016-2017 school year, 414 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/running-start-program.

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/MOU's

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.

<u>High School</u>	<u>WMCC Curriculum Areas</u>
Alvirne High School, Hudson, NH	Diesel Heavy Equipment Technology
Berlin High School, Berlin, NH	Early Childhood Education Teacher Education Welding Technology
Hugh J Gallen Career & Technical Center, Littleton, NH	Automotive Technology Early Childhood Education Information Technology LNA - Patient Care Specialist Teacher Education
Kennett High School, Conway, NH	Early Childhood Education Teacher Education
Manchester School of Technology, Manchester, NH	Automotive Technology
Norfolk County Agricultural High School, Walpole, MA	Diesel Heavy Equipment Technology
North Country Career Center, Newport, VT	Accounting Business Administration Diesel Heavy Equipment Technology Office Management
Portsmouth High School, Portsmouth, NH	Automotive Technology
River Bend Career & Technical Center, Bradford, VT	Automotive Technology Culinary Arts Information Technology
Stratford High School, North Stratford, NH	Quantitative Reasoning
White Mountains Regional High School, Whitefield, NH	Advanced Welding Technology Culinary Arts Diesel Heavy Equipment Technology

College Articulation Agreements

Colby Sawyer College
Granite State College
Green Mountain College
Husson College
Keene State College
Lyndon State College
New England College
Plymouth State University
Rivier University
Southern New Hampshire University
Springfield College
St. Joseph's College
SUNY - Cobleskill
Union Institute and University
Unity College
University of New Hampshire

Pre-Admission Recommendations

<u>Program</u>	<u>Recommendations</u>
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

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

Program available in Berlin and Littleton. Also available 100% online.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ACCT111W	Accounting I	3	0	3
BUS112W	Introduction to Business Administration	3	0	3
ECON111W	Principles of Macroeconomics	3	0	3
ENGL120W	College Composition	4	0	4
	MATHEMATICS	4	0	4
Totals		18	0	18

Spring Semester		CL	LAB	CR
ACCT114W	Financial Accounting	3	0	3
COMP120W	Quantitative Decision Making	3	0	3
ECON112W	Principles of Microeconomics	3	0	3
MGMT112W	Introduction to Business Logic and Ethics	3	0	3
	LIBERAL ARTS	3	0	3
Totals		15	0	15

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
ACCT214W	Managerial Finance and Accounting	3	0	3
ACCT222W	Intermediate Accounting I	3	0	3
MGMT214W	Management & Teamwork	3	0	3
	HUMANITIES	3	0	3
	SCIENCE	3	0	3
Totals		15	0	15

Spring Semester		CL	LAB	CR
ACCT213W	Taxation	3	0	3
ACCT220W	Accounting Internship	1	3	2
ACCT250W	Intermediate Accounting II	3	0	3
ENGL211W	Professional Writing	3	0	3
MGMT215W	Business Law	3	0	3
	LIBERAL ARTS	3	0	3
Totals		16	3	17

Total Credits for Year = 32

Total for A.S. Degree = 65



ADVANCED WELDING TECHNOLOGY CERTIFICATE

The Advanced Welding Certificate program provides the student with the skills and knowledge necessary to achieve the American Welding Society (AWS) certification in multiple processes. Through a combination of classroom and laboratory training, the student will learn the applications of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), Submerged Arc Welding (SAW), and Gas Tungsten Arc Welding (GTAW), as well the necessary safety, blueprint reading and practical application skills needed for employment in today's welding industry. This program includes additional time spent preparing the student for the D1.5 Structural Steel Unlimited Certifications in all positions for the FCAW and SMAW processes. The certificate program allows students to transfer credits into the Trades Management degree program and also fulfills all prerequisites for the Pipe Welding Certificate.

Program available in Berlin.

Fall Semester		CL	LAB	CR
WELD101W	Welding Safety.....	1	0	1
WELD102W	Oxy-Acetylene Cutting and Beveling	0	4	2
WELD103W	SMAW Theory	1	0	1
WELD104W	SMAW Lab	0	6	3
WELD106W	Blueprint Reading I.....	2	0	2
WELD107W	GMAW / FCAW Theory	1	0	1
WELD108W	GMAW / FCAW Lab.....	0	6	2
WELD110W	Math for Welders.....	2	0	2
WELD113W	FCAW Certification	0	6	3
WELD125W	Introduction to Metallurgy.....	1	0	1
Totals		8	22	18

Spring Semester		CL	LAB	CR
WELD200W	Welding Occupational Health and Safety.....	3	0	3
WELD203W	Tools and Tool Safety	0	2	1
WELD205W	GTAW Theory	1	0	1
WELD206W	Blueprint Reading II.....	2	0	2
WELD210W	GTAW Lab.....	0	8	4
WELD215W	Advanced Arc Welding.....	0	7	3
WELD216W	Plasma Cutting Technology.....	0	2	1
WELD225W	AWS Certification	0	6	3
Totals		6	25	18

Total for Certificate = 36

PIPE WELDING CERTIFICATE

The Pipe Welding Certificate program provides the student with the skills and knowledge necessary to achieve the American Society for Mechanical Engineers (ASME) certification. Program admission is limited to students who have successfully completed the Advanced Welding Certificate program and have passed the American Welding Society (AWS) certification, or with instructor permission.

Program available in Berlin.

Summer Semester		CL	LAB	CR
WELD202W	Welding Safety III.....	1	0	1
WELD218W	Pipe Cutting and Welding Prep	0	8	4
WELD220W	Pipe Welding	0	18	9
WELD227W	ASME Certification	0	8	4
Totals		1	34	18

Total for Certificate = 18

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 to 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 judgment, 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.

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 students must take at least two Automotive Service Excellence (ASE) national exams each spring, usually administered in May.

Students will be required to spend an additional \$1300-2500 for tools and uniforms.

Program available in Berlin.

ASSOCIATE IN APPLIED SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
AUTO101W	Introduction to Automotive Service	2	3	3
AUTO112W	Automotive Electricity I	3	3	4
AUTO115W	Automotive Engines and Related Systems	2	3	3
ENGL120W	College Composition	4	0	4
	MATHEMATICS	4	0	4
	Totals	16	9	19

Spring Semester		CL	LAB	CR
AUTO113W	Automotive Power Trains	4	6	6
PHYS113W	Electricity and Electronics	3	2	4
	ENGLISH	3	0	3
	HUMANITIES.....	3	0	3
	Totals	13	8	16

Total Credits for Year = 35

SECOND YEAR

Fall Semester		CL	LAB	CR
ACCT111W	Accounting I	3	0	3
AUTO211W	Automotive Electronics.....	2	3	3
AUTO212W	Chassis Service and Alignment Procedures.....	2	8	5
AUTO213W	Automotive Welding.....	1	2	2
MGMT214W	Management & Teamwork	3	0	3
	Totals	11	13	16

Spring Semester		CL	LAB	CR
AUTO215W	Automotive Suspension and Brakes.....	3	3	4
BUS116W	Business Plan Development.....	3	0	3
MGMT230W	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 = 67



AUTOMOTIVE TECHNOLOGY

There are over 263 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.

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, multi-meters, engine analyzers, scan tools, torches and welders, computerized alignment systems, brake lathes and emissions analyzers. 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 in May.

Students will be required to spend an additional \$1300-2500 for tools and uniforms.

Program available in Berlin.

ASSOCIATE IN APPLIED SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
AUTO101W	Introduction to Automotive Service.....	2	3	3
AUTO112W	Automotive Electricity I	3	3	4
AUTO115W	Automotive Engines and Related Systems.....	2	3	3
ENGL120W	College Composition	4	0	4
Totals		12	9	15

Spring Semester		CL	LAB	CR
AUTO113W	Automotive Power Trains	4	6	6
AUTO114W	Automotive Electricity II	3	3	4
PHYS113W	Electricity and Electronics	3	2	4
	MATHEMATICS.....	4	0	4
Totals		14	11	18

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
AUTO211W	Automotive Electronics.....	2	3	3
AUTO212W	Chassis Service and Alignment Procedures.....	2	8	5
AUTO213W	Automotive Welding.....	1	2	2
	ENGLISH	3	0	3
	SOCIAL SCIENCE	3	0	3
Totals		11	13	16

Spring Semester		CL	LAB	CR
AUTO214W	Computerized Diagnostic Service and Air Conditioning	3	8	6
AUTO215W	Automotive Suspension and Brakes	3	3	4
	HUMANITIES.....	3	0	3
	LIBERAL ARTS	3	0	3
Totals		12	11	16

Total Credits for Year = 32

Total for A.A.S. Degree = 65

AUTOMOTIVE TECHNOLOGY CERTIFICATE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
AUTO101W	Introduction to Automotive Service	2	3	3
AUTO112W	Automotive Electricity I	3	3	4
AUTO115W	Automotive Engines and Related Systems	2	3	3
Totals		8	9	11

Spring Semester		CL	LAB	CR
AUTO113W	Automotive Power Trains	4	6	6
AUTO114W	Automotive Electricity II	3	3	4
Totals		7	9	10

Total Credits for Year = 21

SECOND YEAR

Fall Semester		CL	LAB	CR
AUTO211W	Automotive Electronics.....	2	3	3
AUTO212W	Chassis Service and Alignment Procedures.....	2	8	5
AUTO213W	Automotive Welding.....	1	2	2
Totals		5	13	10

Spring Semester		CL	LAB	CR
AUTO214W	Computerized Diagnostic Service and Air Conditioning	3	8	6
AUTO215W	Automotive Suspension and Brakes.....	3	3	4
Totals		6	11	10

Total Credits for Year = 20

Total for Certificate = 41

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.

Program available in Berlin.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester	CL	LAB	CR
CULA111W Soups, Sauces and Basic Techniques	0	3	1
CULA112W Introductory Food Production	0	3	1
CULA113W Hot Food Techniques	0	3	1
CULA114W Quantity Food Production	0	3	1
CULA115W Food Theory and Meat Fabrication	3	0	3
CULA116W Food Service Sanitation	3	0	3
ENGL120W College Composition	4	0	4
HUMANITIES.....	3	0	3
Totals	13	12	17

Spring Semester	CL	LAB	CR
CULA117W Introduction to Baking	0	3	1
CULA118W Patisserie.....	0	3	1
CULA121W Baking Theory	3	0	3
CULA123W Table Service and Mixology	3	0	3
CULA126W Cake Decoration and Design	0	3	1
CULA127W Individual Pastries and Plated Desserts	0	3	1
LIBERAL ARTS	3	0	3
MATHEMATICS.....	4	0	4
Totals	13	12	17

Total Credits for Year = 34

Summer Semester		CL	LAB	CR
CULA230W Baking and Pastry Arts Co-op I.....		0	9	3
Totals		0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester	CL	LAB	CR
CULA216W Menu Analysis and Restaurant Design.....	3	0	3
CULA231W Advanced Artisan Breads.....	0	3	1
CULA232W Introduction to Centerpieces	0	3	1
CULA233W Dessert Buffets and Displays.....	0	3	1
CULA234W Chocolates and Confections.....	0	3	1
CULA236W Advanced Baking Theory	1	0	1
CULA245W Baking and Pastry Arts Co-op II.....	0	3	1
ENGLISH	3	0	3
SOCIAL SCIENCE	3	0	3
Totals	10	15	15

Spring Semester	CL	LAB	CR
CHEM112W Nutrition	3	0	3
CULA222W Food Service Management.....	3	0	3
CULA227W Product Purchasing and Marketing	2	0	2
CULA237W Advanced Cake Decoration and Design	0	3	1
CULA238W Advanced Pastries and Plated Desserts	0	3	1
CULA239W Petit Fours and Mignardise.....	0	3	1
CULA241W Advanced Pastry Theory.....	1	0	1
CULA242W Testing and Practical Exam	0	3	1
LIBERAL ARTS	3	0	3
Totals	12	12	16

Total Credits for Year = 31

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.

Program available in Berlin.

FIRST YEAR

Fall Semester		CL	LAB	CR
CULA111W	Soups, Sauces and Basic Techniques	0	3	1
CULA112W	Introductory Food Production	0	3	1
CULA113W	Hot Food Techniques	0	3	1
CULA114W	Quantity Food Production	0	3	1
CULA115W	Food Theory and Meat Fabrication	3	0	3
CULA116W	Food Service Sanitation	3	0	3
Totals		6	12	10

Spring Semester		CL	LAB	CR
CULA117W	Introduction to Baking	0	3	1
CULA118W	Patisserie	0	3	1
CULA121W	Baking Theory	3	0	3
CULA126W	Cake Decoration and Design	0	3	1
CULA127W	Individual Pastries and Plated Desserts	0	3	1
Totals		3	12	7

Total Credits for Year = 17

Summer Semester		CL	LAB	CR
CULA230W	Baking and Pastry Arts Co-op I.....	0	9	3
Totals		0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester		CL	LAB	CR
CULA231W	Advanced Artisan Breads.....	0	3	1
CULA232W	Introduction to Centerpieces	0	3	1
CULA233W	Dessert Buffets and Displays.....	0	3	1
CULA234W	Chocolates and Confections.....	0	3	1
CULA235W	Bakery Techniques.....	1	0	1
CULA236W	Advanced Baking Theory	1	0	1
CULA245W	Baking and Pastry Arts Co-op II.....	0	3	1
Totals		2	15	7

Spring Semester		CL	LAB	CR
CULA237W	Advanced Cake Decoration and Design.....	0	3	1
CULA238W	Advanced Pastries and Plated Desserts	0	3	1
CULA239W	Petit Fours and Mignardise.....	0	3	1
CULA240W	Advanced Bakery Techniques.....	1	0	1
CULA241W	Advanced Pastry Theory.....	1	0	1
CULA242W	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 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. Exciting positions are available at many entry-levels. Positions include management, and involve skills in areas like human resources, leadership and administration. Some possible titles could include:

- Assistant manager
- Office manager
- Sales assistant
- Marketing Assistant
- Administrative Assistant

The coursework has been designed to satisfy the requirements of the first two years of a four-year business administration degree, as well as give the office management student the skills to work within a small office setting to a larger corporate environment immediately after program completion. By completing our program, the students will gain knowledge in management, accounting, finance, strategy, economics, statistics, marketing, operations/project management, entrepreneurship, and computer applications.

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. Students within the Office Management option have an internship capstone course to gain office experience for their resumes. WMCC works with a large range of employers to give the students the experience in each field of specialization.

College students choosing Business Administration as a program and career have a number of doors open to them. According to the U.S. Department of Labor's Bureau of Labor Statistics the job outlook projects a 15 percent increase in the number of jobs through 2020. Graduating students will have the choice of working in a variety of industries, depending on their interests. The work is diverse, the responsibilities exciting, and the opportunities can be limitless.

Program available in Berlin and Littleton. Also available 100% online.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
MATH120W	Quantitative Reasoning.....	4	0	4
MGMT112W	Introduction to Business Logic and Ethics	3	0	3
Business Administration Option				
BUS112W	Introduction to Business Administration.....	3	0	3
ECON111W	Principles of Macroeconomics	3	0	3
OR				
Office Management Option				
ACCT111W	Accounting I	3	0	3
OTM113W	Formatting in Word	3	0	3
Totals		17	0	17

Spring Semester		CL	LAB	CR
COMP120W	Quantitative Decision Making	3	0	3
HUMA240W	Critical Thinking Seminar	3	0	3
MATH214W	Statistics	4	0	4
Business Administration Option				
ECON112W	Principles of Microeconomics	3	0	3
MGMT212W	Marketing	3	0	3
OR				
Office Management Option				
ACCT114W	Financial Accounting.....	3	0	3
OTM120W	Office Systems and Procedures	3	0	3
Totals		16	0	16

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
MGMT214W	Management & Teamwork	3	0	3
	SCIENCE	3	0	3
Business Administration Option				
ACCT111W	Accounting I	3	0	3
MGMT215W	Business Law	3	0	3
OR				
Office Management Option				
COMP214W	Database Development.....	3	0	3
PSYC111W	Psychology	3	0	3
Totals		15	0	15

Spring Semester		CL	LAB	CR
ACCT214W	Managerial Finance and Accounting	3	0	3
MGMT230W	Leadership and Strategic Management	3	0	3
RRM201W	Introduction to Human Resources ..	3	0	3
Business Administration Option				
BUS116W	Business Plan Development.....	3	0	3
MGMT224W	Management Internship	0	3	1
OR				
Office Management Option				
OTM213W	Internship Seminar	0	15	3
	LIBERAL ARTS	3	0	3
Totals		12	3/15	13/15

Total Credits for Year = 28/30

Total for A.S. Degree – Business Administration = 61

Total for A.S. Degree – Office Management = 63

NEW BUSINESS ECONOMY

The New Business Economy Degree is meeting the needs of industry in today's dynamic business and economic environment. Sales/Marketing Management and Technology Management are essential pieces of infrastructure in today's economy. Even though the course work has been designed to satisfy the requirements of a general management education, in the second year a student will choose a concentration between Sales/Marketing Management or Technology Management as their focused area of study.

Upon completion of this program, students will have the ability to go into many different occupations that are essential to our economy today. The degree has general education courses within the first year, followed by strong concentrations in the fields of Sales/Marketing Management and Technology Management, which include strong tools for making the student more marketable. Local research indicates that there is a need for Technology Management and Sales/Marketing Management personnel in the State of NH. Students choosing the New Business Economy Degree will have more opportunities according to job outlook projections through 2020. Graduates will have the choice of working in a variety of areas, depending upon their interests.

Program available in Berlin and Littleton.

FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ACCT111W	Accounting I	3	0	3
ECON111W	Principles of Macroeconomics	3	0	3
ENGL120W	College Composition	4	0	4
MGMT120W	Process Logic & Continuous Improvement	3	0	3
	HUMANITIES.....	3	0	3
	Totals	17	0	17

Spring Semester		CL	LAB	CR
COMP113W	Accounting with QuickBooks.....	3	0	3
COMP120W	Quantitative Decision Making	3	0	3
COMP128W	Business Technology.....	3	0	3
MATH214W	Statistics	4	0	4
	SCIENCE	3	0	3
	Totals	16	0	16

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
Sales/Marketing Management				
ECON112W	Principles of Microeconomics	3	0	3
ENGL211W	Professional Writing	3	0	3
MGMT121W	Sales Force Management	3	0	3
MGMT212W	Marketing	3	0	3
MGMT214W	Management & Teamwork	3	0	3
SOCI120W	Introduction to Economics and Sustainability	3	0	3
	Totals	18	0	18

OR

Technology Management				
IST113W	IT Essentials	3	2	4
IST120W	Web Design I	3	0	3
MGMT212W	Marketing	3	0	3
MGMT214W	Management & Teamwork	3	0	3
SOCI120W	Introduction to Economics and Sustainability	3	0	3
	Totals	15	2	16

Spring Semester

Sales/Marketing Management		CL	LAB	CR
ACCT214W	Managerial Finance and Accounting	3	0	3
MGMT215W	Business Law	3	0	3
MGMT224W	Management Internship	0	3	1
MGMT230W	Leadership and Strategic Management	3	0	3
RRM201W	Introduction to Human Resources ..	3	0	3
	Totals	12	3	13

OR

Technology Management				
ECON112W	Principles of Microeconomics	3	0	3
ENGL211W	Professional Writing	3	0	3
MGMT215W	Business Law	3	0	3
MGMT224W	Management Internship	0	3	1
MGMT230W	Leadership and Strategic Management	3	0	3
RRM201W	Introduction to Human Resources ..	3	0	3
	Totals	15	3	16

Total Credits for Year – Sales/Marketing Management = 31

Total Credits for Year – Technology Management = 32

Total for A.S. Degree – Sales/Marketing Management = 64

Total for A.S. Degree – Technology Management = 65

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

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ACCT111W	Accounting I	3	0	3
BUS112W	Intro. to Business Administration ...	3	0	3
ENGL120W	College Composition	4	0	4
MGMT212W	Marketing	3	0	3
MGMT214W	Management & Teamwork	3	0	3
Totals		17	0	17

operating a business and learns how to develop, organize and prepare a business plan.

Program available in Berlin and Littleton.

Spring Semester		CL	LAB	CR
BUS116W	Business Plan Development.....	3	0	3
BUS224W	Entrepreneurship Internship.....	0	3	1
COMP113W	Accounting with QuickBooks.....	3	0	3
COMP120W	Quantitative Decision Making.....	3	0	3
COMP125W	Comprehensive Presentation Methods	3	0	3
MGMT215W	Business Law	3	0	3
Totals		15	3	16

Total for Certificate = 33 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 an Interdisciplinary Studies or Career and Technical program at WMCC or 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 70.

Program available in Berlin.

Fall Semester		CL	LAB	CR
EDU101W	Introduction to Exceptionalities.....	3	0	3
EDU104W	Foundations of Education.....	3	0	3
EDU230W	Essentials of Career and Technical Curriculum and Instruction	3	0	3
ENGL120W	College Composition	4	0	4
Totals		13	0	13

Spring Semester		CL	LAB	CR
EDU204W	Instructional Technology.....	3	0	3
EDU207W	Teaching and Learning	3	0	3
PSYC112W	Human Growth and Development ..	3	0	3
PSYC200W	Educational Psychology	3	0	3
Totals		12	0	12

Total for Certificate = 25

COMMERCIAL DRIVER TRAINING CERTIFICATE

Take advantage of the national shortage of commercial drivers and obtain a Commercial Driver License. The Commercial Driver Training program prepares students for local and national career positions. Instructional methods include: classroom, vehicle driving simulation, vehicle operation, industry presentations and career exploration. This one semester certificate can have you riding the open road within four months!

