2021-2022 ACADEMIC CATALOG

White Mountains
Community College

Find Your Path…

2020 Riverside Drive
Berlin, New Hampshire 03570
(603) 752-1113 or 800-445-4525 • FAX (603) 752-6335
Visit our website at www.wmcc.edu • Email: wmcc@ccsnh.edu

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

2021-2022 Course Catalog

White Mountains Community College (WMCC) provides its website, catalog, handbooks, and any other printed materials or electronic media for general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page under the Domain Name System (DNS) registration of www.wmcc.edu is up-to-date, complete, and accurate. Individuals assume inherent risks associated with relying upon such information without consulting credible sources such as their academic advisors. 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! The celebration of our 54th anniversary has provided us the opportunity to reflect on our rich tradition while planning for an even brighter future. Our primary purpose is to offer quality education and to support students in their goals of entering high-demand careers or transferring to four-year institutions.

Our mission of being student centered, providing opportunities for success, while enriching lives and communities through quality education and valued partnerships 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, we offer courses in a variety of formats and locations, including online and hybrid courses, as well as day and evening courses at our Main Campus in Berlin and 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 our bright future insofar as the success of our College hinges on your many achievements. These great people at White Mountains Community College are here to mentor, teach, coach, and advise you along the way and guide your path forward.

The word "community" in our name is significant because of our commitment to serving others. The College offers many ways for one to give back and be part of the surrounding community. There are student organizations, volunteering opportunities, fundraising activities, and additional possibilities for graduates!

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 you need or want it. Please stop by to see me. I look forward to welcoming you personally to our College.

Charles Lloyd, Ed.D.
President

Directions to White Mountains Community College

BERLIN CAMPUS:

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.

LITTLETON ACADEMIC CENTER:
From I-93: Take exit 41. North: turn right on Cottage Street. South: turn left on Cottage Street. At the intersection of Main Street, turn right on Union Street. The Littleton Academic Center is located 1.4 miles on Union Street, on the right.

From Whitefield: Take Rt. 116 west toward Littleton. Continue eleven miles. The Littleton Academic Center is located on the left.

NORTH CONWAY ACADEMIC CENTER:
From the north: Take Rt. 302 east/Rt. 16 south into North Conway. The College is located one block south of Grove Street, in the building behind the TD bank parking lot.

From the south: Take Rt. 302 west/Rt. 16 north into North Conway. The College is located 0.2 miles north of Depot Street, in the building behind the TD bank parking lot.

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ASSOCIATE DEGREES

CERTIFICATES

White Mountains Community College
2021-2022 Student Calendar

August	M	T	W	TH	F
	16	17	18	19	20
	23	24	25	26	27
	30	31			

September	M	T	W	TH	F
			01	02	03
	06	07	08	09	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

October	M	T	W	TH	F
					01
	04	05	06	07	08
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

November	M	T	W	TH	F
	01	02	03	04	05
	08	09	10	**11**	12
	15	16	17	18	19
	22	23	24	**25**	**26**
	29	30			

December	M	T	W	TH	F
			01	02	03
	06	07	08	09	10
	13	14	15	16	17
	20	21	22	23	**24**
	27	**28**	**29**	**30**	**31**

January	M	T	W	TH	F
			05	06	07
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

February	M	T	W	TH	F
		01	02	03	04
	07	08	09	10	11
	14	15	16	17	18
	21	22	23	24	25
	28				

March	M	T	W	TH	F
		01	02	03	04
	07	08	09	10	11
	14	**15**	**16**	**17**	**18**
	21	22	23	24	25
	28	29	30	31	

April	M	T	W	TH	F
					01
	04	05	06	07	08
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May	M	T	W	TH	F
	02	03	04	05	06
	09	10	11	12	13
	16				

BOLD indicates Holidays – No Classes

IMPORTANT DATES

August 30	Fall Semester Classes Begin
September 6	Labor Day Holiday – No Classes
September 7	Last Day to Add a Course without Instructor Permission
September 13	Last Day to Drop a Full Semester Course with a Full Refund
September 17	Last Day to Resolve Summer Incompletes
November 4	Last Day to Withdraw w/Grade of "W" from a Full Semester Course (60% point)
November 11	Veterans' Day Holiday – No Classes
November 25-26	Thanksgiving Holiday – No Classes
December 18	Fall Day and Evening Classes End
Dec. 24 - 31	Closed for Winter Recess

January 17	Martin Luther King Jr. Holiday – No Classes
January 18	Spring Semester Classes Begin
January 24	Last Day to Add a Course without Instructor Permission
January 31	Last Day to Drop a Full Semester Course with a Full Refund
February 4	Last Day to Resolve Fall Incompletes
February 21	Presidents' Day Holiday – No Classes
March 14-18	Spring Break – No Day or Evening Classes
March 28	Last Day to Withdraw w/Grade of "W" from a Full Semester Course (60% point)
May 7	Spring Day and Evening Classes End
May 13	Commencement Ceremony

GENERAL INFORMATION

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

College Mission
White Mountains Community College is student centered, providing opportunities for success, while enriching lives and communities through quality education and valued partnerships.