Training topics include trip planning, maintaining daily logs, DOT regulations, accident reports, pre-trip evaluation, air brake fundamentals, vehicle maneuvers, and safe operation of loaded and unloaded vehicles in a variety of traffic and weather conditions.

Applicants to this program 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 GED (HiSet). Participants must also pass the DOT physical

exam, pass a standard pre-employment drug test and submit copies of their driving record.

While program participants are eligible for financial aid, unemployed people can frequently access training money from a variety of private and public sources. Interested individuals should contact their local N.H. Employment Security Office.

Program available in Littleton.

Fall Semester		CL	LAB	CR
CDT101W	Fundamentals of Commercial Driver Training	4	0	4
CDT103W	Air Brake Fundamentals.....	1	0	1
CDT105W	Vehicle and Cargo Safety	2	3	3
CDT107W	Closed Course Vehicle Maneuvers ..	1	6	3
CDT109W	Open Road Vehicle Maneuvers	1	6	3
CDT112W	Commercial Motor Vehicle Operator Capstone.....	0	6	2
Totals		9	21	16

Total for Certificate = 16

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. The program is broadly based and includes courses which cover law enforcement against foreign and domestic criminal elements, the court system and the correctional environment. 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 for various local, state and federal career paths.

Articulation agreements are in place with Plymouth State University in the Criminal Justice Program, at Granite State College in Criminal Justice Administration and at the University of New Hampshire – Manchester in the Homeland Security program.

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:

CRMJ101W	Introduction to Criminal Justice.....	3
CRMJ201W	Criminal Procedure	3

CRMJ230W	Justice and the Community.....	3
CRMJ270W	Criminal Justice Internship	3
	Liberal Arts Elective.....	3
	General Elective*.....	3

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

CRMJ101W	Introduction to Criminal Justice.....	3
CRMJ215W	Corrections Operations.....	3
CRMJ270W	Criminal Justice Internship	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

Program available in Berlin, Littleton and North Conway. Also available 100% online.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
COMP110W	Software Applications	3	0	3
CRMJ101W	Introduction to Criminal Justice.....	3	0	3
ENGL120W	College Composition	4	0	4
PSYC111W	Psychology	3	0	3
	SCIENCE	3	2	4
	Totals	16	2	17

Spring Semester		CL	LAB	CR
CRMJ123W	Criminal Law	4	0	4
ENGL225W	Oral Communication.....	3	0	3
PHYS122W	Forensic Science.....	3	2	4
SOCI111W	Sociology	3	0	3
	MATHEMATICS.....	4	0	4
	Totals	17	2	18

Total Credits for Year = 35

SECOND YEAR

Fall Semester		CL	LAB	CR
CRMJ110W	Terrorism.....	3	0	3
CRMJ150W	Criminology.....	3	0	3
CRMJ215W	Corrections Operations.....	3	0	3
HUMA212W	Legal and Ethical Issues.....	3	0	3
	Totals	12	0	12

Spring Semester		CL	LAB	CR
CRMJ201W	Criminal Procedure.....	3	0	3
CRMJ210W	Juvenile Justice Administration	3	0	3
CRMJ230W	Justice and the Community	3	0	3
CRMJ270W	Criminal Justice Internship	0	9	3
ENGL211W	Professional Writing	3	0	3
	Totals	12	9	15

Total Credits for Year = 27

Total for A.S. Degree = 62

CRIMINAL JUSTICE/ HOMELAND SECURITY CERTIFICATE

Program available in Berlin, Littleton and North Conway. Also available 100% online.

Fall Semester		CL	LAB	CR
COMP110W	Software Applications	3	0	3
CRMJ101W	Introduction to Criminal Justice	3	0	3
CRMJ215W	Corrections Operations	3	0	3
ENGL120W	College Composition	4	0	4
PSYC111W	Psychology	3	0	3
Totals		16	0	16

Spring Semester		CL	LAB	CR
CRMJ110W	Terrorism	3	0	3
CRMJ123W	Criminal Law	4	0	4
ENGL211W	Professional Writing	3	0	3
PHYS122W	Forensic Science.....	3	2	4
SOCI111W	Sociology	3	0	3
Totals		16	2	17
Total for Professional Certificate = 33				

CULINARY ARTS NEW HAMPSHIRE CULINARY INSTITUTE

The New Hampshire Culinary Institute’s culinary program offers two options: the two-year Culinary Arts Associate Degree and the Culinary Arts 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.

Program available in Berlin.



ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
CULA111W	Soups, Sauces and Basic Techniques.....	0	3	1
CULA112W	Introductory Food Production	0	3	1
CULA113W	Hot Food Techniques	0	3	1
CULA114W	Quantity Food Production	0	3	1
CULA115W	Food Theory and Meat Fabrication.	3	0	3
CULA116W	Food Service Sanitation.....	3	0	3
ENGL120W	College Composition	4	0	4
	HUMANITIES.....	3	0	3
	Totals	13	12	17

Spring Semester		CL	LAB	CR
CULA117W	Introduction to Baking.....	0	3	1
CULA118W	Patisserie.....	0	3	1
CULA121W	Baking Theory	3	0	3
CULA122W	Introduction to Garde Manger.....	0	3	1
CULA123W	Table Service and Mixology	3	0	3
CULA126W	Cake Decoration and Design	0	3	1
	LIBERAL ARTS	3	0	3
	MATHEMATICS.....	4	0	4
	Totals	13	12	17

Total Credits for Year = 34

Summer Semester		CL	LAB	CR
CULA211W	Culinary Co-op I	0	9	3
	Totals	0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester		CL	LAB	CR
CULA213W	Charcuterie	0	3	1
CULA214W	Buffet	0	3	1
CULA215W	Food Sculpture and Design	0	3	1
CULA216W	Menu Analysis and Restaurant Design.....	3	0	3
CULA217W	Buffet Theory.....	1	0	1
CULA229W	Advanced Garde Manger	0	3	1
CULA246W	Culinary Co-op II.....	0	3	1
	ENGLISH	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	10	15	15

Spring Semester		CL	LAB	CR
CHEM112W	Nutrition	3	0	3
CULA219W	Regional American Cuisine.....	0	3	1
CULA220W	A la Carte Cookery	0	3	1
CULA221W	International Cuisine.....	0	3	1
CULA222W	Food Service Management.....	3	0	3
CULA223W	History and Culture Theory	1	0	1
CULA224W	Healthy Cuisine	0	3	1
CULA227W	Product Purchasing and Marketing..	2	0	2
CULA228W	Senior Practicum	0	0	0
	LIBERAL ARTS	3	0	3
	Totals	12	12	16

Total Credits for Year = 31

Total for A.S. Degree = 68

CULINARY ARTS CERTIFICATE NEW HAMPSHIRE CULINARY INSTITUTE

New Hampshire Culinary Institute offers a Culinary Arts Certificate in addition to degrees in Culinary Arts and Baking and Pastry Arts. The Culinary Arts 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 Culinary Arts Certificate can transfer into the Culinary Arts degree program if the student desires.

Program available in Berlin.

FIRST YEAR

Fall Semester		CL	LAB	CR
CULA111W	Soups, Sauces and Basic Techniques	0	3	1
CULA112W	Introductory Food Production	0	3	1
CULA113W	Hot Food Techniques	0	3	1
CULA114W	Quantity Food Production	0	3	1
CULA115W	Food Theory and Meat Fabrication ..	3	0	3
CULA116W	Food Service Sanitation	3	0	3
	Totals	6	12	10

Spring Semester		CL	LAB	CR
CULA117W	Introduction to Baking	0	3	1
CULA118W	Patisserie	0	3	1
CULA121W	Baking Theory	3	0	3
CULA122W	Introduction to Garde Manger	0	3	1
CULA126W	Cake Decoration and Design	0	3	1
	Totals	3	12	7

Total Credits for Year = 17

Summer Semester		CL	LAB	CR
CULA211W	Culinary Co-op I	0	9	3
	Totals	0	9	3

Total Credits for Summer = 3

SECOND YEAR

Fall Semester		CL	LAB	CR
CULA213W	Charcuterie	0	3	1
CULA214W	Buffet	0	3	1
CULA215W	Food Sculpture and Design	0	3	1
CULA217W	Buffet Theory	1	0	1
CULA225W	Restaurant Techniques	1	0	1
CULA229W	Advanced Garde Manger	0	3	1
CULA246W	Culinary Co-op II	0	3	1
	Totals	2	15	7

Spring Semester		CL	LAB	CR
CULA219W	Regional American Cuisine	0	3	1
CULA220W	A la Carte Cookery	0	3	1
CULA221W	International Cuisine	0	3	1
CULA223W	History and Culture Theory	1	0	1
CULA224W	Healthy Cuisine	0	3	1
CULA226W	Advanced Restaurant Techniques ..	1	0	1
CULA228W	Senior Practicum	0	0	0
	Totals	2	12	6

Total Credits for Year = 13

Total for Certificate = 33



DIESEL HEAVY EQUIPMENT TECHNOLOGY

The Associate in Science degree program in Diesel Heavy 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.

The diesel program is accredited through the Associated Equipment Distributors (AED) and is the only college in New England with the accreditation.

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

Program available in Berlin.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
DSL111W	Introduction to Diesel Heavy Equipment Technology	2	0	2
DSL211W	Heavy-Duty Power Trains	3	3	4
DSL214W	Mobile Equipment Welding	1	4	3
PHYS115W	Technical Physics	3	2	4
	MATHEMATICS	4	0	4
Totals		13	9	17

Spring Semester		CL	LAB	CR
DSL115W	Diesel Power Systems	3	3	4
DSL117W	Fuel and Emission Systems	3	3	4
ENGL120W	College Composition	4	0	4
PHYS113W	Electricity and Electronics	3	2	4
PHYS215W	Fluid Dynamics	3	2	4
Totals		16	10	20

Summer Term		CL	LAB	CR
DSL119W	Cooperative Education	0	3	1
Totals		0	3	1

Total Credits for Year = 38

SECOND YEAR

Fall Semester		CL	LAB	CR
DSL113W	Heavy-Duty Electrical Systems	3	3	4
DSL216W	Mobile Hydraulics I	2	3	3
DSL219W	Failure Analysis	3	0	3
	SOCIAL SCIENCE	3	0	3
Totals		11	6	13

Spring Semester		CL	LAB	CR
DSL220W	Vehicle Inspection and Commercial Drivers License	3	0	3
	OR			
DSL222W	Mobile Hydraulics II*	2	3	3
DSL226W	Electronic Troubleshooting	0	4	2
DSL227W	Heavy-Duty Chassis Brake and Climate Control Systems	4	3	5
ENGL211W	Professional Writing	3	0	3
	HUMANITIES	3	0	3
Totals		12/13	7/10	16

Total Credits for Year = 29

Total for A.S. Degree = 67

*Denotes Off-Highway Option

DIESEL HEAVY EQUIPMENT TECHNOLOGY CERTIFICATE

Fall Semester		CL	LAB	CR
DSL111W	Introduction to Diesel Heavy Equipment Technology	2	0	2
DSL113W	Heavy-Duty Electrical Systems	3	3	4
DSL211W	Heavy-Duty Power Trains	3	3	4
DSL214W	Mobile Equipment Welding	1	4	3
Totals		9	10	13

Spring Semester		CL	LAB	CR
DSL102W	Applied Hydraulics	2	3	3
DSL115W	Diesel Power Systems	3	3	4
DSL117W	Fuel and Emission Systems	3	3	4
DSL227W	Heavy-Duty Chassis Brake and Climate Control Systems	4	3	5
Totals		12	15	16

Total for Certificate = 29

PARTS & SERVICE MANAGEMENT OPTION

FIRST YEAR

Fall Semester		CL	LAB	CR
COMP103W	Introduction to Spreadsheets.....	1	0	1
DSL111W	Introduction to Diesel Heavy Equipment Technology	2	0	2
DSL211W	Heavy-Duty Power Trains	3	3	4
PHYS115W	Technical Physics	3	2	4
	MATHEMATICS.....	4	0	4
Totals		13	5	15

Spring Semester		CL	LAB	CR
COMP105W	Introduction to Database Management	1	0	1
DSL115W	Diesel Power Systems.....	3	3	4
MGMT218W	Small Business Management	3	0	3
PHYS113W	Electricity and Electronics	3	2	4
PHYS215W	Fluid Dynamics.....	3	2	4
Totals		13	7	16

Summer Semester		CL	LAB	CR
DSL119W	Cooperative Education.....	0	3	1
Totals		0	3	1

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
ACCT111W	Accounting I	3	0	3
DSL113W	Heavy-Duty Electrical Systems	3	3	4
DSL219W	Failure Analysis	3	0	3
ENGL120W	College Composition	4	0	4
MGMT214W	Management & Teamwork	3	0	3
Totals		16	3	17

Spring Semester		CL	LAB	CR
ACCT214W	Managerial Finance and Accounting	3	0	3
BUS116W	Business Plan Development.....	3	0	3
ENGL211W	Professional Writing	3	0	3
	HUMANITIES.....	3	0	3
	SOCIAL SCIENCE	3	0	3
Totals		15	0	15

Total Credits for Year = 32

Total for A.S. Degree = 64

Program available in Berlin.



DRIVER EDUCATION INSTRUCTOR CERTIFICATE

The Driver Education Instructor Program will prepare an individual to become a Certified Driver Education Instructor in the State of New Hampshire. The courses review rules of the road along with the methodology of how to present the material in a manner appropriate for student learning. Instructors need a clean driving record, no criminal history and knowledge of NH driving laws. The first step in becoming a certified instructor is to obtain Provisional Certification. "Instructors" may apply for the Provisional Certification after completion of the first three courses of the program, and basic state requirements, (including but not limited to: valid driver's license; minimum of five consecutive years of licensed driving experience; and of good character, reputation and fitness to instruct driver education). Provisional Certification can only be obtained through a written and driving exam at the Division of Motor Vehicles in Concord, N.H. Provisional Certification allows instructors to teach at a certified driving school or high school under supervision. During the two-year provisional certificate, students must complete five additional courses, 60 hours of classroom instruction and 240 hours of supervised behind the wheel instruction.

Applicants must:

- Have 5 years of consecutive driving experience
- Obtain NH Criminal Background Check
- Obtain Certified Motor Vehicle Driver Record
- Complete an interview, records review, and driving assessment with the Program Coordinator.

Program available in Littleton.

CERTIFICATE

Fall Semester		CL	LAB	CR
DEDI101W	Introduction to Traffic Safety	3	0	3
DEDI103W	Driver Ed Classroom Methods.....	3	0	3
DEDI105W	In-Vehicle Driver Ed Methods	3	0	3
Totals		9	0	9
Spring Semester		CL	LAB	CR
DEDI109W	Alcohol, Drugs and Driving	3	0	3
DEDI111W	Zone Control.....	2	0	2
EDU130W	Adolescent Growth and Development in DEI	1	0	1
EDU132W	Learning & Teaching Styles in DEI .	1	0	1
EDU134W	Special Education in the School in DEI.....	1	0	1
Totals		8	0	8

Total for Certificate = 17

EARLY CHILDHOOD EDUCATION

The degree of Associate in Science with a major in Early Childhood Education will be awarded upon successful completion of the program.

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.

WMCC ECE Program prides itself in teaching and learning in the most effective and innovative methods. Students will be involved with teaching mentors, peer teaching and working directly with children and families in every course. Students will be observing, documenting and assessing their learning as well as the children they are practicing to teach. Candidates are expected to show initiative and joy of learning through traditional and non-traditional methods. Courses are offered day and evening, online, hybrid and in class.

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 e-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 observe and student teach in our on-campus, nationally-accredited childcare center.

The degree meets the training and education requirements for the State of NH Early Childhood Teacher Credential Level 5. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.) Graduates are prepared for immediate entry as competent professionals into the field of early childhood education as teachers in NH licensed child care centers, Head Start programs, nursery schools, family child care programs, and as paraeducators in elementary schools. Graduates may also decide to further their education at four year colleges.

Students may shape their program of studies to include courses and concentrations in Special Education and/or Early Intervention. The 13 credit Entry-Level and the 30 credit Early Childhood certificates provide a career lattice for students working in the field and/or exploring career options.

Program Requirements: Students are notified of requirements with the college acceptance letters. Requirements must have fulfilled by the end of the first week of classes.

1. Students will be working with children at the WMCC campus child development center beginning with first semester early childhood courses. 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 from the NH Bureau of Child Care Licensing must occur by the end of the first week of classes. This may include:

- submission of background check;
 - a complete set of fingerprints;
 - completion of the licensing Child Care Personnel Health Form by a licensed health provider. Form is submitted to the ECE office by the end of the first week of classes
2. The cost of the record check and fingerprinting is the responsibility of the student. They must come back as clear or non-disqualifying and the health form must indicate that 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.

Program Considerations

WMCC has developed excellent practicum opportunities for our students to foster hands-on learning while simultaneously receiving credit. Nonetheless, the college's first priority must be to ensure that patients/clients/children/families are not placed in jeopardy by students during learning experiences. Therefore, students in internship, externship, practicum, service learning, and clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties and changing circumstances that characterize patient/client/child/family 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 and confidentiality with employees, customers, and/or patients/clients/children and their families.

To participate in WMCC's practica, students must first submit to background checks and fingerprinting.

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.

Scholarships for students in Early Childhood Education Programs are available through The Neil and Louise Tiltonson fund. 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/>. 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.

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.

Program available in Berlin, Littleton and North Conway.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ECE117W	Teaching and Learning PreK I.....	4	0	4
ECE118W	Infant Toddler Curriculum	3	0	3
ECE119W	Promoting Language and Literacy ..	3	0	3
ENGL120W	College Composition	4	0	4
PSYC111W	Psychology	3	0	3
Totals		17	0	17

Spring Semester		CL	LAB	CR
ECE111W	Foundations of Early Childhood Education	3	0	3
ECE114W	Health, Safety and Nutrition.....	3	0	3
ECE216W	Understanding Young Children with Special Needs	3	0	3
OR				
EDU101W	Introduction to Exceptionalities.....	3	0	3
ENGL214W	Children’s Language and Literature	3	0	3
	LIBERAL ARTS	3	0	3
Totals		15	0	15

Total for Certificate = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
ECE112W	Child Growth and Development	3	0	3
ECE113W	Early Childhood Education Practicum I	2	6	4
ECE115W	Positive Guidance Techniques	3	0	3
HUMA212W	Legal and Ethical Issues.....	3	0	3
	MATHEMATICS	4	0	4
Totals		15	6	17

Spring Semester		CL	LAB	CR
ECE213W	Sociology of Children and Families	3	0	3
ECE214W	Teaching and Learning PreK II	4	0	4
	LIBERAL ARTS	3	0	3
	SCIENCE	3/4	0	3/4

Choose one of the following courses:

ECE120W	Introduction to Early Intervention...	3	0	3
ECE121W	Understanding Children with Autism & Pervasive Developmental Disorders	3	0	3
ECE211W	Organization and Management of Early Childhood Programs	3	0	3
EDU200W	Supporting Students with Challenging Behaviors	4	0	4
EDU202W	Strategies for Teaching Diverse Populations	3	0	3
EDU203W	Teaching Strategies for Students with Disabilities	3	0	3
EDU204W	Instructional Technology.....	3	0	3
Totals		16-18	0	16-18

Total Credits for Year = 33-35

Total for A.S. Degree = 65-67

EARLY CHILDHOOD EDUCATION CERTIFICATE

Fall Semester		CL	LAB	CR
ECE112W	Child Growth and Development	3	0	3
ECE117W	Teaching and Learning PreK I.....	4	0	4
ECE118W	Infant Toddler Curriculum	3	0	3
ECE119W	Promoting Language and Literacy ..	3	0	3
ENGL120W	College Composition	4	0	4
Totals		17	0	17

Total for Certificate = 13

Spring Semester		CL	LAB	CR
ECE114W	Health, Safety and Nutrition.....	3	0	3
ECE115W	Positive Guidance Techniques	3	0	3
ECE214W	Teaching and Learning PreK II	4	0	4
ECE216W	Understanding Young Children with Special Needs	3	0	3
Totals		13	0	13

Total for Certificate = 30

ENTRY-LEVEL CHILD CARE CERTIFICATE

		CL	LAB	CR
ECE112W	Child Growth and Development	3	0	3
Choose one of the following courses:				
ECE118W	Infant Toddler Curriculum	3	0	3
ECE120W	Introduction to Early Intervention...	3	0	3
Choose two of the following courses:				
ECE114W	Health, Safety and Nutrition.....	3	0	3
ECE115W	Positive Guidance Techniques	3	0	3
ECE117W	Teaching and Learning PreK I.....	4	0	4
ECE214W	Teaching and Learning PreK II	4	0	4
Totals		12-14	0	12-14

Total for Certificate = 12-14

ENVIRONMENTAL SCIENCE

Environmental Science allows students to pursue a diverse course of study by taking general courses in science and math, along with specific courses in environmental science and environmental resources. 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.