System Mission
The Community College System of New Hampshire provides 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
Located in the White Mountains of New Hampshire, WMCC 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 College has grown in depth and size. Several new programs have been added to the original curricula. Five major expansions have increased the College's main building to 87,500 square feet of modern classrooms, laboratories, and shops. Computers and educational technologies are prominent in every curriculum, having a significant role in classroom and laboratory instruction. The College has also expanded to include the Littleton Academic Center and the North Conway Academic Center.

In 1996, "Community" was added to the College name. In 2008, "Technical" was eliminated in recognition of WMCC as a comprehensive community college. As the College grows, it plans new courses, new partnerships, and a wider variety of options for learners. The basic philosophy, however, remains the same: 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 transferring to four-year institutions to further their education.

In the fifty-five years of its existence, WMCC 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 diversity of ages and experiences. Courses for traditional and adult students are available day and evening at the Main Campus and Academic Centers. Online and hybrid offerings continue to expand. Programs uniquely blend theoretical information with practical application and maintain low student-faculty ratios. The faculty are here to teach and to prepare students for success.

Notice of Non-Discrimination
WMCC 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 reflects the mission of CCSNH and WMCC 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 **Mark Desmarais,** Room 309, (603) 342-3086 at WMCC, **Melanie Robbins,** (603) 342-3093 at the Littleton Academic Center, or **Sara A. Sawyer**, (603) 271-6300, Director of Human Resources for the CCSNH, 26 College Drive, Concord, NH 03301. 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 CCSNH not to discriminate in its educational programs, activities, or employment practices on the basis of race, language, sex, age, or disability under the provision 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

WMCC is accredited by the New England Commission of Higher Education (NECHE).

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

Accreditation by NECHE applies to the institution as a whole. It does not guarantee the quality of every course or program offered nor does it guarantee the competence of every graduate. Rather, it provides reasonable assurance of the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by NECHE should be directed to WMCC's administrative staff. Individuals may also contact New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514, (781) 425-7785, info@neche.org.

Enrollment

Students may matriculate in degree and certificate programs on a full- or part-time basis and register for 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 register for online or hybrid courses. Students may extend their coursework beyond the number of semesters outlined in the program profiles. Non-matriculated students may register for classes offered in the day, evening, or online taking credit and/or non-credit courses.

Littleton Academic Center

The Littleton Academic Center, located at 646 Union Street, Suite 300, Littleton, NH offers access to quality postsecondary education to Coos and Grafton County residents and our neighbors in Vermont. The Littleton Center provides assistance with procedures for college admission, financial-aid information, and academic advising and support. It serves as a direct link to the Main Campus in Berlin. Tutoring, accessibility support services, and college counseling are available by appointment.

Along with general education courses, students can register for courses in the following areas: Accounting, Business Administration, Human Services, and Teacher Education. Some programs are unique to the Littleton Academic Center: Medical Assistant, Commercial Driver Training, and Driver Education Instructor certificate pro-grams. Pre-requisite and general education courses for health careers are offered, as well. Classes are available during day and evening hours. The Littleton Academic Center also acts as a vital link to 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 (603) 444-1326.

North Conway Academic Center

The North Conway Academic Center lies in the heart of North Conway Village at 2541 White Mountain Highway. It offers a wide variety of courses with both day and evening classes, making the prospect of earning a degree or certificate in the Mount Washington Valley more accessible to those in the area. Staff members at the North Conway Academic Center assist prospective students with procedures for college admissions, financial-aid information, and academic advising and support. Tutoring, accessibility support services, and college counseling are available by appointment.

Along with general education courses, students can register for 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 and Massage Therapy certificate programs. The Center is open Monday through Friday. For additional information about the Center, call (603) 356-7926.

Transferability

Opportunities abound for students to start their education at WMCC and then transfer to other institutions of higher education. WMCC students benefit from articulation agreements and transfer programs to colleges and universities throughout the Northeast and beyond. The transfer process can begin at any time one is attending WMCC. Students may enter knowing they plan to continue their education elsewhere, or they may decide to continue their education after they have completed their program at WMCC. The sooner the process begins, the easier for students to meet transfer requirements and maximize transfer credits and options.

The Associate in Arts curriculum affords students the opportunity to take their first two years of liberal arts courses at WMCC and transfer them for credit to four-year institutions. A grade of C or better is generally required for course transfer credit. Students interested in transferring to another college or university should work closely with their faculty advisors, the College transfer counselor, and the institution they plan to attend.