Program available in Berlin.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
CHEM111W	Chemistry	3	2	4
ENGL120W	College Composition	4	0	4
FRST211W	Introduction to Tree and Shrub Identification.....	0	2	1
GIS112W	Introduction to Geographic Information Systems	2	2	3
MATH180W	Pre-Calculus	4	0	4
Totals		14	6	17

Spring Semester		CL	LAB	CR
BIOL111W	Biology	3	2	4
ENGL211W	Professional Writing	3	0	3
ENVS110W	Introduction to Environmental Science	3	2	4
FRST120W	Forestry Resources	3	2	4
	ELECTIVE	3	0	3
Totals		15	6	18

Total Credits for Year = 35

SECOND YEAR

Fall Semester		CL	LAB	CR
CHEM113W	Environmental Sampling and Analysis	3	2	4
ENVS118W	Conservation Biology.....	3	2	4
GIS211W	Geographic Information Systems Applications	2	2	3
HUMA120W	Environmental Issues.....	3	0	3
MATH214W	Statistics	4	0	4
Totals		15	6	18

Spring Semester		CL	LAB	CR
ENVS116W	Water Resources and Hydrology	3	2	4
ENVS210W	Environmental Project.....	1	4	3
GEOL112W	Geology and Soils.....	3	2	4
Choose one of the following courses:				
ECON111W	Principles of Macroeconomics	3	0	3
ECON112W	Principles of Microeconomics	3	0	3
SOCI120W	Introduction to Economics and Sustainability	3	0	3
Totals		10	8	14

Total Credits for Year = 32

Total for A.S. Degree = 67



FINANCIAL SERVICES CERTIFICATE

The Financial Services Certificate is designed to help commerce-focused professionals who are currently employed with banking institutions, or plan to seek employment within the industry.

Careers in banking and finance are all about money. The world revolves around money. We earn it, we spend it, we save it and we touch it just about every day. The world would not be able to function without money. Therefore, some of the most important jobs in the world are in the banking and finance industry. Everyone’s financial fates are in the hands of the various organizations we trust with our money. Banking and finance organizations have a lot of power, but also a lot of responsibility. Careers in this sector can be extremely exciting, rewarding and satisfying, but they can also be stressful.

Retail banking is the area of finance that most individuals and small businesses have interaction with, either in person, on the phone or via the internet. This huge area of banking boasts a broad range of career options, such as bank tellers, customer service representatives, bank managers and financial advisors. If you have a mind for money, a flair for finance and you like challenges, the banking and finance industry may be perfect for you.

Topics covered in the Financial Services certificate include the history of banking, collection functions, loans and investments, trust operations, the role of money in markets and financial institutions, Federal Reserve System policies, consumers and commercial credit, credit risk evaluation, loan processing, banking law and compliance issues.

Program available in Berlin.

Fall Semester: First Eight Weeks			CL	LAB	CR
BANK101W	Principles of Banking.....	3	0	3	
COMP120W	Quantitative Decision Making	3	0	3	

Fall Semester: Second Eight Weeks					
ACCT111W	Accounting I	3	0	3	
BANK107W	Law and Compliance Principles.....	3	0	3	
Totals		12	0	12	

Spring Semester: First Eight Weeks			CL	LAB	CR
BANK105W	Commercial and Consumer Lending	3	0	3	
HUMA240W	Critical Thinking Seminar	3	0	3	

Spring Semester: Second Eight Weeks					
ECON111W	Principles of Macroeconomics	3	0	3	
MGMT214W	Management & Teamwork	3	0	3	
Totals		12	0	12	

Total for Certificate = 24

HEALTH AND WELLNESS FACILITATOR

A Wellness Facilitator's/Coach's role is to help individuals meet their personal wellness goals in the capacity of a trusted mentor. The goals may fall within any category of wellness, which include social, physical, mental, environmental, medical and dental, spiritual, nutritional, psychological, occupational, financial, and behavioral wellness.

Wellness Facilitators/Coaches use various techniques to help individuals define their goals for improved health and wellness. Facilitators/Coaches help identify personal strengths and barriers, set reasonable objectives, and monitor progress. They teach clients how to problem solve and overcome obstacles. The successes achieved by clients are praised, and Facilitator/Coaches will serve as a role model to instill a culture change within the community in which he or she serves.

They can work in one-on-one sessions and in group settings. These can be a single meeting or regularly scheduled gatherings. Employment can be obtained within school systems, corporate and smaller business environments, and in health centers.

Admission Requirements for Health and Wellness Program:

1. Meet college requirements for admission.
2. Free from felony convictions.

Students who are accepted into the Health and Wellness Program will:

1. Submit a completed health record, including proof of required immunizations.
2. Provide proof of health insurance or acceptance into a sliding scale fee for a primary care provider and hospital coverage.
3. Have professional liability insurance for internship. (Available through the college.)
4. Possess and maintain personal health insurance for internship.
5. Provide an approved criminal background check through the college-approved vendor; the criminal background check must be initiated no earlier than October 1 of the senior year and students must successfully complete a drug screening.

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 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.

Program available 100% online.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
COMP120W	Quantitative Decision Making	3	0	3
ENGL120W	College Composition	4	0	4
HSV212W	Supportive Communication Skills ...	3	0	3
HUMA240W	Critical Thinking Seminar	3	0	3
MGMT212W	Marketing	3	0	3
Totals	17	0	17

Spring Semester		CL	LAB	CR
CHEM112W	Nutrition	3	0	3
ENGL225W	Oral Communication	3	0	3
HSV223W	Introduction to Counseling	3	0	3
MATH120W	Quantitative Reasoning	4	0	4
MASS225W	Self Care and Stress Management ..	2	0	2
Totals	15	0	15

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
ACCT111W	Accounting I	3	0	3
HLTW205W	Senior Project Phase 1 Internship...	0	9	3
MATH214W	Statistics	4	0	4
MEDA105W	Legal and Ethical Issues in Healthcare	3	0	3
PSYC112W	Human Growth and Development ..	3	0	3
Totals	13	9	16

Spring Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
HLTW210W	Senior Project Phase 2 Internship...	0	18	6
SOCI111W	Sociology	3	0	3
Totals	6	18	12

Total Credits for Year = 28

Total for A.S. Degree = 60

HEALTH AND WELLNESS COACH CERTIFICATE

Fall Semester		CL	LAB	CR
COMP110W	Software Applications	3	0	3
ENGL120W	College Composition	4	0	4
HSV212W	Supportive Communication Skills ...	3	0	3
HSV217W	Chemical Dependence	3	0	3
HUMA240W	Critical Thinking Seminar	3	0	3
Totals		16	0	16

Spring Semester		CL	LAB	CR
CHEM112W	Nutrition	3	0	3
ENGL225W	Oral Communications	3	0	3
HSV223W	Introduction to Counseling	3	0	3
MASS225W	Self Care and Stress Management .	2	0	2
PSYC112W	Human Growth and Development ..	3	0	3
Totals		14	0	14

Total for Certificate = 30 Credits

Program available in Littleton and 100% online.

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 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.

Program available in Berlin, Littleton and North Conway.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
OTM117W	Medical Terminology	3	0	3
HUMA212W	Legal and Ethical Issues.....	3	0	3
	LAB SCIENCE**	3	2	4
Totals		13	2	14

Spring Semester		CL	LAB	CR
PSYC111W	Psychology	3	0	3
PSYC112W	Human Growth and Development ..	3	0	3
	ENGLISH	3	0	3
	LAB SCIENCE**	3	2	4
	MATHEMATICS.....	4	0	4
Totals		16	2	17

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
HSV111W	Introduction to Human Services.....	3	0	3
	ELECTIVES	6	0	6
	LAB SCIENCE**	3	2	4
	LIBERAL ARTS	3	0	3
Totals		15	0	16

Spring Semester		CL	LAB	CR
CHEM112W	Nutrition	3	0	3
MEDA211W	Pharmacology.....	3	0	3
	LAB SCIENCE**	3	2	4
	LIBERAL ARTS	3	0	3
Totals		12	2	13

Total Credits for Year = 29

Total for A.S. Degree = 60

** The following courses qualify for Lab Sciences: BIOL111W General Biology, BIOL114W Human Anatomy and Physiology I, BIOL115W Human Anatomy and Physiology II, BIOL120W Human Biology, BIOL211W Microbiology, CHEM111W Chemistry.

NOTE: The Health Science Program requires a grade of C+ in BIOL114W, BIOL115W and BIOL211W (these courses must be completed within the past 5 years). Students must meet prerequisites for all courses.

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 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.

Program available in Berlin, Littleton and North Conway.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
HSV111W	Introduction to Human Services.....	3	0	3
HSV114W	Case Management	3	0	3
PSYC111W	Psychology	3	0	3
	MATHEMATICS*	4	0	4
Totals	17	0	17

Spring Semester		CL	LAB	CR
ENGL229W	Media and Society	3	0	3
HSV116W	Social and Political Issues in Human Services	3	0	3
HSV117W	Crisis Intervention.....	3	0	3
PSYC112W	Human Growth and Development ..	3	0	3
SOCI111W	Sociology	3	0	3
Totals	15	0	15

Total Credits for Year = 32

*Statistics suggested

SECOND YEAR

Fall Semester		CL	LAB	CR
HSV212W	Supportive Communication Skills ...	3	0	3
HSV216W	Internship in Human Services I.....	1	9	4
HSV217W	Chemical Dependence	3	0	3
HSV223W	Introduction to Counseling	3	0	3
HUMA212W	Legal and Ethical Issues.....	3	0	3
Totals	13	9	16

Spring Semester		CL	LAB	CR
HSV214W	Issues of Children and Families.....	3	0	3
HSV221W	Internship in Human Services II	1	9	4
HSV235W	Fundamentals of Neuroscience and Wellness.....	3	0	3
PSYC205W	Abnormal Psychology	3	0	3
	SCIENCE	3	2	4
Totals	13	11	17

Total Credits for Year = 33

Total for A.S. Degree = 65

HUMAN SERVICES CERTIFICATE

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
HSV111W	Introduction to Human Services.....	3	0	3
HSV114W	Case Management	3	0	3
HSV217W	Chemical Dependence	3	0	3
HSV223W	Introduction to Counseling	3	0	3
Totals	16	0	16

Spring Semester		CL	LAB	CR
HSV116W	Social and Political Issues in Human Services	3	0	3
HSV117W	Crisis Intervention.....	3	0	3
HSV125W	Trauma Counseling and Self-care...	3	0	3
PSYC205W	Abnormal Psychology	3	0	3
Totals	12	0	12

Total for Certificate = 28

INDUSTRIAL MAINTENANCE/MILLWRIGHT CERTIFICATE

The Industrial Maintenance/Millwright certificate teaches the requisite skills to enter the work force as a millwright or industrial mechanic. It leverages existing partnerships with industry to launch students into a growing field with great career prospects. Industrial Maintenance job opportunities are projected to grow at 17% per year! Millwrights are responsible for installing and maintaining large gas and steam turbines in power plants, conveyer systems, and generators. They also carry out precision work and industrial maintenance in manufacturing plants. The Industrial Maintenance/Millwright program provides the student with the welding skills and knowledge necessary to achieve the AWS D 1.5 certifications in the FCAW (Flux Cored) and SMAW (Stick) processes. The student will also learn the GTAW (TIG) process and the necessary safety skills and knowledge needed for employment in today's industry. The student will also receive more detailed instruction in maintenance, including Hydraulics and Pneumatics, Rigging and Hoisting, and Mechanical Systems. In addition, WMCC has partnered with the Eastern Millwright Regional Council to deliver two courses: Introduction to Maintenance/Millwright and Safety in Industry. This certificate also satisfies all of the prerequisites for the Pipe Welding Certificate.

Program available in Berlin.

Fall Semester		CL	LAB	CR
INDM101W	Rigging & Hoisting	0	2	1
INDM112W	Mechanical Systems	3	2	4
INDM116W	Industrial Safety	1	0	1
INDM118W	Industrial Cutting	0	4	2
INDM120W	Introduction to SMAW	1	6	3
INDM122W	Reading Mechanical Prints I	2	0	2
INDM124W	Industrial Math	2	0	2
INDM126W	FCAW Industrial Certification	1	6	3
Totals		10	20	18

Spring Semester		CL	LAB	CR
INDM105W	Introduction to Maintenance/ Millwright	0	3	1
INDM109W	Safety in Industry	3	0	3
INDM230W	Industrial Hydraulics and Pneumatics	2	3	3
INDM232W	Reading Mechanical Prints II.....	2	0	2
INDM234W	Precision Tools and Alignment.....	1	2	2
INDM236W	Advanced Welding Processes	1	7	4
INDM238W	SMAW Industrial Certification	0	6	3
Totals		9	21	18

Total for Certificate = 36

INFORMATION TECHNOLOGY

Information Technology is a STEM discipline that covers the computing hardware, software, networks and other forms of technology that drive most modern organizations today. As the complexity and performance of technology has increased, so has the demand for highly skilled workers. WMCC offers an extremely flexible hybrid degree in IT that suits your personal and work life and leads to excellent transfer and employment opportunities.

Industry Focused: The Associate Degree in Information Technology provides students with extensive training in three areas:

Networking: Offered in conjunction with Cisco Networking Academy program, the Cisco Certified Network Associate (CCNA) program provides individuals with the skills needed to deploy, manage and troubleshoot enterprise networks. This program also prepares students for the Comp TIA A+ Certification exam.

Operating Systems & Security: This module of courses covers network operating systems. It also prepares students for the cybersecurity challenges they will face in the IT industry and prepares students for the Comp TIA Security+ Exam.

Programming: We provide an introduction to programming in several different languages. Students start with a foundation in Visual Basic and then expand to object oriented programming with Java and a course on SQL databases. Coding Dojo's list of Most In-Demand Programming Languages for 2017 include both SQL and Java in the top three.

Flexible: The IT program at WMCC is offered in a hybrid format. This means that you get the benefit of seeing your teachers each week for lab work and questions, but also get the flexibility to learn much of the material at home on your own schedule. The in-person section of IT courses are offered one evening a week. General education requirements must also be met, but depending on a student's choices, can usually be done completely online if desired. It's the best of both worlds.

Pathways: Cisco and CompTIA certifications are industry recognized achievements that are continually updated and provide students with credentials that boost their already excellent employment opportunities. The IT program also has an active advisory board that not only review the curriculum, but also provide opportunities for real world experience. In addition, WMCC 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. A pathway to a Bachelor Degree in Computer Science is also in place with the University of New Hampshire – Manchester.

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.

Program available in Berlin and Littleton.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
IST113W	IT Essentials	3	2	4
IST151W	Computer Networking I	3	0	3
PHYS118W	The Physics of Raspberry Pi.....	2	2	3
	LIBERAL ARTS	3	0	3
	Totals	15	4	17

Spring Semester		CL	LAB	CR
IST114W	Linux Essentials.....	3	0	3
IST125W	Introduction to Programming	3	2	4
IST153W	Computer Networking II.....	3	2	4
	MATHEMATICS.....	4	0	4
	Totals	13	4	15

Total Credits for Year = 32

Summer Semester		CL	LAB	CR
IST200W	IT Internship	0	3	1
	Totals	0	3	1

Total Credits for Summer = 1

SECOND YEAR

Fall Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
IST115W	Object Oriented Programming with JAVA.....	3	2	4
IST232W	Computer Security	3	0	3
IST251W	Computer Networking III.....	3	0	3
	MATHEMATICS.....	4	0	4
	Totals	16	2	17

Spring Semester		CL	LAB	CR
IST230W	Network Servers and Security	3	0	3
IST235W	SQL Databases.....	3	0	3
IST253W	Computer Networking IV	3	0	3
	HUMANITIES.....	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	15	0	15

Total Credits for Year = 32

Total for A.S. Degree = 65

INFORMATION TECHNOLOGY CERTIFICATE

Fall Semester		CL	LAB	CR
IST113W	IT Essentials	3	2	4
IST120W	Web Design I	3	0	3
IST125W	Introduction to Programming	3	2	4
	Totals	9	4	11

Spring Semester		CL	LAB	CR
IST114W	Linux Essentials.....	3	0	3
	COMPUTER ELECTIVES.....	6	0	6
	Totals	9	0	9

Total for Certificate = 20

INTERDISCIPLINARY STUDIES

The Interdisciplinary 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 minimum total of 66 credits, including a required set of general education courses. Thirty-two of the 66 credits must be from major related or core courses currently offered in Associate Degree programs. The degree offers two options. Students electing option one 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 Interdisciplinary Studies with no focus may elect option two. To improve employment opportunities, students are strongly advised to elect option one.

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

All college policies, including residence credits, apply to this degree. It is recommended that the applicant begin the process by contacting the Interdisciplinary 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.

Program available in Berlin, Littleton and North Conway.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ENGL120W	College Composition	4	0	4
	COMPUTER ELECTIVE.....	3	0	3
	MAJOR/RELATED COURSES	6	0	6
	MATHEMATICS.....	4	0	4
	Totals	18	0	18
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 = 36/37

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 = 66-68



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 four 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.

Program available in Berlin, Littleton and North Conway.

ASSOCIATE IN ARTS DEGREE

Course Requirements	Credits
Academic Readiness	1 Credit
College Composition.....	4 Credits
English Elective	3-4 Credits
Humanities/Fine Arts/Language.....	9 Credits
Lab Science	7-8 Credits
Liberal Arts Electives.....	12-15 Credits
Mathematics	6-8 Credits
Open Electives	9 Credits
Social Science	9 Credits
Totals	Minimum of 60 Credits

LIBRARY TECHNOLOGY CERTIFICATE

The Library Technology Certificate is designed to provide training for paraprofessionals entering the field and continuing education to those already employed. Library technicians and library assistants work in all types of libraries and information centers including public libraries, academic libraries, school libraries, and special libraries. Program courses prepare students for all aspects of library work: circulation, reference, and technical services, with an emphasis on current and emergent technologies. A field placement translates the classroom work to practical experience.

Program available 100% online.

Fall Semester	CL	LAB	CR
COMP110W Software Applications	3	0	3
ENGL120W College Composition	4	0	4
LIB101W Foundations in Library Service.....	3	0	3
LIB104W Introduction to Technical Services .		0	3
MGMT214W Management & Teamwork	3	0	3
Totals	16	0	16

Spring Semester	CL	LAB	CR
ENGL214W Children's Language and Literature OR	3	0	3
LIB114W Library Internship.....	1	6	3
LIB108W Introduction to Reference and Information Sources	3	0	3
LIB111W Technology & Media in Libraries....	3	0	3
LIB116W Introduction to Cataloging and Classification.....	3	0	3
Totals	10/12	0/6	12

Total for Certificate = 28

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 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 massage 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.

Program available in Littleton.

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
MASS101W	Swedish Massage I	2	3	3
MASS109W	Reflexology	2	2	3
MASS120W	Musculo-Skeletal Studies	3	0	3
Totals		10	7	13

Spring Semester		CL	LAB	CR
MASS104W	Massage Business Practices	1	0	1
MASS107W	Spa Techniques	2	2	3
MASS110W	Swedish Massage II	2	3	3
MASS115W	Oriental Theory	1	0	1
MASS125W	Pathology for the Massage Therapist	3	0	3
MASS201W	Kinesiology	3	0	3
MASS210W	Special Populations Massage	1	0	1
MASS230W	Clinical Internship I	1	3	2
Totals		14	8	17

Summer Semester		CL	LAB	CR
MASS135W	Deep Tissue Massage	2	2	3
MASS225W	Self Care and Stress Management ..	2	0	2
MASS235W	Clinical Internship II	0	6	2
Totals		4	8	7

Total for Certificate = 37 Credits

MEDICAL ASSISTANT

WMCC offers a well-established and recognized MA Program that prepares students to help meet the growing need for Medical Assistants in a variety of outpatient medical settings. When students complete the Certificate portion of the program, they will be eligible to take the AAMA National Certification Exam to become a Certified Medical Assistant.

The program focuses on professionalism, a high standard of medical ethics and incorporates team-based learning in its comprehensive curriculum that prepares our students to meet the complex demands in medical offices. The course of studies require students to successfully demonstrate a spectrum of administrative and clinical competencies including: managing electronic medical records, medical coding, medical billing and patient scheduling, phlebotomy, laboratory testing, collecting and preparing specimens for microbiological testing, obtaining vital signs, assisting with exams and minor outpatient surgical procedures, maintaining infections control and sterilization techniques, applying pharmacology principles to prepare and administer medications and vaccines.

Admission Requirements for Medical Assistant Applicants:

1. Meet college requirements for admission.
2. Free from felony convictions.
3. All sciences and Medical Terminology (OTM117W) 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 within the past year, including proof of required immunizations.
2. Have professional liability insurance for clinical classes, phlebotomy, and internship. (Available through the college.)
3. Possess and maintain personal health insurance or acceptance into a sliding scale fee for a primary care provider and hospital coverage for clinical classes, phlebotomy, and internship.
4. Maintain a grade of C+ in BIOL120W, all OTM and MEDA 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 MEDA201W (Clinical Procedures II) are not able to continue in the program and may be eligible for readmission consideration.
5. 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 students, must 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 professionalism and 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 professionalism and 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.

Program available in Berlin and Littleton.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
ENGL120W	College Composition	4	0	4
MEDA101W	Clinical Procedures I.....	3	5	5
OTM117W	Medical Terminology	3	0	3
Totals	13	7	16

Spring Semester		CL	LAB	CR
MEDA201W	Clinical Procedures II.....	3	5	5
MEDA202W	Phlebotomy.....	3	3	4
MEDA211W	Pharmacology.....	3	0	3
OTM120W	Office Systems and Procedures	3	0	3
LIBERAL ARTS	3	0	3
Totals	15	8	18

Total Credits for Year = 34

SECOND YEAR

Fall Semester		CL	LAB	CR
MEDA105W	Legal and Ethical Issues in Healthcare	3	0	3
MEDA208W	Clinical Procedures III.....	0	3	1
OTM225W	E/M Coding and ICD-10.....	3	0	3
OTM226W	Coding with CPT	3		3
PSYC111W	Psychology	3	0	3
ENGLISH	3	0	3
Totals	15	3	16

Spring Semester		CL	LAB	CR
HUMA240W	Critical Thinking Seminar	3	0	3
MEDA203W	Medical Assistant Internship.....	0	18	6
OTM220W	Medical Billing	3	0	3
MATHEMATICS	4	0	4
LIBERAL ARTS	3	0	3
Totals	13	18	19

Total Credits for Year = 35

Total for A.S. Degree = 69

MEDICAL ASSISTANT CERTIFICATE

FIRST YEAR

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
ENGL120W	College Composition	4	0	4
MEDA101W	Clinical Procedures I.....	3	5	5
OTM117W	Medical Terminology	3	0	3
Totals		13	7	16

Spring Semester		CL	LAB	CR
MEDA201W	Clinical Procedures II.....	3	5	5
MEDA202W	Phlebotomy.....	3	3	4
MEDA211W	Pharmacology.....	3	0	3
OTM120W	Office Systems and Procedures	3	0	3
Totals		12	8	15

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
MEDA105W	Legal and Ethical Issues in Healthcare	3	0	3
MEDA208W	Clinical Procedures III.....	0	3	1
OTM225W	E/M Coding and ICD-10.....	3	0	3
OTM226W	Coding with CPT	3	0	3
PSYC111W	Psychology	3	0	3
Totals		12	3	13

Spring Semester		CL	LAB	CR
MEDA203W	Medical Assistant Internship.....	0	18	6
OTM220W	Medical Billing	3	0	3
Totals		0	18	9

Total Credits for Year = 22

Total for Certificate = 53

Program available in Berlin and Littleton.

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. Students must pass all classes within this certificate with a C+. 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.

Program available in Berlin and Littleton.

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
MEDA105W	Legal and Ethical Issues in Healthcare	3	0	3
OTM117W	Medical Terminology	3	0	3
OTM225W	E/M Coding and ICD-10.....	3	0	3
OTM226W	Coding with CPT	3	0	3
Totals		15	2	16

Spring Semester		CL	LAB	CR
MEDA211W	Pharmacology.....	3	0	3
OTM113W	Formatting in Word.....	3	0	3
OTM120W	Office Systems and Procedures	3	0	3
OTM220W	Medical Billing	3	0	3
OTM227W	Advanced Coding	3	0	3
Totals		15	0	15

Total for Certificate = 31

NURSING

Program Goal

The mission of the Department of Nursing is to provide high-quality, comprehensive, student-centered nursing education. The fundamental focus exemplifies current clinical and educational evidence-based practice, which enables students to provide safe, comprehensive nursing care to diverse individuals, families, groups, and communities.

Student Outcomes

- Demonstrate well-planned safe and effective culturally-appropriate patient-centered care using the nursing process.
- Utilize the principles of communication, engagement, caring, presence, accountability and service within a legal and ethical framework.
- Practice collaboratively within nursing and with multi-professional health care providers.
- Incorporate best current evidence-based practice in the planning and implementation of care for optimal health and wellness.
- Utilize healthcare systems resources to plan, organize and deliver care.
- Interact effectively with patients, families and colleagues using therapeutic communication.
- Demonstrate accountability and professionalism in the nursing role using legal, ethical, regulatory, and humanistic principles.
- Participate in leadership and spirit of inquiry that contribute to lifelong learning, professional growth, and the body of nursing knowledge.

Program Purpose

The nursing program prepares students to provide safe, comprehensive nursing care to diverse individuals, families, groups, and communities in acute, long-term, ambulatory, mental health, and other structured settings. The program consists of nursing, science and general education courses. Nursing courses include classroom, simulation lab and clinical experiences. Learning experiences and clinical practical may vary in time and locations.

The program may be completed on a full-time or part-time basis. Classroom and clinical components of the nursing program must be completed concurrently. All nursing courses must be completed within three years from the date of entry into the first nursing course.

Students admitted into the nursing program must take nursing courses in sequence, and must achieve a minimum grade of C+ (76.67) in all major theory and science courses (Nursing, A&P I/II, and Microbiology), and a C (73.33) in all other general education program requirements, as well as achieve a grade of "Pass" in clinical to continue in the program.

Admission Requirements

1. Meet college requirements for admission.
2. Achieve a Total Score of 58.7% (Proficient) or better on the ATI Test of Essential Academic Skills (ATI TEAS). Students are allowed to test every six weeks but no more than three times in a calendar year (per ATI Policy). Test scores are valid for a period of two (2) years. The cost of the TEAS is \$70.
3. Two professional references, work or education related.
4. Applications are not complete until all of the above-mentioned documents are in place. To qualify for early admission, applications must be completed by February 1st. If there is remaining availability after this review, applications completed by April 1st will be considered for admission.
5. Science courses must have been completed within five (5) years from beginning the Nursing courses. Transfer credits will only be awarded for grades of C+ or better for Anatomy & Physiology I and II and Microbiology. For Anatomy & Physiology I and II and Microbiology courses more than five (5) years old but less than eight (8), the student may take the corresponding Excelsior College exam and be given credit if they receive a C+ or better. Please contact the Nursing Program Coordinator for further information regarding this option.

Selection Criteria

Selection is determined by a cumulative point system that is based on applicable college courses and grades, the ATI TEAS scores and references. Qualified students who are not accepted in the selection process may be assigned to a prioritized waiting list-based on the above criteria. They may be subsequently admitted if an opening becomes available prior to the beginning of the fall semester. Students desiring admission in the future must reapply.

Upon Acceptance

All students accepted into the Nursing program will:

1. Submit required clinical compliance documents, including proof of required immunizations and immunity.
2. Possess and maintain personal health insurance.
3. Acquire and maintain current Basic Life Support-Healthcare Provider certification.
4. Successfully complete a criminal background check and drug screening.
5. Purchase course materials, liability insurance and program uniform. Pay the nursing clinical surcharge fee each semester. Additionally, students will pay a nursing resource fee to cover the cost of computer assisted learning and assessments as well as clinical simulation supplies.

LPN to RN Completion Option

Licensed Practical Nurses wishing to advance their education and complete their Associate of Science in Nursing may transfer into the second semester of the nursing program pending seat availability after meeting the following criteria:

1. Has successfully completed a practical nursing program from an accredited school or college.
2. Provide evidence of a current unencumbered LPN license and recent practice.
3. Meet all college requirements.
4. Provide evidence of completion of Anatomy & Physiology I.
5. Provide evidence of Human Growth & Development with a C or better.
6. Achieve a 77% or better on a drug calculations test.
7. Take ATI Practical Nurse Comprehensive Predictor and achieve 68% or better.
8. Demonstrate competency in specified skills such as: assessment including vital signs, medication administration, and sterile technique.

A meeting with the Nursing Program Coordinator is highly encouraged to ensure the student is prepared for entry into the second semester of the first year.

Transferring Into NURS112W

Transfer into NURS112W is an option **only** if there is space available in the program. Returning WMCC nursing students have priority. In order to be considered for transfer from another nursing program, students must: have permission of the Nursing Program Department Chairperson and have successfully completed (a minimum course grade C+) a Nursing Fundamentals course within a year of transferring.

Readmission Policy

Students matriculated in the Nursing program who withdraw or do not achieve the required minimum grade and are not able to continue in the Nursing program **may** be eligible for readmission consideration. Readmission requests will be evaluated on a case-by-case basis, must occur within one year of exiting the program and are contingent upon space availability. Students who have failed a Nursing course because of unsafe practice involving actions or non-actions are **NOT** eligible for readmission to the nursing program. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission.

Program Accreditation:

The nursing program is approved by the New Hampshire Board of Nursing and achieved Accreditation Candidate Status in June of 2017 through the Accreditation Commission for Education in Nursing. <http://www.acenursing.us/candidates/candidacy.asp>

Employment & Advanced Educational Opportunities

Upon successful completion of the program, the graduate is eligible to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Prior to meeting all program course requirements, students may be eligible to apply to the New Hampshire Board of Nursing for additional licensure after the successful completion of Nursing I (LNA) and Nursing III (LPN). 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:

Office of Professional Licensure and Certification
121 South Fruit Street
Concord, NH 03301
603-271-2323 or <https://www.oplc.nh.gov/nursing>

The nursing program maintains articulation agreements with colleges and universities throughout New England. Further information can be obtained from the Nursing Program Coordinator.

Program Outcomes

The 2017 NCLEX-RN pass rate for the WMCC nursing program is 100%. The 2017 alumni employment rate is >95%.

Technical Standards

All students in the WMCC Nursing program must be able to perform diverse, complex, and specific functions and skills. Technical and professional standards for nursing are essential duties, which speak to a student's ability to participate and be successful in the nursing program. WMCC must ensure that patient safety is not compromised by students during learning experiences. Therefore, the student is expected to demonstrate emotional stability and exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and appropriate interpersonal relationships with peers, staff and patients and their families.

The following 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 profession of nursing. Applicants who think they may not be able to meet one or more of the technical standards must contact the Nursing Program Coordinator to discuss individual cases.

- Adequate strength and motor coordination to perform the following physical activities: manual dexterity to operate and handle equipment, moving and transfer of patients; and performing CPR.
- Adequate hearing to assess patient needs and to understand instructions, emergency signals and telephone conversations.
- Adequate visual acuity to observe patients, manipulate equipment and interpret data; visual acuity sufficient to ensure a safe environment, identify color changes, read fine print/writing and calibrations.

- Adequate speech and language ability to express, comprehend and exchange information and ideas verbally and non-verbally and to interact clearly and logically with patients, family members, physicians, peers and other medical personnel.
- Ability to work with frequent interruptions, respond appropriately in emergencies or unexpected situations and to cope with variations in workload and stress levels.
- Ability to maintain mature effective relationships with patients, students, faculty, staff and other professionals under all circumstances.

Program available in Berlin.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
BIOL114W	Human Anatomy and Physiology I..	3	2	4
NURS110W	Nursing Success Seminar.....	1	0	1
NURS111W	Nursing I	4	12	8
PSYC112W	Human Growth & Development	3	0	3
Totals		11	14	16

Spring Semester		CL	LAB	CR
BIOL115W	Human Anatomy and Physiology II..	3	2	4
ENGL120W	College Composition	4	0	4
NURS112W	Nursing II.....	5	12	9
Totals		12	14	17

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
BIOL211W	Microbiology	3	2	4
NURS210W	Nursing III.....	5	15	10
PSYC111W	Psychology	3	0	3
Totals		11	17	17

Spring Semester		CL	LAB	CR
HUMA212W	Legal and Ethical Issues.....	3	0	3
NURS214W	Nursing IV	4	15	9
	ENGLISH	3	0	3
	MATHEMATICS.....	4	0	4
Totals		14	15	19

Total Credits for Year = 36

Total for A.S. Degree = 69

OFFICE MANAGEMENT MEDICAL

Graduates of the Office Management Medical degree possess the skills to work in an office setting within a small medical center office, larger hospital administrative offices, or behavioral health. Some possible areas of employment could include:

- Medical Billing
- Reception
- Patient Navigation
- Patient Records
- Assistant Office Manager

The two-year **Associate Degree** enables the student to become a valuable asset to the medical office through intensive skill-based courses. Students learn the latest version of Microsoft Office Suite and gain experience in working with specialized medical office software in patient scheduling, patient record management, collecting co-pays, and providing administrative support to the provider.

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.

Program available in Berlin and Littleton.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
ENGL120W	College Composition	4	0	4
OTM113W	Formatting in Word	3	0	3
OTM117W	Medical Terminology	3	0	3
Totals		13	2	14

Spring Semester		CL	LAB	CR
ENGL225W	Oral Communication	3	0	3
HUMA240W	Critical Thinking Seminar	3	0	3
MEDA211W	Pharmacology	3	0	3
OTM120W	Office Systems and Procedures	3	0	3
	MATHEMATICS	4	0	4
Totals		16	0	16

Total Credits for Year = 30

SECOND YEAR

Fall Semester		CL	LAB	CR
COMP120W	Quantitative Decision Making	3	0	3
MEDA105W	Legal and Ethical Issues in Healthcare	3	0	3
OTM225W	E/M Coding and ICD-10	3	0	3
OTM226W	Coding with CPT	3	0	3
	LIBERAL ARTS	3	0	3
Totals		15	0	15

Spring Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
OTM213W	Internship Seminar	0	15	3
OTM220W	Medical Billing	3	0	3
RRM201W	Introduction to Human Resources ..	3	0	3
	SOCIAL SCIENCE	3	0	3
Totals		12	15	15

Total Credits for Year = 30

Total for A.S. Degree = 60



PATIENT CARE SPECIALIST CERTIFICATE

The Patient Care Specialist Certificate program prepares graduates to work in a hospital or long term care center performing a multitude of duties that include functioning as an acute care Licensed Nursing Assistant (LNA), a phlebotomist, and as an ECG Technician.

The Licensed Nursing Assistant (LNA) portion of the program trains students to work in an acute care setting within a hospital assisting with wound care, giving supportive care to patients, taking and recording vital signs, participating in patient transfers, and aid in maintaining the unit. The program also includes rotations within long-term care facilities enabling the student to work primarily with the elderly in assisting them in activities of daily living and focusing on skilled care. After the first semester, students will be able to apply and sit for the LNA exam and apply for licensure in the State of NH.

Phlebotomists (PBT) practice standard precautions, perform venipuncture, perform capillary puncture, and obtain specimens for microbiological testing. Students who successfully complete this certificate are eligible to sit for a national certification examination offered by several professional organizations.

As an ECG Technician, the student might administer ECGs and assist in stress tests, conduct patient teaching in Holter monitoring, assist the provider, and schedule appointments. A graduate of the program is also eligible to sit for a certification exam in this area of healthcare.

Admission requirements for Patient Care Specialist Applicants:

1. Meet college requirements for admission.
2. Complete a college application, provide documentation for high school completion or equivalent.

Note: A maximum of 8 students are admitted into the program. A \$100 tuition deposit is required to hold a seat upon acceptance. After 8 students are accepted, applicants will be placed on a wait list and notified of acceptance should a seat become available.

Students who are accepted into the Patient Care Specialist program will:

1. Obtain and maintain current BLS-C (Basic Life Support) certification.
2. Pass a criminal background check through the college approved vendor as well as a drug test.
3. Provide proof of immunizations and health insurance.

To continue within the program, the students must:

1. Have professional liability insurance for clinical classes, phlebotomy, and affiliation. (Available through the college.)

2. Complete the Phlebotomy class with an 80 average to be eligible to move into the internship class.
3. Complete all other classes with a minimum of a C+ (76.7 average)

Students applying to the program with an existing LNA license who want to use experiential learning to earn the college credits must prove acute care training, via a portfolio. The portfolio must show educational and experiential training and must be approved by the Director of the PCS program, and the Vice President of Academic Affairs prior to the start of the fall semester. Those students with current LNA licensure from the State of NH will not have to retake the licensing exam.

Students must also be aware that site placements in the area of phlebotomy are limited. WMCC will try to place students in internship close to where they reside. Our phlebotomy internship sites range within the three counties of Carroll, Grafton, and Coos.

Health Considerations

The college must ensure that clients, patients and 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. Furthermore, students are expected to have the emotional stability to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, establish rapport, and maintain sensitive interpersonal relationships with employers, clients/patients and their families. Students who fail to demonstrate stability or sound judgement, or who violate HIPPA laws, may face removal from the program.

Program available in Littleton.

CERTIFICATE

Fall Semester		CL	LAB	CR
HSV223W	Introduction to Counseling	3	0	3
MEDA130W	LNA Lecture and Lab	2	3	3
MEDA135W	LNA Clinical Rotation	0	9	3
MEDA202W	Phlebotomy	3	3	4
OTM117W	Medical Terminology	3	0	3
Totals		11	15	16

Spring Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
CHEM112W	Nutrition	3	0	3
MEDA204W	Phlebotomy Internship	0	9	3
MEDA220W	ECG for the Healthcare Professional	2	2	3
OTM120W	Office Systems and Procedures	3	0	3
Totals		11	13	16

Total Credits for Year = 32

RESORT AND RECREATION MANAGEMENT

Northern New Hampshire is internationally known for its hospitality, tourism attractions and grand hotels. There could be no better location for a degree program in Resort and Recreation Management. Students will experience hands-on learning in a professional environment and have access to content experts beyond the classroom.

The degree will provide a comprehensive approach to learning all facets of resort and recreation management operations including front office operations. The degree offers three options for concentration.

Adventure Leadership Track

Students in this track will prepare for an active lifestyle in the fast growing and very popular career of adventure leadership. With an emphasis on strong leadership and adventure recreation and travel, students will be learning to organize, prepare and guide people of all ages safely in the outdoor world. This is also an excellent track for active outdoor minded students who seek to be supervisors and managers in outdoor adventure parks, ski areas and youth and adult adventure and sporting camps.

Conference Services and Marketing

Hospitality management is one of the fastest growing careers in the leisure industry. This track prepares students to be supervisors and managers in the fast-paced and dynamic world of hotel and event conference services. With a focus on solid business and financial skills as well as professional hospitality delivery techniques, upon graduation students will be ready to work at hotels, resorts, conference centers as well as additional large hospitality and leisure venues.

Hotel Administration

With new hotels and resorts being opened at a record pace, domestic and international hotel properties are looking more than ever for confident and competent people to supervise and manage their leisure properties and staff. In this track, students learn the process and procedures to not only successfully manage the complex business aspects of today's modern hotels and resorts, but also focus on hotel operations, leadership and human resources as essential areas of knowledge for the modern day hotelier.

Upon successful completion of the degree in Resort and Recreation Management, graduates will be prepared for a middle management position. Graduates will also possess the necessary foundation to pursue further studies toward a higher education degree.

Program available in Littleton and North Conway.

FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ENGL120W	College Composition	4	0	4
HOS101W	Introduction to Hospitality.....	3	0	3
RRM201W	Introduction to Human Resources ..	3	0	3
	MATHEMATICS.....	4	0	4
	Totals	15	0	15

Spring Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
HOS210W	Accounting for Hospitality Managers.....	3	0	3
	SCIENCE	3	0	3
Adventure Leadership Option				
RRM110W	Recreation Facility Management	3	0	3
RRM113W	Theories in Adventure Leadership ..	3	0	3
OR				
Conference Services & Marketing Option				
HUMA240W	Critical Thinking Seminar	3	0	3
RRM211W	Conference Planning & Group Sales	3	0	3
OR				
Hotel Administration				
RRM110W	Recreation Facility Management	3	0	3
RRM217W	Front Office & Room Operations....	3	0	3
	Totals	15	0	15

Total Credits for Year = 30

Summer Semester		CL	LAB	CR
Adventure Leadership Option				
RRM105W	Wilderness Prep/Mountain Leadership	2	4	4
	Totals	2	4	4

Total Credits for Summer = 4

SECOND YEAR

Fall Semester		CL	LAB	CR
COMP120W	Quantitative Decision Making	3	0	3
HUMA120W	Environmental Issues.....	3	0	3
MGMT212W	Marketing			
OR				
MGMT214W	Management & Teamwork	3	0	3
Adventure Leadership Option				
HUMA240W	Critical Thinking Seminar	3	0	3
RRM115W	Facilitation in Adventure Leadership	1	7	4
OR				
Conference Services & Marketing Option				
RRM214W	Hospitality Marketing	3	0	3
RRM220W	Food & Beverage Operations	3	0	3
OR				
Hotel Administration				
RRM214W	Hospitality Marketing	3	0	3
RRM220W	Food & Beverage Operations	3	0	3
	Totals Conference Services & Marketing / Hotel Admin.....	15	0	15
	Totals Adventure Leadership	13	7	16

Spring Semester		CL	LAB	CR
COMP125W	Comprehensive Presentation Methods	3	0	3
RRM225W	RRM Internship.....	0	18	6
SOCI120W	Introduction to Economics and Sustainability	3	0	3
	HUMANITIES.....	3	0	3
	Totals	9	18	15

Total Credits for Year Conference Services & Marketing / Hotel Administration = 30

Total Credits for Year Adventure Leadership = 31

Total for A.S. Degree – Conference Services & Marketing / Hotel Administration = 60

Total for A.S. Degree – Adventure Leadership = 65

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. 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

Program available in Berlin, Littleton and North Conway.