Courses transfer among participating institutions. Having this information, students can reduce the number of courses they need to take to earn a degree, thereby saving themselves both time and money.

The NH Transfer Connections Program is an agreement between CCSNH and the University System of New Hampshire (USNH) that guarantees transfer admission to colleges and universities within USNH (UNH, Plymouth State University, Keene State College, and Granite State College, provided the students meet admission criteria at the USNH institute of their choice.

Notification of Disclosure of Directory Information
WMCC may release the following information about its students as "directory information": Name, address, telephone number, email address, major field of study, dates of attendance, enrollment status, degrees, awards, honors, and educational institution most recently attended.

Students may refuse the incorporation of any or all of the above categories related to personally identifiable information, provided that a written request is received by the Registrar.

ADMISSIONS POLICIES AND PROCEDURES

Admission to WMCC is open to anyone who has the ability and desire to pursue one of the College's 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. **For the Nursing Program see page 62.**

For applicants seeking a degree or certificate, they must follow this procedure: first they must take at least one course per year to maintain matriculated status, or they must apply for readmission and abide by any new requirements in place at that date. Applicants must also:

1. File a WMCC admissions application form. To do so, applicants should visit wmcc.edu to apply online or print an application and send it to WMCC, 2020 Riverside Drive, Berlin, NH, 03570.

2. Certify that they have graduated or will have graduated from high school or will have received the equivalent of a high school diploma (e.g., accredited alternative diploma program, HiSET, or GED) by the start date of the semester for which they are applying.

3. Submit an official transcript of all previous postsecondary work with course descriptions.

4. Submit health-related paperwork as required by individual programs prior to registering for classes.

5. Apprise the College of eligibility for Veterans Administration and other aid programs.

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 transfer to one of the institutions within USNH (UNH, Plymouth State University, Keene State College, or Granite State College). Students enter with junior status by completing a single application, provided that the dual-admission courses that transfer into the baccalaureate program are completed with a grade of C or better. The program is designed for its simplicity and affordability.

Program elements consist of:
• A single application completed with WMCC and shared with the USNH institution.

• Comprehensive academic advising and an advising agreement to ensure that students know the terms and conditions of the program and that they start and stay on track.

• Transition programming during the students' enrollment period at WMCC to prepare them for entry into the four-year USNH institution of their choice.

• A communication plan to keep students abreast of important matters from the point of inquiry through USNH completion. Students pay WMCC tuition and fees while taking courses at WMCC. Once they graduate from WMCC, they pay tuition and fees to the USNH institution in which they have enrolled. Such a program allows students to earn a bachelor's degree from a USNH institution and save a significant sum of money.

The Dual Admission program is ideal for students planning to pursue a degree in the liberal arts. Admission to certain majors depends on major-specific courses and GPA requirements. Students are guaranteed entry into a USNH institution after completing their associate degree with a cumulative GPA of 2.5 or higher. Transfer credit is given only for courses in which the student has earned a grade of C or better. No application fee is required. Students transitioning to a USNH institution 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 are guaranteed on-campus housing if they wish to live on campus.

To begin the dual-enrollment process, students should 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 is the students' responsibility.

Matriculation
Students are considered matriculated if they have formally applied and been accepted into a degree or certificate program by WMCC's Admissions Office.

Students are considered non-matriculated if they have not been formally admitted to a degree or certificate program. Non-matriculated status does not prevent a student from taking courses; however, non-matriculated students are not eligible for financial aid.

Out-of-State Applicants

A student's residency status is determined by the Admissions Office at the time of admission. Students who wish to appeal residency may request detailed information from the Admissions Office: (603) 342-3000.

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% above in-state tuition, rather than full-time out-of-state tuition). This tuition reduction applies under the following circumstances: (1) when the degree programs are not offered by the home state public institutions or (2) when the out-of-state institution is closer to the student's home than the in-state institution.

Policies allow for community colleges to make available through NERSP *any program of study* offered at their institution. Insofar as the interpretation of this policy is left to each college within CCSNH, the decision to extend NERSP rates to out-of-state students varies. WMCC has chosen this option and allows all New England students to enroll at WMCC at the NERSP rate, regardless of whether the student's program is available in the student's home state.

Residency

For tuition purposes, a student's permanent home of record determines residency. Normally, a student's residency 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, or 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 written in the CCSNH policy manual.

Members of the Armed Forces of the United States stationed in New Hampshire under military orders or stationed in a contiguous state but temporarily living in New Hampshire shall be entitled to residency classification for themselves, their spouse, and their dependent children for in-state tuition purposes, as 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 NERSP. Third priority shall be given to students not qualifying under NERSP to those not domiciled in the state. In highly competitive programs with limited enrollment, the Admissions Office, 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 to WMCC with previous college credit should submit the following items: Official transcripts and course descriptions from postsecondary institutions previously attended. Determination of transfer credit is explained on page 30.