**ASSOCIATE IN ARTS DEGREE
FIRST YEAR**

Fall Semester		CL	LAB	CR
EDU104W	Foundations of Education.....	3	0	3
ECE216W	Understanding Young Children with Special Needs			
	OR			
EDU101W	Introduction to Exceptionalities.....	3	0	3
ENGL120W	College Composition	4	0	4
	HUMANITIES*	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	16	0	16
Spring Semester		CL	LAB	CR
ECE115W	Positive Guidance Techniques	3	0	3
	OR			
EDU200W	Supporting Students with Challenging Behaviors	4	0	4
ECE214W	Teaching and Learning PreK II	4	0	4
	OR			
EDU207W	Teaching and Learning	3	0	3
	LITERATURE	3	0	3
	MATHEMATICS	4	0	4
	SOCIAL SCIENCE	3	0	3
	Totals	17/18	0	17/18
Total Credits for Year = 33/34				

SECOND YEAR

Fall Semester	CL	LAB	CR
Educational Transfer Elective**	6	0	6
HUMANITIES*	3	0	3
MATHEMATICS	4	0	4
SCIENCE	3	2	4
Totals	16	2	17
Spring Semester	CL	LAB	CR
Educational Transfer Elective**	3	0	3
HUMANITIES*	3	0	3
SCIENCE	3	2	4
SOCIAL SCIENCE	3	0	3
Totals	12	2	13

Total Credits for Year = 30
Total for A.A. Degree = 63/64

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.**

AUTISM EDUCATION CERTIFICATE

Within the past decade, the number of children diagnosed with Autism has increased dramatically. One in every eighty-eight children is diagnosed with autism according to the National Center on Birth Defects and Developmental Disabilities. Therefore the need for professionals trained in this specialized area has increased significantly. The certificate is designed for those who seek additional expertise in this critical-need area.

This certificate furthers a student's understanding of the diagnosis of Autism or Asperger's Syndrome. Students will explore current issues and best practices in providing educational services that meet the unique characteristics and needs of students that fall within the autism spectrum. Current theories in the field will be a focus of the certificate.

Admission Requirements

It is strongly advised that interested applicants meet with their advisor prior to entering the certificate to assess the on-site learning component. This certificate is delivered through an online/hybrid forum.

See Health Considerations, Character Expectations and Technical Standards on page 70.

Program available 100% online.

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ECE112W	Child Growth and Development*			
	OR			
PSYC112W	Human Growth and Development ..	3	0	3
ECE121W	Understanding Children with Autism & Pervasive Developmental Disorders	3	0	3
ECE216W	Understanding Young Children with Special Needs			
	OR			
EDU101W	Introduction to Exceptionalities.....	3	0	3
EDU200W	Supporting Students with Challenging Behaviors	4	0	4
	Totals	14	0	14

Spring Semester		CL	LAB	CR
EDU204W	Instructional Technology	3	0	3
EDU206W	Understanding Sensory Integration.	3	0	3
EDU207W	Teaching and Learning	3	0	3
EDU232W	The Autism Spectrum & Beyond....	3	0	3
	Totals	12	0	12

Total for Certificate = 26

*** REQUIRED COURSE FOR THOSE WORKING IN LICENSED CHILD CARE FACILITIES.**

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 70.

Program available in Berlin.

Fall Semester		CL	LAB	CR
EDU101W	Introduction to Exceptionalities			
	OR			
ECE216W	Understanding Young Children with Special Needs	3	0	3
ENGL120W	College Composition	4	0	4
	*MAJOR SPECIALIZATION	6/7	0	6/7
	Totals	13/14	0	13/14

Spring Semester		CL	LAB	CR
EDU204W	Instructional Technology	3	0	3
ECE112W	Child Growth and Development			
	OR			
PSYC112W	Human Growth and Development ..	3	0	3
	*MAJOR SPECIALIZATION	6/7	0	6/7
	Totals	12/13	0	12/13

Total for Certificate = 25-27

*MAJOR SPECIALIZATION

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

ECE115W	Positive Guidance Techniques	3	0	3
ECE117W	Teaching and Learning PreK I	4	0	4
ECE118W	Infant Toddler Curriculum	3	0	3
ECE120W	Introduction to Early Intervention...	3	0	3
ECE121W	Understanding Children with Autism & Pervasive Developmental Disorders	3	0	3
ECE213W	Sociology of Children and Families.	3	0	3
ECE214W	Teaching and Learning PreK II	4	0	4
EDU106W	ESL and Diversity in the Multicultural Classroom	3	0	3
EDU200W	Supporting Students with Challenging Behaviors	4	0	4
EDU201W	Legal Issues in Education.....	3	0	3
EDU202W	Strategies for Teaching Diverse Populations	3	0	3
EDU203W	Teaching Strategies for Students with Disabilities	3	0	3
EDU207W	Teaching and Learning	3	0	3
EDU209W	Integrated Arts	3	0	3
EDU210W	Foundations of Diversity	3	0	3
EDU212W	Design of Instruction.....	3	0	3
HSV111W	Introduction to Human Services....	3	0	3

TRADES MANAGEMENT

Employers continuously search for employees with the desire and skills to move into management. The Trades Management degree can build upon any other source of academic credit in a trade related field to provide the basic supervisory skills needed to succeed in industry. This program provides a path to a degree with basic supervision and business skills for those who have credits in trade-related fields such as Advanced Welding Technology, Industrial Maintenance/Millwright, Automotive Technology, Diesel Heavy Equipment Technology or other similar programs. There are also opportunities for those with prior industry experience and skills to use our Experiential Learning path to be awarded credit for prior learning and then continue on to a Trades Management degree. The program requires 24-32 credits of trade or technical courses and adds the required General Education and additional business and computer skills courses required to prepare students for a future in trades management. In general, the courses beyond the trade or technical credits are also available online for those students who finish a certificate and begin work in their field immediately or, are coming back to college while already working.

Program available in Berlin, Littleton, North Conway and online for students who transfer in trade/technical courses. Program is available in Berlin for students without trade/technical courses.

ASSOCIATE IN SCIENCE DEGREE FIRST YEAR

Fall Semester		CL	LAB	CR
COMP110W	Software Applications	3	0	3
ENGL120W	College Composition	4	0	4
	HUMANITIES.....	3	0	3
	TRADE/TECHNICAL.....	--	--	6-8
Totals		10	0	16-18

Spring Semester		CL	LAB	CR
MGMT214W	Management & Teamwork	3	0	3
	LIBERAL ARTS	3	0	3
	MATH	4	0	4
	TRADE/TECHNICAL.....	--	--	6-8
Totals		10	0	16-18

Total Credits for Year = 32-36

SECOND YEAR

Fall Semester		CL	LAB	CR
COMP120W	Quantitative Decision Making	3	0	3
ENGL211W	Professional Writing	3	0	3
	SOCIAL SCIENCE	3	0	3
	TRADE/TECHNICAL.....	--	--	6-8
Totals		9	0	15-17

Spring Semester		CL	LAB	CR
RRM201W	Introduction to Human Resources ..	3	0	3
	LIBERAL ARTS	3	0	3
	SCIENCE	3	0	3
	TRADE/TECHNICAL.....	--	--	6-8
Totals		9	0	15-17

Total Credits for Year = 30-34

Total for A.S. Degree = 62-70

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 Interdisciplinary Studies.

Program available 100% online.

WWT111W	Wastewater Treatment I.....	Online3 Credits
WWT113W	Mechanical Maintenance and Pumps.....	Online3 Credits
WWT114W	Water and Wastewater Mathematics	Self-directed3 Credits
WWT115W	Wastewater Analysis.....	Online3 Credits
WWT210W	Water Analysis	Online3 Credits
WWT211W	Water Treatment I	Online3 Credits

Total for Certificate = 18

VETERINARY ASSISTANT CERTIFICATE

The Veterinary Assistant certificate program provides training in veterinary health and handling of a variety of domestic and exotic species, with the focus on tasks for assisting the Veterinary Technician and Veterinarian. Veterinary Assistants care for animals in veterinary hospitals, animal shelters, and laboratories. They also help to maintain a clean and safe work environment, as well as perform various tasks under the supervision of veterinarians, veterinary technicians and scientists. This certificate program will teach the essential knowledge and job skills needed, including diagnostics, surgical assistance and monitoring, critical care, nutrition, and animal husbandry. Students will also experience hands-on learning in the classroom and during the required internship. Veterinary Assistants do not diagnose animal illnesses, prescribe treatment, or perform surgery. This program provides an introduction to the field of veterinary medicine, but is not a veterinary technician program nor is it intended to provide admission to a college of veterinary medicine.

Admission Requirements

1. Submit an application for the program
2. Meet College requirements for admission
3. Must possess high school diploma or GED and submit official transcripts to WMCC
4. Applications are not complete until the above documents are in place
5. Once applications are complete, applicants will be scheduled for a personal interview with the Program Director

Applicants will be contacted to set up interviews with the program director once the first three requirements have been met.

To qualify for early admission, applications must be completed by February 1st. If there is remaining availability after this review, applications completed by April 1st will be considered for admission.

Upon admission, students will receive a packet of program information with details regarding program requirements.

Once admitted, the following will be required:

1. Submit proof of a physical examination with tetanus immunization (within the last year)
2. Provide proof of health insurance
3. Successfully complete a criminal background check and drug screening
4. Purchase course materials, liability insurance and program scrubs

All students in the Veterinary Assistant Certificate Program must maintain a "C" or above average in all courses and have a 90% or better attendance rate and conform to all professionalism conduct codes.

Program available in North Conway.

Fall Semester: First Eight Weeks		CL	LAB	CR
VETA101W	Introduction to Veterinary Assisting	1	2	2
VETA103W	Veterinary Assistant Small Animal Nursing I	2	2	3
VETA105W	Vet. Asst. Office Procedures and Practice Mgmt.....	1	2	2
Fall Semester: Second Eight Weeks				
VETA107W	Veterinary Assistant Small Animal Nursing II	2	2	3
VETA109W	Veterinary Assistant Lab. and Diagnostic Skills	2	2	3
Totals		8	10	13

Spring Semester		CL	LAB	CR
VETA111W	Veterinary Assistant Clinical	0	8	4
VETA113W	Veterinary Assistant Clinical Seminar	2	0	2
Totals		2	8	6

Total Credits for Year = 19

BUSINESS TRAINING 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.

The college also offers the community many non-credit, professional development and enrichment programs on campus and at academic center locations.

Non-credit courses and programming focus on such topics as health, wealth, happiness, computers and Continuing Education Units (CEU's), and courses "just for fun".

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

Commercial Driver Training Programs

The college offers a variety of non-credit professional driver training courses that focus on both classroom work and in-vehicle training time. After on-the-road experience with professional, experienced instructors, plus simulator, lab and range time, students master driver competencies and become safe, comfortable, confident, law-abiding drivers. Training topics include trip planning, maintain daily logs, handling cargo, cargo documentation, Hazmat, employer relations and public relations.

The college offers the following non-credit programs to prepare students for employment in the transportation industry.

CDL-A: This approximately 12-week program prepares students to drive tractor trailers or vehicles which tow greater than 10,000 lbs.

CDL-B: Licensure can be obtained through this 6-week program to drive straight line vehicles and tow less than 10,000 lbs.

Class A Upgrade: Students with a valid CDL-B license may prepare with this 30-hour course to drive the larger tractor trailer vehicles. Shifting skills are a prerequisite for this program.

CDL Refresher: Employers seek employees with recent driving experience. Students with a valid license who have been out of the driving field for a time can refresh their skills with this 40-hour program.

CDL Hourly Training: Individuals may also train on an hourly basis.

Requirements: Training applicants must be at least 18 years old, possess a valid driver license, have a clean driving record and have a minimum of an eighth grade reading level. Additionally, before participants can be accepted as driver trainees they must obtain the DOT Medical card and pre-employment drug test. Unemployed persons can frequently access training funds from a variety of private and public sources. Interested individuals should contact their local office of New Hampshire Employment Security or Vermont Department of Labor.

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

WMCC 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 and management practices. Our 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 at (603) 342-3062, or on the web at www.wmcc.edu.

Business Training Services:

- Training Needs Assessments
- Communication and Problem Solving

- Teamwork & Interpersonal Skills
- Quality and Production (Lean and Six Sigma)
- Supervision and Leadership
- Customer Service
- Basic & Advanced Software and Computer Technology Training
- Custom-Designed Programs, Workshops and Curricula
- Grant Development, including the New Hampshire Job Training Fund
- Work Readiness Skills Preparation

For a complete list of potential training opportunities, go to www.wmcc.edu/workforce-development.

WorkReadyNH

WorkReadyNH participants prepare for the National Career Readiness Certificate (NCRC) assessment certificate test by participating in skill building in the areas identified (Reading for Information, Applied Mathematics, and Locating Information). In addition, individuals will participate in a 60-hour soft skills training course taught by WMCC staff.

The soft skills course is a classroom-based component of the WorkReadyNH program that places participants in simulated workplace-related settings and covers areas that include:

- Job Interviews
- General expectations
- Workplace safety
- Communication Skills
- Team-building & conflict resolution
- Problem-solving
- Meetings
- On-the-job training
- Customer service
- Performance review

For more information, contact the Director at (603) 342-3007.



COURSE DESCRIPTIONS

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

LIBERAL ARTS

The following courses satisfy Liberal Arts requirements:

English	Courses with ENGL prefix
Humanities	Courses with ENGL prefix (except ENGL120W, ENGL130W, ENGL211W, ENGL220W, ENGL225W and ENGL230W). Courses with ANTH, ARTS, HIST, HUMA, LANG and PHIL prefixes.
Literature	Courses with ENGL prefix (except ENGL120W, ENGL130W, ENGL211W, ENGL220W, ENGL225W and ENGL230W).
Mathematics	Courses with MATH prefix (except MATH220W)
Science	Courses with BIOL, CHEM, ENVS, GEOL and PHYS prefixes
Social Science	Courses with ANTH, ECON, HIST, POLS, PSYC and SOCI prefixes

ACADEMIC READINESS

ACAD105W Academic Readiness (1 Credit)

This course is designed to assist students during their first year of enrollment. During this eight-week course students will explore through group activities and self-discovery to better understand their individual qualities, strengths, and areas of growth needed to succeed at White Mountains Community College. An overview of effective communication, conflict resolution, problem solving, time management, and tolerance of diversity will be included. This course will help students to explore their education and career goals and develop a personal action plan. Instruction includes class discussion, assigned readings, lecture, journal entries, group activities, and on-line assignments.

ACCOUNTING

ACCT111W 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.

ACCT114W 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: ACCT111W)

ACCT213W Taxation (3 Credits)

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

ACCT214W 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: ACCT111W; COMP120W)

ACCT220W 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.

ACCT222W Intermediate Accounting I (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: ACCT114W)

ACCT250W Intermediate Accounting II (3 Credits)

This course is a continuation of Intermediate Accounting I with a concentration on investing, financing, and financial reporting. (Prerequisite: ACCT222W)

ANTHROPOLOGY

ANTH101W 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.

ANTH105W Ethnography of Work (3 Credits)

Ethnography of Work introduces students to anthropological perspectives and social science research methods as they investigate a range of careers. The course approaches work as a cultural system invested with meanings, norms, values, customs, behavioral expectations, and hierarchies. Through ethnographic techniques, students evaluate the myths and stereotypes about work, as well as gain insight into how and why work matters to individuals. Work life is examined in the context of contemporary dynamics of disruption, uncertainty, innovation, and diversity. Assignments encourage students to draw connections between the self and work so they are prepared to make informed decisions about majors and career paths. (Prerequisite: ENGL120W)

ART

ARTS128W 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.

ARTS130W Introduction to Drawing (3 Credits)

Introduction to Drawing is a course designed for the beginner to explore materials, techniques, history, and creative expression using drawing media. The class will be centered on the Elements of Art: line, shape, color, texture, value, form and space; and the Principles of Design: balance, proportion, emphasis, and rhythm. Creating and critiquing drawings will be a major component of this class.

ARTS135W Plien Air Drawing (3 Credits)

This course is designed for the beginning artist as well as the artist who wants to improve their skills. Participants will have the opportunity to explore our beautiful north country with an artist's eye. This course will require gallery exhibits to view and discuss "Plien air Drawing" focusing in on Impressionists and the White Mountain & Hudson River Schools. Students will also visit local areas to create artwork using oil and chalk pastels, charcoal, pencil and color pencil. Demonstration of an appreciation of art will be the primary focus and outcome in this class.

AUTOMOTIVE

AUTO101W 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.

AUTO112W 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: AUTO101W or POI)

AUTO113W 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: AUTO101W, 115W or POI)

AUTO114W Automotive Electricity II (4 Credits)

An in-depth study of ignition systems, control units, indicators, dash units, tire pressure monitoring systems, light circuits and accessories of the automobile. Covers theory, troubleshooting and service. (Prerequisite: AUTO112W or POI)

AUTO115W 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: AUTO101W)

AUTO211W 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: AUTO114W or POI)

AUTO212W Chassis Service and Alignment Procedures (5 Credits)

The student will service and/or repair 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: AUTO101W, 115W or POI)

AUTO213W 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.

AUTO214W 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: AUTO211W or POI)

AUTO215W 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: AUTO101W, 212W or POI)

FINANCIAL SERVICES

BANK101W Principles of Banking (3 Credits)

This course provides an introduction to banking services and financial institutions; students also compare the operations of national and state banks. Students examine the principles of banking transactions and the various services of a bank. Topics include the history of banking, item processing, collection functions, procedures, bookkeeping, loans and investments, and trust operations. They also look at the function of the Federal Reserve. A principles of banking course is taken at the beginning of a banking program.

BANK105W Commercial and Consumer Lending (3 Credits)

Banking courses on commercial and consumer lending teach students how to identify credit-worthiness through balance sheets and income statements. Students are introduced to the basic principles of extending consumer and commercial credit by studying loan applications, credit risk evaluation, and loan processing; the course may cover the importance of collateral. Students also are taught how to compute interest charges and rebates, collections and loan prices, and ensure consumer compliance.

BANK107W Law and Compliance Principles (3 Credits)

This course explores banking law and examines the Uniform Commercial Code. Students learn how to implement government regulations and laws in order to keep up money flow and maintain positive banking relations. Federal auditing measures, such as the Sarbanes-Oxley Act, are among the many topics addressed in this course. This course is taken after an introductory banking course.

BIOLOGY

BIOL111W 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.

BIOL114W 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. Topics include organization of the human body, terminology of anatomy, 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. (See advisor for possible preparatory courses)

BIOL115W 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: BIOL114W)

BIOL120W 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. (The course is designed to expose those individuals not involved in direct patient care with information required for medical billing and coding.)

BIOL211W 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 viruses, bacteria, fungi, protozoa and helminthes. Integrated laboratory work augments lecture topics. (Prerequisites: BIOL114W & BIOL115W or POI)

BUSINESS ADMINISTRATION

BUS112W 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.

BUS116W 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. (Prerequisite: ENGL120W)

BUS122W Internship Portfolio Development (1 Credit)

The course Portfolio Development will be taught the first 8 weeks in the first Fall of the student's college experience. It will be part of the curriculum to ensure that the two Internships required in the certificate will have built into the objectives and outcomes with the student and instructor. The goal is to be able to share their Internship experiences. The employer will review the expected outcomes with the student and sign off on these expectations. At the mid-way point of the Internships the instructor will meet with the employer to review the progress of the objectives, the student experience and portfolio outcomes. The student will be responsible for keeping a comprehensive log of their Internship experiences and turn it in to the instructor at the end of each employment.

BUS224W Entrepreneurship Internship (1 Credit)

Internship education is an educational delivery method that relates classroom learning to the real world of work, off-campus. By integrating work experience into the student's program of studies the student will grow in maturity and experience. Students will be responsible for obtaining a paid or unpaid position in the community for the duration of 45 hours. The student will summarize their continuous work experience by contrasting and comparing their college studies in Management, Marketing, Spreadsheets, Business Law and other college related courses.

MGMT111W 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.

MGMT112W 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.

MGMT116W Outdoor Recreation Management Internship I (2 Credits)

Internship education contains a delivery method that relates classroom learning to the real world of work. By integrating primarily a winter sports work experience into the students program of studies the student will grow in both maturity and experience. Students will be responsible for obtaining a paid or unpaid, part time position in the community for the duration of 90 hours. The student will summarize their continuous work experience in a portfolio by contrasting and comparing their college studies in Management, Customer Service, Marketing, Environmental, General Business and other college related courses.

MGMT120W Process Logic & Continuous Improvement (3 Credits)

Companies are looking for people who are team leaders and problem-solvers who can regularly improve processes within their local areas and functions. This course provides an in-depth understanding of how companies improve processes and analyze performance data, identify inefficiencies and problems, pinpoint root causes, and institute new protocols to greatly improve performance. Common methods from Lean and Six Sigma methodologies and other sources are covered and applied to processes in all different fields such as financial, customer service, logistics, manufacturing, etc. Both case studies and participant situations will be used to apply the methods, tools and checklists during the course.

MGMT121W Sales Force Management (3 Credits)

A strong focus on leadership, technology, innovation and ethics are needed today in the business world. This course provides students with multifaceted sales communication approaches, leadership, and an understanding about the relationship between marketing and sales functions. The three interrelated parts of management framework- such as, formulation of a sales program, implementation of the sales program, and evaluation and control of the sales program, will be discussed in this course. Cialdini's Six Principles of Persuasion will be evaluated and analyzed through-out the course.

MGMT212W 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.

MGMT214W Management & Teamwork (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.

MGMT215W 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.

MGMT216W 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.

MGMT218W Small Business Management (3 Credits)

Designed to give students an overview of the requirements of owning and operating a small business. Entrepreneurial ven-

tures, marketing and managing small businesses, financial and administrative controls and the social and legal environment are covered.

MGMT224W 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.