Transferring Courses

CCSNH serves the entire state. Students often wish to take courses at one college within the system and then transfer those credits to a program at another college within the system. Students should take advantage of these opportunities, but they should also secure written agreement to transfer course credits previously earned from the college to which they plan to go. Only grades of C or higher are considered for transfer credit. Students should also review specific program pages for additional transfer requirements.

Admissions Policy for Disabled Students

WMCC shall not discriminate against applicants with disabilities who are otherwise qualified. This policy extends to people with identified, specific learning disabilities under the 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 can meet all program requirements despite the person's disability.

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

Students should provide documentation and academic testing of their disability to the Accessibility Services Coordinator, including the most recent psychological profile (within three years). Students who provide appropriate documentation work closely with faculty, as well as staff in the Academic Success Center (ASC) who provide instruction, consultation, self-advocacy skills, and learning and study strategies. The College also provides computer-assisted instruction, tutorial and mentor services, academic-enrichment activities, and academic counseling.

For more information, students should contact the Accessibility Services Coordinator at (603) 342-3059.

Readmission to the College

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

Change of Major

A student currently enrolled at the College who changes major does not need to submit a new application but does need to complete a "Change of Major" form.

Dual Majors

Students are allowed only two majors at one time. A second major is defined as a program of study with a unique title as it appears on the credential. The title must be different from that of the first major. Students applying for a dual major must complete a "Change of Major" form.

Matriculated students who wish to pursue a certificate while pursuing an associate degree, can pursue that certificate as a second major. The student does not have to withdraw from the associate degree to apply for the certificate.

*Note: Paperwork for Change of Major and Dual Majors must be completed before the end of the add/drop date of the semester in which the change 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 is required from all matriculated students in some degree or certificate programs and must be paid within thirty days of receipt of letter of acceptance. The President (or designee) reserves the right to waive the fee for students identified as evening-matriculated students or under circumstances whereby the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid). The deposit is 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 the President or designee make an exception. 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.

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

Fees (full and part-time students)

Comprehensive Student Service Fee: Students enrolled full or part time, day or evening, are assessed a Comprehensive Student Service Fee of $20 per credit 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 is charged for laboratory, clinical, practicum, field, or other similar experiences. This fee is 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 is added to the tuition charge for that course. The fee applies to all students without exception. No other academic instruction fees are permitted without the written authorization of the Chancellor of CCSNH.

Example:	LEC	LAB	CR
BIOL 120W Human Biology	3	2	4

$$4 - 3 = 1 \times 110 = \$110$$

Student Personal Professional Liability Insurance: All students in programs that include clinicals, internships, practicums, and co-ops are charged a $20 Liability Fee each semester they are enrolled in a clinical, internship, practicum, and co-op.

Other Fees

Alcohol Violation Fine .... 1st offense $50
                                                                              2nd offense $100
                                                                              3rd offense $200

ID Card Fee ....1st Card Free
                                                                              Additional cards $25

Late Payment Fee $50

Library Replacement Fee (for any items
returned with damage or not returned at all) .... varies

NELNET Payment Plan Enrollment Fee $30

NELNET Payment Plan Late Fee $30

Parking Violations .... 1st offense $5
                                                                              2nd offense $10
                                                                              3rd offense $20

Payment Plan Late Fee $30

Protested Checks Fee* $35

Replacement Degree Fee $20

Stop Payment Fee $25

Smoking Fine ....1st offense $25
                                                                              Additional offenses $50

Voided Refund Check Fee $10

*Non-Refundable

Additional fees may be associated with one's program of study. Refer to the program profiles. All tuition and fees are subject to change.

Net Price Calculator

WMCC provides 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 students provide basic information about college plans and family information/finances, this online tool provides an estimate of the student's net cost to attend WMCC as a full-time, first-time undergraduate student seeking a degree. The net price calculator is available at https://www.wmcc.edu/affordability/college-expenses/net-price-calculator/

Border Towns Tuition Reduction

WMCC offers residents of neighboring towns in Maine and Vermont in-state tuition rates. Prospective students living within a fifty-mile radius of our Berlin, Littleton, or North Conway locations are eligible for in-state tuition. This savings comes at a time when many colleges and universities are raising tuition costs. To determine if your residency status qualifies a student for the fifty-mile-radius reduced tuition plan, the student should contact the Admissions Office.

New England Regional Student Program (NERSP)

NERSP offers qualified out-of-state New England residents reduced tuition based on in-state tuition rates plus fifty percent. Eligibility for this program is granted if the academic program to which the student applies is not offered in the student's home state or if the program offered at WMCC is closer to the student's home than the same program offered at a college or university in the student's home state. Determination of eligibility is the responsibility of WMCC's Vice President of Student Affairs (VPSA). NERSP students are liable for full payment of all fees.