MGMT225W Outdoor Recreation Management Internship II (3 Credits)

Internship education contains a delivery method that relates classroom learning to the real world of work. By integrating primarily a summer sports work experience into the students program of studies the student will grow in both maturity and experience. Students will be responsible for obtaining a paid or unpaid, part time position in the community for the duration of 135 hours. The student will summarize their continuous work experience in a portfolio by contrasting and comparing their college studies in Management, Customer Service, Marketing, Environmental, General Business and other college related courses.

MGMT230W 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.

COMMERCIAL DRIVER TRAINING

CDT101W Fundamentals of Commercial Driver Training (4 Credits)

This classroom based course provides a comprehensive study of the basics of Commercial Driving, with a particular focus on the safe, legal and professional operation of a variety of vehicles for which commercial licensure is a prerequisite. This course also focuses on the skills and behavioral characteristics of a professional commercial driver. Specific instruction will be provided to prepare students for learners permit testing; preparation and study for additional endorsements will also be covered. Additional topics covered will include: Log Book, Hours of Service, Map Reading, Trip Planning, DOT Regulations, Hazard Perception, Night Operation, Extreme Driving Conditions, Railroad Crossing Safety, Accident Reports and Combination Vehicles.

CDT103W Air Brake Fundamentals (1 Credit)

This classroom course covers the components, operator maintenance and safety aspects of air brake systems in use in today's motor vehicle transportation fleet. Students will understand their safe operation, effects of weather and climate, and other special considerations.

CDT105W Vehicle and Cargo Safety (3 Credits)

This course prepares a student for safe operation of vehicles and transport of cargo. Thorough examination of all parts of the vehicle in a systematic process will be taught. The pre-trip vehicle evaluation will be stressed, with daily practice of this critical skill. Students will be prepared to pass the Department of Motor Vehicles Pre-Trip Vehicle Inspection Test portion of formal licensure.

CDT107W Closed Course Vehicle Maneuvers (3 Credits)

Students will become skilled in the safe, low speed operation of commercial vehicles on a closed course. Topics covered will include trailer coupling and uncoupling, shifting and turning, double clutching, maneuvering the vehicle in straight line backup,

conventional and sight side parking, alley docking and turning around in tight areas. Students will be prepared to pass the Department of Motor Vehicles Basic Vehicle Control Skills Test portion of formal licensure. (Co-requisites: CDT101W, CDT103W, CDT105W)

CDT109W Open Road Vehicle Maneuvers (3 Credits)

Students will become skilled in the safe operation of unloaded commercial vehicles at speed in a variety of traffic conditions and road types. Topics covered will include Hazard Perception, Uphill and Downhill Grades, Ramps, Lane Changes, and Space Management. (Pre-requisite: Valid learners permit; Co-requisites: CDT101W, CDT103W, CDT105W)

CDT112W Commercial Motor Vehicle Operator Capstone (2 Credits)

The CDL Capstone Course provides individualized instruction to students in preparation for the On Road Driving portion of formal licensure and serves to integrate the technical and professional skills characteristic of a professional commercial motor vehicle operator into a cohesive, career-ready whole. Students will develop a personalized plan in coordination with the instructor that focuses on the safe and legal operation of both unloaded and loaded commercial vehicles in a variety of setting and conditions. (Co-requisites: CDT101W, CDT103W, CDT105W, CDT107W, CDT109W)

CHEMISTRY

CHEM111W 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. (See advisor for possible preparatory courses)

CHEM112W 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.

CHEM113W Environmental Sampling and Analysis (4 Credits)

This course offers students an introduction to common sampling and analysis techniques used in environmental data gathering. (Prerequisites: BIOL111W, CHEM111W, ENVS110W, GIS112W, MATH214W)

COMPUTERS

COMP089W 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)

COMP101W 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.

COMP103W 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.

COMP104W 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.)

COMP105W 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.

COMP107W 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.

COMP110W 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.

COMP113W 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. (Prerequisite: ACCT111W or POI)

COMP120W Quantitative Decision Making (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.

COMP125W 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.

COMP128W Business Technology (3 Credits)

This course explores the connections between business initiatives and technology choices in the work place. Students will examine different strategies that can enhance business communication with global economies. Crafting technology to meet business needs will be the focus of the course. How to use technology such as Email, Skype, Collaborate, and GoToMeeting will be covered, as students learn how to facilitate and participate in virtual meetings. Special attention will be given to efficiently conducting meetings, virtual and otherwise. Students will be required to measure and assess their business technology strategies as they integrate business technologies from start to finish.

COMP214W 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**COOP150W 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**CRMJ101W 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: ENGL120W)

CRMJ110W 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: ENGL120W)

CRMJ123W 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.

CRMJ150W 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.

CRMJ201W Criminal Procedures (3 Credits)

This course will enable students to take an in-depth approach on how the Constitution and other laws are relevant in today's criminal justice system. It will focus on policy, laws, process, and procedure of the defendant in the criminal courts setting.

CRMJ208W 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: CRMJ101W, ENGL120W)

CRMJ210W 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: CRMJ123W)

CRMJ215W Corrections Operations (3 Credits)

This course illustrates the many facets of a correctional facility setting. It establishes an entry level approach to educate and prepare law enforcement professionals to understand various correctional settings, practices, and expectations of both staff members and inmates. Topics to be discussed include: pretrial inmates, sentencing of inmates, the incarceration period, rehabilitative programs, parole, and probation, and reducing recidivism.

CRMJ230W 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: CRMJ123W)

CRMJ270W Criminal Justice 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: ENGL225)

CULINARY ARTS / BAKING**CULA111W Soups, Sauces and Basic Techniques (1 Credit)**

Fundamentals of stock, soup and sauce production, as well as knowledge of kitchen equipment and knife skills, will lay the foundation needed in the Culinary and Baking and Pastry Arts field.

CULA112W 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. (Prerequisite: CULA111W or POI)

CULA113W 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 and will give them the experience of serving food to the public. (Co-requisites: CULA111W, 112W, 114W or POI)

CULA114W Quantity Food Production (1 Credit)

Organizational and production techniques of short order cookery will be taught through the use of popular and novelty foods. (Co-requisites: CULA111W, 112W, 113W or POI)

CULA115W 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. (Co-requisites: CULA111W, 112W, 113W, 114W or POI)

CULA116W 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. (Co-requisites: CULA111W, 112W, 113W, 114W or POI)

CULA117W 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-requisite: CULA121W or POI)

CULA118W Patisserie (1 Credit)

A variety of pastry items to include cookies, pies, tarts, laminated doughs, sweet doughs, and phyllo are prepared in this course, as well as meringues, pastry cream and other fillings. Forms the basis for more advanced bakery techniques. (Co-requisites: CULA117W, 126W or POI)

CULA121W 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: CULA117W, 118W, 126W or POI)

CULA122W Introduction to Garde Manger (1 Credit)

This course covers the artistic presentation of cold and hot foods. (Prerequisite: CULA111W or POI)

CULA123W 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. (POI)

CULA126W Cake Decoration and Design (1 Credit)

Students will be mixing and baking cakes, as well as assembling and decorating cakes using icings and fillings. (Co-requisites: CULA117W, 118W or POI)

CULA127W Individual Pastries and Plated Desserts (1 Credit)

Pastries, dessert sauces, and other fundamentals will be used to create single portion desserts. Plate decorating and garnishing techniques will be utilized and explored. (Co-requisites: CULA117W, 118W, 126W or POI)

CULA211W Culinary Co-op 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: CULA111W, 112W, 113W, 114W, 115W, 116W, 117W, 118W, 121W, 122W, 126W, 127W or POI)

CULA213W Charcuterie (1 Credit)

This course expands on Garde Manger in the cold kitchen and develops its relationship with forced and cured meats. (Co-requisite: CULA217W or POI)

CULA214W Buffet (1 Credit)

Provides students with the knowledge to organize, plan and produce a variety of themed buffets. (Co-requisites: CULA214, 215W, 217W, 229W or POI)

CULA215W 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. (Co-requisites: CULA213, 214W, 217W, 229W or POI)

CULA216W 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.

CULA217W Buffet Theory (1 Credit)

Presents concepts of themes in ethnic and general buffet presentation. This course will be taught only as a Co-requisite to the four fall senior culinary labs. (Co-requisites: CULA213W, 214W, 215W, 229W)

CULA219W Regional American Cuisine (1 Credit)

New England, Cajun/Creole, West Coast and Southwestern cuisines will be produced and discussed in this course. (Co-requisites: CULA220W, 221W, 223W, 224W or POI)

CULA220W 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. (Co-requisites: CULA220W, 221W, 223W, 224W or POI)

CULA221W 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. (Co-requisites: CULA220W, 221W 223W, 224W or POI)

CULA222W Food Service Management (3 Credits)

Study of key financial issues involving cost control within the food service environment. Course will include food costing and control, production lists, inventory procedures, scheduling and labor forecasting, payroll, taxes, and discussions on employee/management relations. Course includes major project work.

CULA223W 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. This course will be taught only as a Co-requisite to the four spring senior culinary labs. (Co-requisites: CULA219W, 220W, 221W, 224W or POI)

CULA224W 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. (Co-requisites: CULA220W, 221W, 223W, 224W or POI)

CULA225W 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. (Prerequisite: CULA114W or POI)

CULA226W 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. (Co-requisite: CULA221W or POI)

CULA227W 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. (POI)

CULA228W 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 culinary labs. The student must pass this exam to graduate from the Culinary Arts program. (Prerequisites: CULA219W, 220W, 221W, 223W, 224W)

CULA229W 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-requisites: CULA213W, 214W, 215W, 217W or POI)

CULA230W Baking and Pastry Arts Co-op 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: CULA117W, 118W, 121W, 126W, 127W or POI)

CULA231W Advanced Artisan Breads (1 Credit)

The students will learn advanced skills and fundamentals in the art of creating artisan breads. (Co-requisite: CULA236W or POI)

CULA232W 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-requisite: CULA236W or POI)

CULA233W 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. (Prerequisite: CULA127W or POI; Co-requisite: CULA236W or POI)

CULA234W Chocolates and Confections (1 Credit)

The production of chocolates and other confections will be covered as well as the techniques necessary to work with chocolate and sugar. (Co-requisite: CULA236W or POI)

CULA235W 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)

CULA236W 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: CULA231W, 232W, 233W, 234W or POI)

CULA237W 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. (Prerequisite: CULA126W; Co-requisite: CULA241W or POI)

CULA238W 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. (Prerequisite: CULA127W; Co-requisite: CULA241W or POI)

CULA239W 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: CULA241W or POI)

CULA240W 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: CULA237W, 238W, 239W, 241W, 242W or POI)

CULA241W 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: CULA237W, 238W, 239W, 242W)

CULA242W 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. (Prerequisites: CULA231W, 232W, 233W, 234W, 237W, 238W, 239W, 241W; Co-requisite: CULA241W or POI)

CULA245W Baking and Pastry Arts Co-op 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: CULA230W or POI)

CULA246W Culinary Co-op 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 CULA211W Work Internship I. (Prerequisite: CULA211W or POI)

DIESEL HEAVY EQUIPMENT TECHNOLOGY

DSL102W 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.

DSL111W Introduction to Diesel Heavy 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.

DSL113W 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: PHYS113W)

DSL115W 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.

DSL117W 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.

DSL119W 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: DSL111W, 115W, 117W)

DSL211W 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 counter-shaft 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.

DSL214W Mobile Equipment Welding (3 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.

DSL216W 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: PHYS215W)

DSL219W 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.

DSL220W 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.

DSL222W 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: DSL216W, PHYS215W)

DSL226W 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.

DSL227W 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.

DRIVER EDUCATION INSTRUCTOR

DEDI101W Introduction to Traffic Safety (3 Credits)

The course covers elements that compose safe driving and an overview of the highway transportation system. Emphasis is placed on human performance, traffic engineering and related research. The course is intended for driver education instructors and for those whose responsibilities include motor fleet safety. Due to extensive course content, students can expect considerable out-of-class assignments.

DEDI103W Driver Ed Classroom Methods (3 Credits)

This course provides professional preparation to meet the traffic and safety needs of schools and communities. We will focus on methods of classroom teaching. State and national standards and practices are recommended for teaching driver and traffic safety education. Students can expect considerable out of class assignments. Prerequisite: successful completion of SAFE 222; access to Internet and email. A grade of "C" or better is required to take the next course, "In-Vehicle Driver Education Instruction," and meet Driver Education Teacher Certification Standards.

DEDI105W In-Vehicle Driver Ed Methods (3 Credits)

Develops familiarization with methods, materials and techniques for delivering a sequential in vehicle phase of a driver education program to novice drivers.

DEDI109W Alcohol, Drugs and Driving (3 Credits)

This course is a study of the signs and symptoms of chemical dependency, alcoholism, and drug addiction. It examines the effects of chemical dependency on the body, family, and driving skills. You will be covering the pharmacology of alcohol and mind-altering drugs, treatment, treatment resources, and prevention.

DEDI111W Zone Control (2 Credits)

This course meets credit requirements for N.H. Standard Certification. Participants will be informed and equipped with the tools to effectively use the Zone Control system for their own driving, to translate that knowledge to teaching their students, and to understand how the Zone Control system is integrated throughout the NH Driver Education Risk Prevention Curriculum.

EARLY CHILDHOOD EDUCATION

ECE111W Foundations of Early Childhood Education (3 Credits)

This course focuses on the standards set by the NAEYC for teacher preparation and how these standards are reflected in the workplace. Students will develop a resume and create an electronic Professional Portfolio that can be used for interview purposes. The Standards Portfolio will include competency statements with supportive artifacts using the NAEYC Standards for Early Childhood Professional Preparation for Associate Degree Programs. Emphasis will be placed on the role of ongoing professional development activities with special attention to current trends in the field of Early Childhood Education in NH such as Early Learning Standards and NH ECE Professional Development System. Students will observe in an approved early childhood setting for at least 10 hours outside of class time. (Prerequisites: at least 6 credits in ECE, TE/ECE major or POI)

ECE112W 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 and participate in an approved setting for at least 20 hours.

ECE113W 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: ECE112W, 117W, 119W or POI)

ECE114W 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 and participate in an approved setting for at least 20 hours. (Prerequisite: ECE and Teacher Education students)

ECE115W Positive Guidance Techniques (3 Credits)

The emphasis of the course is on the role of positive guidance techniques in preparing young children to become competent, confident, and cooperative individuals. Developmentally-appropriate methods of guiding children will be observed, explored and shared, along with effective strategies for preventing disruptive behaviors in the classroom. A recurring theme will be the impact of positive discipline on self-esteem and promoting social emotional competence in early childhood. The influence of developmental, environmental, temperament, social emotional and health factors will be examined. Theories behind the approaches and techniques of discipline and guidance issues will be analyzed. Students will create classroom materials that support social and emotional competence. Students will observe and participate in an approved setting for at least 20 hours.

ECE116W 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.

ECE117W Teaching and Learning PreK I (4 Credits)

The course focus is on planning aesthetically pleasant, safe, healthy learning environments for children that nurture and promote learning. Students will study and apply play-based curriculum incorporating early learning standards implementing and assessing children's progress through observation and portfolios. Emphasis will practice teaching and learning in age-appropriate classrooms and outdoor learning environments. The focus is on interest areas such as blocks, art, music, movement, art, manipulatives and dramatic play supported by emergent literacy and anti-bias curriculum. Students will experience observing, assessing and designing developmentally appropriate environments and/or modifying existing ones to be child and family friendly, barrier free and inclusionary. This course includes field study observation and practice in to NAEYC accredited centers and/or centers that are Licensed Plus. Students will observe and assess curriculum and environments in approved settings for at least 20 hours.

ECE118W 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 and participate in an approved setting for at least 20 hours outside of class time.

ECE119W Promoting Language and Literacy (3 Credits)

High quality children's books will be used as a vehicle for supporting and applying current research on the acquisition of language and reading. This course will use an overview of exemplary authors and illustrators of children's literature from birth to age 8 to promote language and literacy. Students will become familiar with Caldecott Award-winning books and the artistic techniques used to create these books. Poetry, multicultural books, and informational books as applied to early childhood education will be explored. Students will learn how to use children's literature to highlight the literacy elements of characterization, plot, setting, and theme. Student will practice reading comprehension techniques by planning and documenting a weekly story hour in the college library. Emphasis on reading comprehension strategies and a balanced approach to literacy that will expose children to the core areas of literacy such as oral language, phonological awareness print concepts, and written expression. Students will observe and participate in an approved setting for at least 20 hours.

ECE120W 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.

ECE121W 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.

ECE211W 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 15 hours. (Prerequisites: ECE114W, ENGL120W or POI)

ECE212W 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: ECE113W and POI)

ECE213W Sociology of Children and Families (3 Credits)

The course will provide an overview of families and family systems with emphasis on developing effective models of teacher/program/family partnerships. This course focuses influences on the development of children including family, culture and the wider society in which children participate. Students will explore of the impact on social emotional development of children by poverty, violence, abuse, neglect, and the media and current issues. Students will identify their biases and explore cultural dilemmas and their impact on early care and education.

ECE214W Teaching and Learning PreK II (4 Credits)

The course will explore elements of curriculum development and what it looks and feels like in the classroom. Students will explore, practice, and document how to access prior knowledge, develop strong skills in implementing routines and transitions with children and fostering learning through play. This course has focus on content knowledge areas including math, science, reading comprehension. Student will connect plans to learning objectives and explore assessment methods. Play and Project based investigations will be included in the study. Students will document their learning through photos, videos and share the learning with parents and co-workers via social media. The field study includes working in an approved setting for up to 45 hours and sharing documentation with students and families. (Prerequisites ECE112W, ECE117W or POI)

ECE216W 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

ECON111W 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. (Prerequisite - Co-requisite: ENGL120W)

ECON112W 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 elastic-

ity, measurement and principles of international trade, the individual firm and costs of production. (Prerequisite - Co-requisite: ENGL120W)

ECON113W 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

EDU101W 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.

EDU104W 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 Certificate and Teacher 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.

EDU106W 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.

EDU130W Adolescent Growth and Development in DEI (1 Credit)

This course is a survey of adolescent and growth development focusing on physical, cognitive, social, and emotional domains.

EDU132W Learning & Teaching Styles in DEI (1 Credit)

This course will provide students with an introduction to learning and teaching style characteristics, instructional/teaching style preferences, and basic techniques for implementing style differentiated instructional strategies.

EDU134W Special Education in the School in DEI (1 Credit)

This course provides knowledge and skills to develop, evaluate, and modify curriculum and instructional techniques in a mainstreamed classroom, as well as the skills to participate in the development of written individual educational plans.

EDU200W 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. (Co-requisite: EDU101W or ECE216W or POI)

EDU201W 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 EDU101W and EDU200W, 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: EDU101W or POI)

EDU202W 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. This course includes field study. (Prerequisite: EDU101W or POI)

EDU203W 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. This course includes field study. (Prerequisite: EDU101W or POI)

EDU204W 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.

EDU205W 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: EDU101W, 104W, 200W or POI; a GPA of 3.0 in major field courses and permission from the Practicum Coordinator; Co-requisite: ENGL120W or POI). Practicum students must complete a State Registry and Criminal Records Check I-V.

EDU206W Understanding Sensory Integration (3 Credits)

This course will broaden the student's understanding of Sensory Integration. The focus will be on the impact poor integration, deregulation, or disorder of the senses has on the individual's ability to be successful in social or academic settings. The concepts of intervention in natural environments will be explored. The course is designed to support the training needs of early childhood educators, paraprofessionals, parents, and care providers who will serve this population. (Prerequisite: ECE121W or POI)

EDU207W 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: EDU101W, EDU200W or POI; Co-requisite: ENGL120W or POI)

EDU208W 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: EDU101W or POI; Co-requisite: ENGL120W or POI)

EDU209W 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.

EDU210W 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.

EDU212W 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. This course includes field study. (Prerequisite: EDU101W or POI)

EDU230W 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.

EDU232W The Autism Spectrum & Beyond (3 Credits)

This course will provide an overview of Asperger's Syndrome from the historical, legal, and current-best-practices perspectives. The concepts of inclusion in natural environments and academic settings will be explored. The course is designed to support the training needs of educators, parents, and care providers who will serve this population. (Prerequisite: ECE121W or POI)

ENGLISH**ENGL120 College Composition (4 Credits)**

In this course, students learn the fundamentals of writing a research paper by engaging in a semester-long research project that ends with the submission of a documented research paper. This research paper represents the culmination of all the research they have done on the topic during the semester. The primary documentation style students use (and for which they are assessed) is MLA, but instructors may introduce other styles. Leading up to the final research paper, students engage in activities that relate to their research project: e.g. writing shorter essays, doing annotated bibliographies, evaluating sources, presenting material (to the class or in groups), working with peers, reading scholarly and other sources, and the like. Students must get a passing grade on the research paper to pass the course and must receive a cumulative grade of C- or better for the course to qualify as a pre-requisite.

ENGL211W Professional Writing (3 Credits)

This course builds on the fundamentals learned in ENGL120: College Composition. It differs in that Professional Writing has students produce documents used every day: practical, professional employment correspondences such as emails, office memos, business letters, informal and/or formal reports, instructional

brochures, proposals, résumés, grants, and incident reports (law enforcement, for example). It includes common professional activities, such as oral presentations, and covers many technical aspects of professional communication, including email etiquette, interviewing protocol, and visual design. Professional Writing fosters critical and creative thinking, organizational skills, collaboration, research methods, ethical practice, editing skills, and cultural considerations in any act of communication, both written and oral. (Prerequisite: ENGL120W)

ENGL213W Survey of Women's Literature (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: ENGL120W)

ENGL214W 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: ENGL120W)

ENGL215W 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: ENGL120W)

ENGL217W 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: ENGL120W)

ENGL220W 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: ENGL120W)

ENGL223W 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: ENGL120W)

ENGL224W The Short Story (3 Credits)

This course presents the short story as a major literary genre and involves an analytical reading and interpretation of early, modern, and contemporary fiction from around the globe. It introduces the elements of short story (e.g. theme, plot, character, symbol, style) and offers a critical vocabulary to discuss the stories. These stories are read closely and critically from a literary perspective, as well as for the range of social, historical, political, and cultural perspectives they represent.

ENGL225W Oral Communication (3 Credits)

This course is designed to give students confidence and poise in public speaking through practice in speech preparation and presentation. Students orally present a variety of speeches through various delivery modes (including multimedia pre-

sentations) ranging in genre from relatively informal extemporaneous speeches to formal speeches, such as informative and persuasive speeches.

ENGL226W 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: ENGL120W)

ENGL227W 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: ENGL120W)

ENGL229W 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: ENGL120W)

ENGL230W 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: ENGL120W)

ENGL231W Writing in Your Major (3 Credits)

Writing in Your Major builds upon the fundamental research skills acquired in ENGL 120: College Composition so that students learn advanced research skills and effective rhetorical strategies they can apply in their major. Through analysis, evaluation, research, and persuasion, students become advanced academic research writers. The course builds critical-thinking skills. Using peer-reviewed scholarly journals and non-fiction texts, students develop effective methods of argumentation. Students document their research according to APA/MLA style. Through this course, students are better prepared to meet career goals, building a portfolio of useful resources that enable them to advance in their chosen fields. This course is highly recommended for students interested in eventually pursuing a bachelor's degree.

ENGL233W 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: ENGL120W)

ENGL234W 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: ENGL120W)

ENGL238W 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: ENGL120W)

ENGL239W 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: ENGL120W)

ENGL240W Survey of American Literature II: 1800 CE – 21st Century (3 Credits)

This course introduces students to American literature from 1800 CE up to the present. Students read and study major American authors (but not exclusively) and issues, as well as a range of social, historical, political, and cultural perspectives represented during this time period.

ENGL243W 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: ENGL120W)

ENGL245 Survey of British Literature I (3 Credits)

This course introduces students to the first ten centuries of British literature (Old, Middle, and Early Modern English), from the 8th century to 1800. It takes into account elements of fiction (e.g. theme, plot, character, symbol, style) and offers a critical vocabulary to discuss literature. Students read, analyze, and interpret the works of major British authors during this timeframe. They read closely and critically from a literary perspective, as well as for the range of social, historical, political, and cultural perspectives they represent.

ENVIRONMENTAL SCIENCE

ENVS110W 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.

ENVS116W Water Resources and Hydrology (4 Credits)

Water is essential to life and many of the processes that occur on planet Earth. This course will take a detailed look at the concepts and principles of the occurrence, distribution, and circulation of water near the Earth's surface. This course will also cover the basics of limnology, water as a critical resource, threats to the resource, water treatment resources, and basic water flow calculations. Lab will consist of field visits to both lotic and lentic systems as well as collection and analysis of rainfall and runoff data. (Prerequisites: BIOL111W, CHEM111W, ENVS110W)

ENVS118W 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: BIOL111W, ENVS110W)

ENVS210W 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: CHEM113W, ENVS110W, GIS112W; Co-requisite: ENVS115W)

EXPERIENTIAL LEARNING

EELX101W 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

FRST120W 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: FRST211W)

FRST211 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. The class is run as a four-hour lab, once a week for the first 8 weeks of the fall semester.

GEOLOGY

GEOL111W Physical Geology (4 Credits)

Covers the nature of geologic materials, structures and processes. Includes an introduction to crustal material, as well as the pro-

cesses which helps shape the earth's crust, such as mountain building, volcanism, continental drift, the work of ice, wind and running water. Includes the natural resources related to geology, such as petroleum, ground water and minerals. Includes a two-hour lab.

GEOL112W 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

GIS112W 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.

GIS211W 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: GIS112W)

HEALTH AND WELLNESS

HLTW205W Senior Project Phase 1 Internship (3 Credits)

The students will work with an organization to create and implement a health and wellness activity for their population. 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)

HLTW210W Senior Project Phase 2 Internship (6 Credits)

The students will collect the data being measured in the Senior Project Phase 1, conduct an analysis, and present the results to the organization. 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)

HISTORY

HIST120W Contemporary World Issues (3 Credits)

An introduction to the complex interactions between nations and peoples in today's world, this course will explore the historical background and current standing of a number of global issues. Recognizing that these contemporary issues have political, ethical, economic, social, historic and geographic components, this course will help students become more informed about these issues by engaging in critical, thoughtful analysis. Topics may include: global trade and economy, current political climates, religion, energy, environmental issues, civil and human rights, scientific and technological advances, conflicts and terrorism. (Prerequisite: ENGL120W strongly recommended)

HIST211W 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: ENGL120W strongly recommended)

HIST213W 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: ENGL120W strongly recommended)

HIST214W Ancient Western Civilization (Pre-history to 1500) (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: ENGL120W strongly recommended)

HIST215W Modern Western Civilization (1500 to Present) (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: ENGL120W strongly recommended)

HIST216W 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: ENGL120W strongly recommended)

HIST220W Liberty and Tyranny (3 Credits)

This course will cover what liberty and tyranny look like. Analysis of the rule of law, propaganda, economic conditions, education of the people, power centers, and other factors will be employed to gain an understanding of freedom and how to remain free. There will be a brief study of famous tyrants with a more in-depth look at Adolf Hitler and Nazi Germany. Liberty and tyranny in America is the third major section of the course. During that section of the course a study of the founding documents and the importance of citizen participation will be covered. Participation in classroom discussions will be evaluated on quality, thoughtful support, and frequency of input. A final research paper from a selected topics list will be required. Students may also choose their own topic with approval from the teacher. (Prerequisite - Co-requisite: ENGL120W strongly recommended)

HOSPITALITY

HOS101W 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.

HOS210W 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.

HUMANITIES

HUMA105W 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.

HUMA106W 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.

HUMA108W 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 orffestration instruments (xylophone, metallophone, glockenspiel, shakers, drums, etc.)

HUMA120W 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. (Co-requisite: ENGL120W)

HUMA126W 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.

HUMA130W 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.

HUMA140W 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.

HUMA150W Karate (3 Credits)

An introduction to the techniques in martial arts, with an emphasis on karate and self-defense, coupled with a survey of karate-do, the way of karate, a perspective on behavior, values, and confrontation.

HUMA181W 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.

HUMA182W Spanish II (3 Credits)

A continuation of HUMA181W, the course will cover intensive oral practice combined with the study of grammar and composition. Reading of elementary texts will be included.

HUMA183W 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.

HUMA184W French II (3 Credits)

A continuation of HUMA183W with the same emphasis on listening, speaking, reading and writing.

HUMA185W 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.

HUMA186W German II (3 Credits)

A continuation of HUMA185W with the same emphasis on listening, speaking, reading and writing.

HUMA187W 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.

HUMA190W Introduction to Modern Dance & Movement (3 Credits)

Dance is more than a technique, or set of steps, but a way of deepening our understanding of ourselves and the world around us. We will strengthen our physical body while also developing and exploring our creative expression through the art of dance in a safe and supportive environment.

HUMA212W 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.

HUMA214W 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.

HUMA228W 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: ENGL120W and three additional credits in English)

HUMA240W Critical Thinking Seminar (3 Credits)

This course is designed to help learners think and provide substantial evidence for their resolutions. Learners are immersed in a process that encourages them to practice and value objective inquiry over subjective preconceptions. By careful examination of their own thinking processes and the strategies of successful problem-solvers, students build a diverse repertoire of effective thinking skills. Students then apply these numeric, deductive, and evaluative approaches to a gamut of problem scenarios, from the practical to the abstract. (Prerequisite: ENGL120W)

HUMAN SERVICES

HSV111W 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 ENGL091W strongly recommended)

HSV112W 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: ENGL120W; PSYC111W)

HSV114W 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 ENGL091W strongly recommended)

HSV115W Field Experience Internship (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: HSV111W, 114W or POI)

HSV116W 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.

HSV117W 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.

HSV125W Trauma Counseling and Self-care (3 Credits)

This class focuses on issues of loss, grief, and survivorship. The subjects include trauma from natural disasters, war, assault, suicide, and accidental death. Methods of self-care for counselors who work with this population are also addressed.

HSV130W 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.

HSV212W 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)

HSV213 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: ENGL120W, HSV111W, 112W or POI)

HSV214 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)

HSV216W 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: ENGL120W, HSV111W, 112W, 114W, 212W)

HSV217W 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.

HSV219W 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.

HSV221W Internship in Human Services II (4 Credits)

A continuation of HSV216W. A minimum of 135 hours is required. (Prerequisite: ENGL120W, HSV111W, 112W, 114W, 212W, PSYC111W or POI)

HSV222W 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.

HSV223W 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: ENGL120W, HSV111W, 114W, 212W, PSYC111W or POI)

HSV235W Fundamentals of Neuroscience and Wellness (3 Credits)

This course explores the relationship between the chemistry in the brain and behavior. We will also explore the counseling techniques for those clients with brain injuries, illnesses, and abuse/misuse issues.

INFORMATION TECHNOLOGY

IST113W 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.

IST114W Linux Essentials (3 Credits)

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

IST115W 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: IST125W strongly recommended)

IST120W 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.

IST125W 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, object-oriented programming and event-driven programming.

IST151W 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.

IST153W 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: IST151W)

IST200W IT Internship (3 Credits)

Degree candidates in the IT program are required to complete ninety hours of on-the-job experience for which they can be paid by their respective employers. The students will be required to work in some type of approved role in the field of IT and must be engaged in tasks that will enable them to utilize the skills learned as students in the IT program. (Prerequisites: IST113W, IST114W, IST151W, IST153W)

IST230W 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: IST113W, 114W)

IST232W Computer Security (3 Credits)

Building safer networks. Identifying vulnerabilities. Types of attacks and defenses. Wireless problems. Technological and per-

sonnel solutions to security problems. Encryption techniques including public-key algorithms. Prepares students for CompTIA's Security+ certification. (Prerequisites: IST113W, 114W)

IST235W 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: IST114W, IST120W, IST105W)

IST251W 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: IST153W)

IST253W Computer Networking IV (3 Credits)

This course is a continuation of Computer Networking III. The course is taught using the Cisco Systems Networking Academy Curriculum: Connecting Networks. This course prepares students for the CCNA certification exam after successfully completing WMCC courses: Computer Networking I, Computer Networking II and Computer Networking III. (Prerequisite: IST251W)

INDUSTRIAL MAINTENANCE/MILLWRIGHT**INDM101W Rigging & Hoisting (1 Credit)**

The course covers the basic skills and equipment needed to lift heavy loads and equipment. It will provide the student with an understanding of each of the major components and how to safely select and use common lifting aids, equipment and lifts.

INDM105W Introduction to Maintenance/Millwright (1 Credit)

The course covers some of the basic skills necessary for a maintenance millwright in industry. It will provide the student with an understanding of the general duties and safe operating practices. It will also provide the basic hands-on training needed to operate common hand, power and precision tools, install various fasteners and work with materials found in industrial equipment and workplaces. The basics of maintenance systems and operations will also be covered.

INDM109W Safety in Industry (3 Credits)

This course is intended to provide information and training on how to identify, abate, avoid and prevent job related hazards on a job site as well as information about their rights and employer responsibilities. The training covers a variety of general industry safety and health hazards which a worker may encounter and is based on OSHA guidelines. The course emphasizes hazard identification, avoidance, control and prevention, not OSHA standards.

INDM112W Mechanical Systems (4 Credits)

The course covers the basic operation and maintenance of mechanical systems common in industry today. It will provide the student with an understanding of each of the major components and how they operate including belt, chain and gear drives, bearings and shafts. It will also provide the basic hands-on training needed to install, maintain and repair them in the field. The basics of lubrication will also be covered.

INDM116W Industrial Safety (1 Credit)

This course covers safety hazards associated with working in an industrial setting. Topics covered will include basic first aid, wearing proper personal protective equipment, working safely in confined spaces, lockout/tagout, SDSs, and proper use of fall-arrest systems. These safety principles will be applied in other industrial maintenance courses.

INDM118W Industrial Cutting (2 Credit)

Students will become proficient in multiple cutting processes utilizing oxy-fuel torches, plasma torches, and Carbon Arc Cutting. Gouging techniques and beveling with different processes will also be introduced in this course. Special focus will be on cutting safety and cutting techniques specific to industrial settings, including the removal of nuts from bolts with oxy-fuel torches.

INDM120W Introduction to SMAW (3 Credit)

This course focuses on the introduction of shielded metal arc welding utilizing a mixture of theory and hands-on application. Students will safely practice all position welding on carbon steel using electrodes commonly utilized in industrial settings. This course is designed to prepare the student for Advanced Welding Processes.

INDM122W Reading Mechanical Prints I (2 Credit)

Students will learn how to recognize basic layout, designations and standards used in mechanical prints. They will learn print terminology including dimensioning types and methods, symbols, notes, and other standard print features. Orthographic, isometric, and oblique views will be introduced and students will practice sketching in each of these views.

INDM124W Industrial Math (2 Credit)

This course is designed to help the student solve basic math problems in an industrial setting. Topics covered will include a review of general math principles in the standard and metric systems of measurement, fraction to decimal conversion, dividing and multiplying fractions and decimals, measurement and measurement tools, basic layout, and measure of area and volume.

INDM126W FCAW Industrial Certification (3 Credit)

The Flux Core Arc Welding Industrial Certification course will provide students with the necessary skills to successfully complete the American Welding Society D 1.5 unlimited thickness structural steel test using .045" diameter wire in the 3G and 4G positions. Students will learn the applicable theory behind flux core arc welding and proper safety procedures.

INDM230W Industrial Hydraulics and Pneumatics (3 Credit)

Students will learn the principles and applications of hydraulics and pneumatics in industrial settings. The flow of fluids and gases in hydraulic and pneumatic circuits will be covered utilizing a combination of theory and hands-on exposure.

INDM232W Reading Mechanical Prints II (2 Credit)

Students will learn how to interpret information and dimensions on different types of prints. Weld symbols and weldments will be covered extensively. Upon completion, the student will be able to generate a print utilizing proper weld symbols, dimensioning, and other pertinent print information.

INDM234W Precision Tools and Alignment (2 Credit)

Students will learn how to accurately measure components and parts utilizing precision measuring tools including rules, protractors, calipers and micrometers. They will also learn how to align components properly to avoid problems associated with excessive vibration. Various methods including dial indicator fixtures, and electronic and laser measuring devices will be introduced.

INDM236W Advanced Welding Processes (4 Credit)

This course focuses on the introduction of gas tungsten arc welding utilizing a mixture of theory and hands-on application. Students will safely practice all position welding with carbon steel, stainless steel, and aluminum filler metals commonly utilized in industrial settings. Other industrial welding processes and tools will be introduced.

INDM238W SMAW Industrial Certification (3 Credit)

The SMAW Industrial Certification course will provide students with the necessary skills to successfully complete the Ameri-

can Welding Society D 1.5 unlimited thickness structural steel test using E7018 Shielded Metal Arc Welding in the 3G and 4G positions. Students will continue to practice proper industrial workplace safety procedures.

LANGUAGE**LANG111W 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.

LANG112W 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.

LIBRARY TECHNOLOGY**LIB101W Foundations in Library Service (3 Credits)**

This course introduces library public services operations across multiple library types. Students will be introduced to various library types and the services they provide. This course will also explore general customer service techniques and how physical space impacts service. Emphasis is placed on public relations, problem solving, communication skills, and circulation policies and procedures. Programming and program design will also be introduced.

LIB104W Introduction to Technical Services (3 Credits)

This course is an introduction to the elements of technical services, including cataloging, classification, acquisitions, preservation, and collection management. Current trends and issues will be examined.

LIB108W Introduction to Reference and Information Sources (3 Credits)

This course introduces the various print and digital information sources commonly used by libraries. Students will learn how to conduct a reference interview to determine the information need of a patron and introductory skills for selecting and using specialized information sources. Upon completion, students will be able to determine patron need, and will be able to use a variety of sources to answer questions and when to refer more difficult questions.

LIB111W Technology & Media in Libraries (3 Credits)

This course serves as an introduction to a variety of digital media forms as they are being used in the library and information service fields. Current web and multimedia tools will be explored. Discussions will focus on issues, trends, and current uses.

LIB114W Library Internship (3 Credits)

This field placement will give students hands on, real world experience in a library of their choosing. Students must complete 90 hours in the field. The library competencies to be demonstrated will be determined by students, employer, and instructor consensus.

LIB116W Introduction to Cataloging and Classification (3 Credits)

This course will introduce the principles of organization of information and information retrieval systems. Topics covered will include organization of print and non-print collections, Dewey Decimal Classification, Library of Congress Classification, Library of Congress and Sears Subject Headings, Anglo-American Cataloging Rules and MARC records. Library automation systems and their management, copy cataloging, and trends in technology will also be covered.

MASSAGE THERAPY

MASS101W 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: BIOL120W)

MASS104W Massage Business Practices (1 Credit)

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 choices, marketing, office procedures and various information for building a successful massage therapy practice or working within an existing practice. This course will also cover the Ethics of massage therapy.

MASS107W 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: MASS101W)

MASS109W 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.

MASS110W 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: MASS101W)

MASS115W Oriental Theory (1 Credit)

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: MASS101W or POI)

MASS120W 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: BIOL120W)

MASS125W 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: BIOL120W)

MASS135W 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: MASS110W)

MASS201W 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: MASS101W)

MASS210W Special Populations Massage (1 Credit)

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: MASS110W)

MASS225W Self Care and Stress Management (2 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: MASS101W)

MASS230W Clinical Internship I (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). Forty-five (45) of those hours will be completed in this internship. 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)

MASS235W Clinical Internship II (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). Eighty (80) of those hours will be completed in this internship. 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)

MATHEMATICS

MATH120W Quantitative Reasoning (4 Credits)

This course is designed to expose the student to a wide range of general mathematics. Problem solving and critical thinking skills, along with the use of technology, will be emphasized and reinforced throughout the course as the student becomes actively involved in solving applied problems. Topics include: number theory and systems; functions and modeling; finance; geometry; measurement; probability; statistics; selected subtopics related to the student's major field of study. This course transfers as equivalent to NHTI-Concord's Community College's MATH120C, Lakes Region Community College's MATH1280L, and Great Bay Community College's MATH145G. (Co-requisite: Math Lab)

MATH124W College Algebra (4 Credits)

Topics include: linear, quadratic and higher degree equations; rational, radical, exponential, and logarithmic equations; graphs of functions; models and applications of functions; systems of linear equations; matrices, conic sections; sequences and series; trigonometry. A graphing calculator is required.* This course transfers as equivalent to NHTI - Concord's Community College's MATH124C, Lakes Region Community College's MATH2110L, and Great Bay Community College's MATH150G.

MATH180W 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 analytic geometry. TI-89 Graphing Calculator required.

MATH214W 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 MATH120W or higher course, POI)

MATH215W 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: MATH180W or POI)

MATH220W Math in Our World (4 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)

MEDICAL ASSISTANT**MEDA101W Clinical Procedures I (5 Credits)**

The first of a two-course sequence designed as an introduction to the clinical skills, professionalism, and medical ethics 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: BIOL120W; Co-requisites: MEDA211W, OTM117W)

MEDA103W First Aid, CPR, Bloodborne Pathogens (1 Credit)

The course covers the basics of how to respond to common first aid emergencies, cardiac and breathing emergencies and how to help prevent Bloodborne Pathogen (BBP) exposure incidents.

MEDA105W 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.

MEDA130W LNA Lecture and Lab (3 Credits)

This class covers 50 hours of lecture and technique in working in both acute and long term care facilities.

MEDA135W LNA Clinical Rotation (3 Credits)

The rotation involves performing duties of an LNA in a supervised clinical setting. The rotation is 120 hours in length.

MEDA201W Clinical Procedures II (5 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 including demonstration of professionalism and medical ethics. 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: BIOL120W, MEDA101W, MEDA211W, OTM117W or POI)

MEDA202W 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.

MEDA203W Medical Assistant Internship (6 Credits)

The student performs administrative and clinical skills and demonstrates professionalism 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 and Pharmacology Exam)

MEDA204W Phlebotomy Internship (3 Credits)

After successful completion of MEDA202W, the student will spend 120 hours in a clinical environment becoming proficient with the responsibilities and skills of a phlebotomist. Students will receive hands-on experience with venipuncture as well as capillary punctures. The student must demonstrate the ability to follow protocol for the collection of blood specimens under the supervision of qualified personnel in an accredited clinical laboratory. National testing requirements mandate at least 100 successful unassisted sticks to be eligible to sit for the exam. (Prerequisite: MEDA202W with a B-)

MEDA208W Clinical Procedures III (1 Credit)

This course is the culmination of Clinical Procedures 1 and 2. The course is designed to integrate cognitive and psychomotor skills in various medical applications. The capstone course provides an opportunity for the assessment of the medical assistant critical thinking, professionalism, and teamwork skills.