Senior Citizen Tuition

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

Payment of Tuition/Deferred Payment Plan

Tuition payments are due fourteen days **prior to the start of the semester.** Each semester of the academic year, summer semester included, the Student Information System (SIS) makes available every student's tuition bill. 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 that is not covered by a deferred guaranteed form of payment. In some instances, students may not receive notification because of the timing of registration and the beginning semester. It is the students' responsibility to check their account frequently because schedules and tuition rates can change.

- Students whose tuition is not paid fourteen days prior to the start of the semester MUST HAVE GUARANTEED PAYMENT ARRANGEMENTS. Failure to make payment in full or have a guaranteed payment on file with WMCC fourteen days prior to the start of the semester may result in the cancellation of a 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.), and 3) payment plan through Nelnet Business Solutions. Detailed information on the payment plan is available on the College website at https://www.wmcc.edu/affordability/payment-plans/ or in the Welcome Center at (603)342-3050. A $30 non-refundable enrollment fee is charged per semester by Nelnet Business Solutions.

- Failure to arrange payments through one of the methods described above results in a $50 late payment processing fee. Such failure also results in a hold being placed on the student's account.

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

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 to pay for all costs associated with those courses unless they formally drop the courses through the Registrar's Office or via online before the published deadline. Never attending does not constitute a formal withdrawal and results in the student being financially responsible for all charges.

Books, Tools, and Supplies

WMCC furnishes much of the required laboratory equipment and tools, but students must purchase their own textbooks and personal equipment. Faculty advisors of each curriculum 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. Under such cases, a letter is sent informing the student that payment must be made within fourteen calendar days from the date of the letter. If payment is not made within those fourteen days, the student's account is referred to Recovery Select, the College's billing service for collection. Recovery Select then notifies the student by letter indicating that either payment or arrangements must be made within fourteen days to settle the delinquent account. Failure to make

payment or arrangements within those fourteen days results in the account being turned over to an outside collection agency, who will notify credit agencies of the delinquent account. The student is then responsible for payment of fees of any collection agency, fees that may be based on a percentage of the debt up to a maximum of 35%. All additional costs and expenses, including any protested check fees, court-filing costs, and reasonable attorney's fees, will add significantly to the student's account balance.

A student who fails to make payment as scheduled is allowed to finish the course but will not receive an official transcript, certificate, or degree until the delinquency is resolved. Furthermore, the student may not register for future terms at the College and may be restricted from registering at other colleges within CCSNH. Once payment is made, the student is 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 a check, draft, or money order in payment of any fee or for any purpose related to a student's financial obligation to a CCSNH college is returned as uncollectible to said college or the CCSNH Chancellor's Office, CCSNH shall charge a fee of $35.00 in addition to the amount of the check, draft, or money order to cover the costs of collection. Failure to make good on the check results in the account being turned over the Recovery Select for collection.

Tuition Refund Policy

All refunds require that students complete an official withdrawal form. Students who officially withdraw from WMCC or an individual course by the end of the fourteenth calendar day of the semester receive a 100% refund of tuition, minus non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) have seven calendar days from the designated start of the shorter semester to withdraw for a full refund. If the seventh or fourteenth calendar day falls on a weekend or holiday, the withdrawal refund date becomes the first business day following the weekend or holiday. An exception to this policy involves students in courses that meet for two weeks or fewer. These students must withdraw by the end of the first day of the class to get a 100% refund. The advance-tuition deposit is a non-refundable fee. All other fees are refundable. These include, but are not limited to, the comprehensive student services fees.

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 days prior to the first workshop session to receive a full refund of tuition and fees.

In extenuating circumstances and on a case-by-case basis, the President (or designee) is authorized to offer students alternative compensation in the form of tuition credit or waiver. 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 at least 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 after tuition has been paid. Tuition credits are not given when the account shows an outstanding balance. Requests for tuition credits are 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 yet to pay tuition and circumstances meet at least 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 are 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 educational financing. WMCC is aware of the financial burden of meeting college costs. The Financial Aid Office encourages students to apply for assistance. The available forms of assistance are grants, loans, work-study, and scholarships.

To receive financial aid, the student must:

- Complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov .

- Demonstrate financial need as determined by federal or state guidelines.

- Submit any additional documentation the College requests.

- Be matriculated (formally accepted) into a financial-aid eligible program (16 credits or more).

- Be registered for a minimum of six 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. Students should apply for financial aid as soon after October 1 as possible for the upcoming academic year. Applications are accepted all year long; however, some aid is limited and awarded on a first-come, first-served basis.

If a student has a credit balance after financial aid has paid the student's tuition and fees, that student's admission, registration, and class attendance must be confirmed before the student can receive refunds from grants or excess loan funds. To receive this disbursement, the student should allow at least forty-five days from the beginning of the first class. 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 the student's tuition and fee charges for the semester, the student may qualify for a book advance, to be used at the WMCC Bookstore. For details, contact the Financial Aid Office.

Sources of Financial Aid

Below are brief descriptions of various programs, scholarship opportunities, and other financial support. More information can be obtained through the Financial Aid Office or its webpage. Students must complete the FAFSA form to apply for the federal programs.

Grants

Federal Pell Grants

Federal Pell Grants are the federal government's basic grant program. A Federal Pell Grant does not have to be repaid. For 2021- 2022, the maximum Pell Grant is $9,742.00. The amount students receive depends on their expected family contribution; their enrollment status (full time, three-quarter time, half-time, or less than half-time), and the number of semesters they are attending for the year. The funds are applied directly to the student's account with any excess refunded to the student. 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. An FSEOG 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 students apply early, they are more likely to receive an FSEOG. The funds are applied directly to the student's account with any excess refunded to the student. 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 (six or more credits), and must have completed the 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 thirty-one credits may borrow up to $3,500 per year at a fixed interest rate with repayment beginning six months after they leave college or if they are enrolled with fewer than six credits. Students with more than thirty credits may borrow up to $4,500 per year at a fixed interest rate with repayment beginning six months after they leave college or if they are enrolled with fewer than six credits. First-time borrowers must complete Entrance Counseling and a Master Promissory Note at https://studentaid.gov/ .

Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is similar to the Direct Subsidized Loan except that interest accrues while the student is attending college with repayment begin-

ning six months after the student leaves college or if the student is enrolled with fewer 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, if needed, in addition to the above subsidized amounts to meet educational costs. First-time borrowers must complete Entrance Counseling and a Master Promissory Note at https://studentaid.gov/ .

Direct Parent Loans for Undergraduate Students (PLUS)

PLUS provides additional funds for educational expenses. These loans are made to parents of dependent undergraduate students. The parents may borrow up to a student's cost of attendance minus the student's financial assistance. The interest rate for these loans is fixed. Preapproval applications are required. Parents interested in this loan option should go to https://studentaid.gov/ .

Additional information on all federal grants and loans can be found at https://studentaid.gov/ .

Alternative Loans for Students

Alternative loans are designed to help students fill the gap between their financial aid award, their federal loans, and their total education costs. This loan should be used only as a last resort. Fees, interest rates, application requirements, and incentives vary from lender to lender. For more information, go to https://www.wmcc.edu/affordability/loan-information/ .

Student Debt

Although student loans are a convenient source of funding for education, one must borrow carefully. Currently, the average loan debt for graduates of degrees and certificates is $10,102. Student debt varies by individual, depending on the program of study and the amount of money 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 eight to ten hours per week. Students are responsible for making the initial contact with a supervisor and for working out a mutually acceptable work schedule. Students must complete a payroll packet before beginning work. These packets are available in the Welcome Center. Students are encouraged to seek placement in jobs that complement and reinforce their educational program and career goals.

Scholarships

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

Students should begin their scholarship search nine to twelve months before they plan to attend college. They should start their search close to home and branch out (local, regional, statewide, and then nationally) as time allows. Students should carefully determine whether they meet the criteria for each scholarship. If they do, they should then submit all application material on or before the deadline for each scholarship.

As a starting point in the scholarship search, students are encouraged to use the resources available (such as Award-Spring) in the Financial Aid Office or on the Financial Aid Office webpage: https://www.wmcc.edu/affordability/scholarship-resources .

Return of Title IV Funds

Financial aid recipients who withdraw, officially or unofficially, from all 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 all tuition charges. Students who attend more than 60% of the semester are considered to have earned 100% of the state or federal aid they received. Students should contact the Financial Aid Office for more information on Return of Title IV funds.

Verification

Any student completing a FAFSA may be required by the US Department of Education to verify the information provided on the FAFSA. Students whose FAFSAs have been selected for the verification process are required to complete the verification process with WMCC. The verification process must be complete before financial aid can be offered or disbursed. Students are advised of the documentation needed 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 review financial aid recipients periodically to ensure they are making satisfactory academic progress (SAP) towards the completion of their program of study. SAP for financial aid recipients is measured by both qualitative and quantitative standards. It assesses the student's cumulative academic record while the student is attending WMCC.

In reviewing a student's academic record for SAP, the Financial Aid Office generally considers a student's coursework at WMCC as it applies to the student's academic program. There are exceptions, however. Thus, students should 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 (GPA). For specific GPA numbers that students need to fulfill SAP requirements, they should consult the *CCSNH Student Financial Aid Handbook*.

Quantitative Standard

1. Completion Rate Component

Students must complete at least 67% of the total credits they attempt in their education at WMCC, rounded to the nearest percent. All attempted credits, including transfer credits, will be included in the quantitative calculation. For example, students who have attempted thirty-six credits at WMCC must earn at least twenty-four credits to meet SAP requirements.