MEDA211W 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: BIOL120W or BIOL114W; Co-requisite: OTM117W)

MEDA220W ECG for the Healthcare Professional (3 Credits)

This course covers the skills needed to perform an ECG, including anatomy of the heart. Some of the topics include: ECG equipment, troubleshooting, Holter monitoring and stress tests.

NURSING**NURS110W Nursing Success Seminar (1 Credit)**

The Nursing Success Seminar course facilitates students' success in the nursing program and the nursing profession by introducing concepts basic to nursing education and practice. Learning activities help students develop study, test-taking and time management skills. Students learn about the history of the nursing profession and issues facing nurses, including legal and ethical issues in today's healthcare climate. Discussions focus on the different levels of nursing education as well as the roles, responsibilities and professional opportunities associated

with each level. The course introduces students to theories and conceptual frameworks used to support nursing practice. Students examine the New Hampshire Nurse Practice Acts and discuss legal and ethical issues in nursing practice. The course introduces students to the National Council Licensing Exam (NCLEX) for registered nurses test plan in reference to the program of study at White Mountains Community College's nursing program. Evidence based practice is introduced using nursing research to support current nursing practice and encourage continuous nursing inquiry. (Co-requisites: BIOL114W; NURS111W; PSYC112W)

NURS111W Nursing I (8 Credits)

The Nursing I course prepares students to deliver patient-centered holistic, safe, effective, and culturally appropriate care via the nursing process, through shared decision making to a diverse population throughout the life span. Students will demonstrate understanding of theory and practice skills for basic assessment, medication administration, and management of basic universal human needs in health promotion, education, documentation, and healthcare informatics. Students will also be introduced to therapeutic and professional communication techniques including the use of SBAR; levels of prevention in healthcare; multi-cultural practice; and meeting basic human needs across the life span within a contemporary context for professional nursing. Simulation lab and clinical will be utilized to reinforce concepts from lecture as well as facilitate critical thinking and develop clinical reasoning skills. (Co-requisites: BIOL114W; NURS110W; PSYC112W)

NURS112W Nursing II (9 Credits)

The Nursing II course expands on previous concepts and competencies introduced during Nursing I. Students will demonstrate a comprehensive understanding of theory and practice skills for assessment, medication administration, and management of universal human needs in health promotion, education, documentation, and healthcare informatics. Holistic nursing care of patients and families during childbearing years as well as selected alterations in health across the life span and concepts of Infection, Immunity, and Inflammation will be discussed. Students will demonstrate increasing complexity in their abilities to critically think and clinically reason using the programs conceptual framework as a guide for practice. Simulation lab and clinical will be utilized to reinforce concepts from lecture as well as facilitate the continued development of critical thinking and clinical reasoning skills. (Prerequisite: BIOL114W; NURS110W; NURS111W; PSYC112W; Co-requisites: BIOL115W)

NURS210W Nursing III (10 Credits)

The Nursing III course expands upon previous concepts and competencies introduced during Nursing I and II. Nursing III examines the theoretical concepts related to the delivery of comprehensive nursing care to patients across the life span experiencing multiple health problems. The course utilizes the nursing process as the framework for nursing care using evidence-based practice and critical thinking/clinical reasoning. Nursing care is directed toward supporting and promoting effective adaptation in individuals confronted with complex illness. Principles of mental health nursing and community nursing are also examined and applied to individuals, families and groups across the life span. Clinical experiences offer students the opportunity to integrate the theoretical concepts into practice within a structured setting. (Prerequisite: NURS112W; Co-requisites: BIOL211W; PSYC111W)

NURS214W Nursing IV (9 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: NURS211W; Co-requisites: HUMA212W)

OFFICE MANAGEMENT MEDICAL

OTM111W 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.

OTM113W Formatting in Word (3 Credits)

Microsoft Office Specialist (MOS) skills are developed, along with keyboarding speed and accuracy.

OTM117W 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.

OTM120W 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.

OTM213W Internship Seminar (3 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.

OTM218W 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.

OTM220W 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: OTM225W or POI)

OTM222W Advanced PC Topics (3 Credits)

Students will learn advanced publishing techniques, operating systems, and other technology practices that are used in an office.

OTM225W 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: BIOL120W, OTM117W or POI)

OTM226W 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: OTM225W or POI)

OTM227W 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: BIOL120W, OTM117W, OTM225W, OTM226W or POI)

PHILOSOPHY

PHIL101W 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

PHYS111W Survey of Physical Science (4 Credits)

This is a concept-based course designed primarily for students in non-science majors. The goal of the course is to help the student to understand physical phenomena in various fields of science without the mathematical requirements typically associated with a course in physics or chemistry. Questions such as "Why is the sky blue?" can be answered without a rigorous mathematical treatment. Examine the great achievements in the physical sciences and their impact upon our world.

PHYS112W 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: MATH120W or POI)

PHYS113W Electricity and Electronics (4 Credits)

This course serves as an introduction to the fundamental laws of electricity and electronics. Significant emphasis is placed on laws, units, components, basic circuit analysis and troubleshooting circuits with DMM's. How these fundamentals are applied to fields such as mobile equipment, automotive, IT and welding is also covered. In the lab portion of the course, students perform hands-on experiments to master basic concepts and troubleshooting techniques introduced in the lectures.

PHYS115W Technical Physics (4 Credits)

This course is similar to PHYS112 in content, but is more of a concept-based course designed primarily for students in non-science majors. The goal of the course is to provide the student with an integrated view of the basic concepts of physics and particularly how they are applied to mechanical, fluidal, electrical, and thermal systems. A major goal of this course is to help students understand how things work and the similarity and interplay between physical systems and energy conversion.

PHYS118W The Physics Raspberry Pi (3 Credits)

This course will explain the physics of Raspberry Pi...that's Pi and not Pie. Raspberry Pie is a wonderful dessert and a Raspberry Pi is a device that you can use to connect or control just about anything. The course will start with an introduction to the physics of electricity and waves. It will then follow through to how we use those things to communicate with machines and ultimately with each other. It will finish by covering the Internet of Things. Topics will include basic electricity and circuits, waves and signals, using sensors and other components to communicate and

microcontrollers and/or single board computers. We may use actual Raspberry Pi's or we might use it's cousin the Arduino and if we are lucky, we might even find an actual Raspberry Pie.

PHYS120W Astronomy (4 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. There are numerous demonstrations and hands-on student activities throughout the course.

PHYS122W 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: ENGL120W)

PHYS125W 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.

PHYS215W Fluid Dynamics (4 Credits)

This course provides a complete introduction to fluid power systems and their components. It includes analysis of systems with a focus on both mathematical analysis including conversions and equations and also schematic analysis through diagrams and graphic symbols. It also includes an overview of common actuators and control systems with an emphasis on understanding operating principles of the various components.

POLITICAL SCIENCE

POLS220W 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.

POLS231W A Republic, If You Can Keep It: American Government (3 Credits)

Examines critical political issues from the founding of the nation to the present, looking at why the government was established as it was, how it has changed, and how those changes affect the lives of every citizen today, including our civil and political rights and liberties. The class focuses on the changing roles of political institutions such as the presidency, Congress, and the courts, but also on the media, polling and campaign finance, and interest groups.

PSYCHOLOGY

PSYC111W 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: ENGL120W strongly recommended)

PSYC112W 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: ENGL120W strongly recommended)

PSYC200W 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.

PSYC205W 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: ENGL120W, PSYC111W or POI)

RESORT AND RECREATION MANAGEMENT

RRM105W Wilderness Prep/Mountain Leadership (4 Credits)

This is an experiential outdoor leadership training program that trains participants to lead high quality, safety-focused excursions with minimal impact on the backcountry. This session focuses on the needs of those outdoor leaders who primarily lead day hikes. Students will also participate in the AMC's Mountain Leadership School, a program that has been offered for over 50 years to better train leaders in outdoor adventure. Students will have an opportunity to complete a Wilderness First Aid course as part of this class. Lab fee for both the Wilderness First Aid and MLS course. (This class is held during the summer months at the AMC Highland Facility. Students must commit to attend 1-week day long sessions).

RRM110W Recreation Facility Management (3 Credits)
This course, Recreation Facility Management offers a practical introduction to facility design, management, and maintenance for practicing or future recreation professionals. This resource provide the knowledge and skills necessary for becoming a successful facility manager in any recreation setting.

RRM113W Theories in Adventure Leadership (3 Credits)
This is the first in a series of two courses designed to prepare students to be effective leaders in adventure programming. This course will focus on the history, theories and philosophy of adventure programming. There will be an emphasis on technical skills, risk management, trip planning, group dynamics, motivation of participants, and the legal issues that surround adventure programming.

RRM115W Facilitation in Adventure Leadership (4 Credits)

This is the second in a series of two courses designed to prepare students to be effective leaders in adventure programming. This course will focus on leadership style, communication, decision making, problem solving, professional ethics and trends and issues in adventure programming. This is a four (4) credit class and will include an outdoor lab where students will have the opportunity to practice safe and effective outdoor adventure leadership.

RRM201W Introduction to Human Resources (3 Credits)
While many of the tasks associated with human resource management are centered in the HR Department of the organization, all managers have HR responsibilities. This course will cover the broad range of topics associated with HR management from the perspective of the HR professional, the manager, and the employee. It will also serve to familiarize students who hope to become managers or team leaders and deal with staffing issues.

RRM211W Conference Planning & Group Sales (3 Credits)
This course focuses on the meeting and event sector of the hospitality industry. Students will learn and apply the logistics of building a meeting plan to gain an overall understanding of contract negotiation, menu planning, budgeting, site selection, and on-site management.

RRM214W Hospitality Marketing (3 Credits)
Students will learn how marketing impacts every member of the hospitality team. Experiential learning will include marketing on social networking, database marketing and revenue management. In the world of technology, the students will learn how searches, customer online ratings, and vacation advisory websites influence the consumer decision making process.

RRM217W Front Office & Room Operations (3 Credits)
This course provides students with an in-depth look at the interaction of the front office and room services (i.e. housekeeping).

RRM220W Food & Beverage Operations (3 Credits)
Students will explore how food service professionals create and deliver guest-driven service; enhance value and build guest loyalty; and continuously improve the process of providing excellent service.

RRM225W Resort and Recreation Management Internship (6 Credits)

Students will participate in a 225 hour internship within the field of their concentration. This internship is a co-requisite with RRM220W. This internship is to reinforce the correlation between theory and business practices.

SOCIOLOGY

SOCI111W 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: ENGL120W strongly recommended)

SOCI115W 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: ENGL120W strongly recommended)

SOCI120W 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.

SOCI201W Sociology of Rural America (3 Credits)
This course focuses on the challenges faced in rural America by examining social structures and institutions, community, and culture. Issues and problems such as economic and popula-

tion shifts, rural values in American culture, and the social and economic importance of farming will be explored. (Prerequisite: SOCI111W)

VETERINARY ASSISTANT

VETA101W Introduction to Veterinary Assisting (2 Credits)

Introduces the student to the structure of veterinary medical terminology and basic recognition of animal anatomy, physiology, behavior, and identification of animal breeds. Trains student in safe animal restraint and handling. Introduces the student to basic veterinary care procedures performed in the exam room and in the treatment area. Provides experience in several common clinical procedures including assessment of vital signs, recording of patient history, nail trimming, basic medication administration, and vaccine preparation.

VETA103W Veterinary Assistant Small Animal Nursing I (3 Credits)

Designed to give students knowledge and skills required to perform basic small animal nursing in the veterinary setting. Record keeping, safety concerns, monitoring of hospitalized animals, and basic animal care skills will be gained. Students will gain an understanding of euthanasia procedures and post mortem care as well as an understanding of basic pharmacy skills, legal issues involving all drugs in the workplace, and medication and therapeutic diet inventory and delivery methods. Emphasis is on assisting the veterinarian and/or veterinary technician with these procedures. (Co-Requisite: VETA101W)

VETA105W Veterinary Assistant Office Procedures and Practice Management (2 Credits)

Presents commonly encountered clinical procedures with the emphasis on the role of the veterinary assistant in the management of veterinary patients and records. Client communications and professional conduct will be emphasized. The course also includes introduction to veterinary management software and on-line veterinary services. (Co-Requisite: VETA101W)

VETA107W Veterinary Assistant Small Animal Nursing II (3 Credits)

Introduces surgical assisting of the veterinarian and/or the veterinary technician, including basic knowledge of surgical instruments and surgery room hygiene. Also covers selected skills such as bandaging, basic grooming, maintenance of nursing and surgical equipment, preparing surgical patients, and monitoring of post surgical patients. Emphasis is on assisting the veterinarian and/or veterinary technician with these procedures. (Prerequisite: VETA101W, 103W, 105W with a grade of "C" or better)

VETA109W Veterinary Assistant Laboratory and Diagnostic Skills (3 Credits)

Provides students with skills needed to assist in the veterinary laboratory and laboratory record keeping. Students will learn basics assisting with radiology and ultrasound imaging and in the care and maintenance of diagnostic equipment. Recognition and management of common diseases and isolation procedures will be covered. Students will learn how to assist in the laboratory with lab sample collection and handling, necropsy procedures, identification of external parasites, and laboratory inventory and reports. (Prerequisite: VETA101W, 103W, 105W with a grade of "C" or better)

VETA111W Veterinary Assistant Clinical (4 Credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at a veterinary hospital and with the direct guidance of the instructor. This clinical experience provides students with practical day to day experience in handling and restraint of animals, assisting with office procedures, clinical

laboratory techniques, and surgical preparation. (Prerequisite: VETA101W, 103W, 105W, 107W and 109W with a grade of "C" or better; Co-requisite: VETA113W)

VETA113W Veterinary Assistant Clinical Seminar (2 Credits)

This course will support the student as they complete their clinical requirements. They will be guided in the completion of the essential skills as required and in tracking and recording those skill completions as required by the clinical portion of the program. Weekly reviews of progress towards completion of skills will ensure clinical skills are being successfully mastered. (Prerequisite: VETA101W, 103W, 105W, 107W and 109W with a grade of "C" or better; Co-requisite: VETA111W)

WELDING

WELD101W 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 SDS's. This course must be taken concurrent with welding courses.

WELD102W 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, piercing, beveling and gouging of various thicknesses of steel using appropriate tip size and pressures will be accomplished. Students will also be introduced to the use of alternative fuels and air carbon arc cutting.

WELD103W SMAW Theory (1 Credit)

This course provides the fundamental theory associated with the Shielded Metal Arc Welding (SMAW) process. Subjects covered include: power sources, electrode identification, joint design, preparation and fit-up, and oxy-fuel cutting as outlined in American Welding Society (AWS) Codes and Standards.

WELD104W SMAW Lab (3 Credits)

This course provides hands-on instruction in the application of the theories introduced in WELD103W. Students will apply their skill in laying multiple beads in numerous joint configurations in all four welding positions. This course prepares the student for advanced arc welding and American Welding Society certification courses.

WELD106W Blueprint Reading I (2 Credits)

This course introduces the different lines, dimensions, and symbols used in blueprints. Orthographic, isometric and oblique views are covered. Standard shapes for structural steel and pipes are reviewed. Standard machining information that can be shown on drawings is covered. Detail assembly drawings and subassembly drawings are covered. An introduction to welding symbols as well as basic joints for weldments is covered. Students will be able to generate a bill of materials upon completion of this course.

WELD107W GMAW / FCAW Theory (1 Credit)

This course is designed to cover the fundamental theory associated with the Gas Metal Arc Welding (GMAW) (sometimes referred to by its subtypes metal inert gas (MIG) welding) and Flux Core Arc Welding (FCAW) processes, safe practices, power sources, wire and gas selection, as well as the proper applications used on carbon steel.

WELD108W GMAW / FCAW Lab (2 Credits)

This lab course provides practical application of the theory and techniques needed to properly set up and use Gas Metal Arc Welding (sometimes referred to by its subtypes metal inert gas (MIG) welding) and Flux Core Arc Welding (FCAW) equipment safely. Students will weld common joints found in today's welding industry using solid and flux cored wire. Students will receive instruction on wire and gas selection and consumables used in these processes. Safety hazards and safe practices are emphasized.

WELD110W Math for Welders (2 Credits)

This course covers basic mathematical concepts as they apply to welding and basic layout. 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 the SI metric system.

WELD113W FCAW Certification (3 Credits)

The Flux Core Arc Welding (FCAW) Certification course is designed to provide students with the specific skills necessary to successfully obtain the American Welding Society (AWS) D1.5 Unlimited Thickness Structural Steel Certification using 0.045 inch diameter wire in the Vertical-Up and Overhead Positions. Safety hazards and safe practices are emphasized.

WELD125W Introduction to Metallurgy (1 Credit)

Metallurgy is the science that explains the properties, behavior and internal structures of metals. In this course, students will become familiar with the metallurgical changes that occur during heating, cutting, and welding processes and how these changes affect the properties of the final weldment and the base metal surrounding it. This course will serve as a basic introduction to metallurgy.

WELD200W Welding Occupational Health and Safety (3 Credits)

This course is intended to provide information and training on how to identify, abate, avoid and prevent job related hazards on a job site as well as information about their rights and employer responsibilities. The training covers a variety of general industry safety and health hazards which a worker may encounter and is based on OSHA CFR 1910 guidelines. The course emphasizes hazard identification, avoidance, control and prevention. This course must be taken concurrent with welding courses.

WELD202W 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 pneumatic tool safety, the basics of electrical safety, grinding and the injury reporting process. This course must be taken concurrent with welding courses. (Prerequisites: WELD101W, 200W)

WELD203W Tools and Tool Safety (1 Credit)

Students will become familiar with different tools utilized in the welding trade. In addition to learning the proper usage and application of tools, safety will be a focus for this course. Students will learn through instructor demonstrations and individual supervised use before demonstrating competency on tools and equipment.

WELD205W GTAW Welding Theory (1 Credit)

This course is designed to cover the theory associated with the Gas Tungsten Arc Welding (GTAW) (sometimes referred to tungsten inert gas (TIG) welding) process, safe practices, shielding gas selection, power sources, filler wire selection, joint design, preparation used on ferrous and non-ferrous metals. (Prerequisites: WELD102W, 103W, 104W, 107W, 108W or POI)

WELD206W Blueprint Reading II (2 Credits)

This course completes the coverage of basic welding joints started in WELD106W. Welding symbols for all types of welding are covered. When completed the student will be able to read a welding symbol as well as generate a welding symbol and apply the information on the drawing to the weldment. An introduction to pipe fittings and pipe welding symbols and joints completes this course. (Prerequisite: WELD106W)

WELD210W GTAW Lab (3 Credits)

This lab course is designed to provide students with thorough knowledge of the Gas Tungsten Arc Welding (GTAW) process. Students will learn proper set up and operation of equipment. This course will also provide the opportunity for skilled develop-

ment in freehand and walking-the-cup technique on pipe. Safety hazards and safe practices will be emphasized. (Prerequisites: WELD102W,103W,104W,107W,108W or POI)

WELD215W Advanced Arc Welding (3 Credits)

This lab course is designed to provide students with the advanced, technical training in Shielded Metal Arc Welding (SMAW) and Submerged Arc Welding (SAW). Students will develop the manual skills necessary to provide high quality welds on mild-steel plate according to AWS Standards. Topics include special arc cutting techniques, air carbon arc, oxy-acetylene, and plasma arc cutting. Students will become familiar with a variety of industrial tools including hand tools, power tools and specialty tools used in the welding industry. Safety hazards and safe practices will be emphasized. (Prerequisites: WELD102W,103W,104W,107W,108W)

WELD216W 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. Students will create their own plasma projects after drafting blueprints.

WELD218W Pipe Cutting and Welding Prep (4 Credits)

This lab course is designed to provide students with the skills necessary to cut, bevel and prepare pipe according to ASME Standards. Students will learn the theory and techniques needed to properly set up and use a variety of industrial tools used in this process. Safety hazards and safe practices will be emphasized. (Prerequisites: WELD202W, 225W or POI)

WELD220W Pipe Welding (9 Credits)

This lab course provides the student with advanced training to develop the skills necessary to produce high quality welds on carbon steel pipe. 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 GTAW (TIG) pipe welding will be also introduced. Safety hazards and safe practices will be emphasized. (Prerequisites: WELD202W, 225W or POI)

WELD225W AWS Certification (3 Credits)

This lab course is designed to provide students with the specific skills necessary to successfully complete the American Welding Society (AWS) Certification Test (Unlimited Thickness D1.5, Vertical Up Progression and Overhead). Safety hazards and safe practices will be emphasized. (Co-Requisites: WELD201W, 205W, 210W, 215W, 216W or POI)

WELD227W ASME Certification (4 Credits)

This lab course is designed to provide students with the specific skills necessary to successfully complete the American Society of Mechanical Engineers (ASME) Certification Test Section IX Boiler and Pressure Vessel Standards (SMAW: 6G Position and a combination GTAW: 6G Root and SMAW: 6G Fill on Schedule 80 Pipe). Safety hazards and safe practices in SMAW and GTAW are emphasized. (Prerequisites: WELD202W, 225W or POI)

WATER QUALITY TECHNOLOGY**WWT111W 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.

WWT113W 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.

WWT114W 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.

WWT115W 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.

WWT210W 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.

WWT211W 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.

WWT212W 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.

WWT213W 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.

WWT214W 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.

WWT215W 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.

WWT216W 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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