2. Maximum Timeframe Component

To be eligible for federal student aid, students must complete their program of study within 150% of the credit hours allowed. For example, a student enrolled in a sixty-credit degree program must complete the program before exceeding ninety attempted credits. For a student who changes majors, only coursework that applies to the new program of study is counted in the maximum timeframe. Developmental and remedial classes may be excluded from the 150% calculation. Throughout enrollment, as soon as it can be determined that a student is not on target to graduate within 150% of the standard program length, financial aid becomes suspended.

Even though students may be identified and suspended as they reach the 150% time limit, the College understands there are circumstances, such as a change of major, enrollment for a second or subsequent degree, or the non-applicability of transfer credit, that could necessitate a reset of the Quantitative Maximum Timeframe Component.

WMCC's full SAP policy is located on its website at https://www.wmcc.edu/current-students/sap-policy/.

Academic Periods Included in the Review

The qualitative and quantitative standards of SAP policy are used to review a student's academic progress for all periods of the student's enrollment. Even periods in which the student did not receive Federal Student Aid are included in the review. Periods for which the student was granted academic amnesty are included, as well.

The Financial Aid Office evaluates the SAP of financial aid recipients upon their completion of each semester within the academic year of the program in which they are enrolled.

Students who meet SAP standards are coded as making satisfactory academic progress and thereby retain eligibility for federal student aid for the following semester.

Students Placed on SAP Warning

Students who do not meet SAP standards are placed on SAP warning for one semester. Students placed on SAP warning retain their eligibility for federal student aid during the warning semester.

At the end of the warning period, SAP standards are reviewed. If the students who were placed on SAP warning now meet SAP standards, they are once again coded as making satisfactory academic progress and retain eligibility for federal student aid for the next semester.

If a student is still unable to meet SAP standards, that student is no longer eligible to receive federal student aid at WMCC until the student once again meets SAP standards or has completed the appeal process and has been granted probation.

For further information on the Financial Aid SAP policy, students should review the *CCSNH Student Financial Aid Handbook* available on the College's website, or else they should contact the Financial Aid Office.

Appeal Process

Students who become ineligible for federal student aid for not meeting SAP standards may appeal the ruling. If the appeal is granted, a student is assigned an SAP status of probation. All students must have an academic plan if they require more than one semester to reestablish financial aid eligibility. During probation, the student are eligible for federal student aid.

If an appeal is not granted, the student can regain financial aid eligibility only by complying with both the qualitative and quantitative components of the SAP policy. Neither paying for one's own classes nor sitting out a semester affects a student's SAP standing; therfore neither is sufficient for one to reestablish financial aid eligibility.

If financial aid recipients believe they are meeting SAP standards, they can request a review of their SAP standing upon completion of the semester. If the student is found to be meeting both the qualitative and quantitative components of the SAP policy without exceeding the maximum time frame, the student's status is updated to reflect compliance with SAP standards, and the student becomes eligible to receive Title IV financial aid the following semester.

For further information on the Financial Aid SAP appeal process, students should review the *CCSNH Student Financial Aid Handbook* on WMCC's website or contact the Financial Aid Office.

Audit Courses

Financial aid does not cover courses that students audit. 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 are included in the calculation for the maximum timeframe and completion rate components of SAP but are not included in the cumulative GPA component.

Consortium Credits

All courses taken through an official consortium at an institution other than WMCC are included in the calculation for completion-rate and maximum timeframe components but are excluded from the student's cumulative GPA component.

Developmental/Remedial/ESL Courses

Credits from developmental, remedial, and ESL courses may be included in the calculation for all three components of the SAP review. Students are eligible for federal financial aid for up to twenty-four credit hours of this type of coursework. ESOL credits are not counted against the twenty-four credit hour limitation. These courses may be removed from the quantitative and maximum timeframe calculations, but never from the qualitative calculation.

Transfer Credits

Credits transferred in from another institution are excluded from the student's cumulative GPA, but they are included in the calculation for the maximum timeframe and completion-rate components.

Incomplete Grades

All incompletes must be resolved by the end of the third week of the semester following the student's receipt of the incomplete grade. If the incomplete is not resolved, the grade BECOMES an F for all components of the SAP review. Financial aid can be withheld until Incompletes are resolved.

Repeat Courses

For one time only, financial aid will cover a repeated course that a student previously passed and paid for with financial aid funds. In this case, "passed" means any grade higher than an F, regardless of any college or program policy requiring a higher qualitative grade.

Students may receive financial aid for courses they retake after having failed or withdrawn from them the first time. However, if they pass a course the first time and then retake it with the benefit of financial aid the second time, the following condition applies: if the student fails or withdraws from the course the second time, that failure constitutes a paid retake, and thus, the student may not receive financial aid for taking the course a third time.

Credit for a course can be earned only one time. Only the most recent attempt of the repeated course is counted in the cumulative GPA and the quantitative earned credits. Attempted credits are always part of the quantitative calculation.

If a program of study requires a student to retake all the coursework for a semester in which the student has failed a course, any retaken course that the student originally passed is not eligible for Title IV aid.

Veterans Administration

The College's academic programs are approved by the New Hampshire State Approving Agency for the education and training of eligible military personnel, veterans, and their dependents under the G.I. Bill®. Veterans are responsible for submitting a copy of the Certificate of Eligibility to the Registrar's Office, and for each semester they are registered, they are responsible for submitting 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 are charged the in-state tuition rate, regardless of residency. As soon after the drop period as possible, the Registrar's Office certifies the veteran, certification signaling the start of payments. Benefit checks from the Veterans Administration may be mailed directly to the student. Veterans enrolled at WMCC should contact the Registrar for assistance with paperwork and other VA needs, as well as for certification of semester course load.

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 Onboarding and Advising

At the time of acceptance, students begin the college onboarding process, the goal of which is to successfully integrate students into the college community. WMCC enrollment specialists provide personalized attention to understand the needs of all students and help with their transition to the College. WMCC students are also assigned a faculty advisor who assists students throughout their educational experience. The advisors serve as mentors and critical points of contact during the students' time at WMCC.

Advisors assist students in identifying academic and personal resources on campus, in conducting graduation audits, and in selecting and choosing 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 is.

Each semester advisors conduct degree audits with their advisees. The purpose of the audit is to identify the student's progress toward program completion and to offer early intervention for schedule changes if students fail a course or if they take a course out of normal sequence Ultimately, students are responsible for making sure they complete the required coursework for their program.

Academic Success Center

Available to all students, the Academic Success Center (ASC) supports the College's mission by providing peer tutoring, writing assistance, and academic strategies to assist students in reaching their full potential.

Students who need academic support or who want to advance more rapidly in an academic area may contact the ASC. Staff members at the ASC provide assistance and the resources available to satisfy individual needs.

Activities

Students may organize their own activities guided by faculty and staff advisors and supervised by the (VPSA).

The Student Senate promotes and coordinates student events and activities, allocating and disbursing student activity funds to support extracurricular activities, including sports. Student interest determines the extent to which these events and activities occur.

Alumni

The College Alumni Association benefits the College and its alumni members. It is instrumental in organizing social events and various fundraisers to benefit the Alumni Scholarship Fund. The association may assist with job placement for graduating students.

Assisting People in Transition Program

The Assisting People in Transition Program (APIT) provides educational and career-planning assistance, academic advising and counseling, and academic and community resource and referral services for single parents, out-of-work individuals, individuals with disabilities, individuals from economically disadvantaged families, individuals preparing for non-traditional careers relative to their gender, youth in or aged out of the Foster Care system, English learners, and homeless individuals who are enrolled in eligible programs and courses. Supplemental financial assistance may also be available in the form of tuition and textbook assistance. Support services are available to help eligible students 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, at (603) 342-3000.

Bookstore

All required textbooks, supplies, and College novelty items are available through the WMCC Bookstore, a subsidiary of Follett Higher Education Group, a private enterprise not subject to state rules and regulations. Fall and spring hours are Monday through Thursday 9:00 AM to 3:00 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 card and debit card services to students. The only other available non-cash services are those with *written* authorization from approved agencies.

Follett purchases and resells used books on a first-come, first-served basis and offers rental and price-match programs. Information is available at the Bookstore or online at www.wmccshop.com.

Peer Mentoring

Many students supplement their studies by taking advantage of the College's free coaching/peer-mentoring service located in the ASC. Students with proven academic achievement, as well as 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 outside of the classroom.

College Transfers

Earning an associate degree and then transferring to another college to continue one's education can be daunting. With WMCC's transfer agreements with USNH, other colleges within the CCSNH System, and with other in-state and out-of-state institutions, the College has made this transfer option much easier. Students may transfer credits to and from other accredited colleges and universities. In fact, credits earned at one institution may count toward degree and graduation requirements at another. These transfer credits, however, are not calculated into the student's overall GPA at the place of transfer. Students who plan to transfer courses should always check with the institution to which they plan to transfer for approval of course transferability. For transfer information and the many opportunities available, students should visit the transfer website at www.nhtransfer. org.

Counseling

WMCC provides academic and personal-counseling services to all its students. These counseling services, though not a substitute for long-term therapy, assist students in successfully meeting academic goals. 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 for students experiencing academic difficulties. The College Counselor can be reached at (603) 342-3058.

Online counseling services are also available to students through Kepro. Kepro makes professional counseling available anytime, anywhere, through a computer, tablet, or smartphone. Counselors are licensed, trained, experienced, and accredited psychologists (PhD or PsyD), marriage and family therapists (LMFT), clinical social workers (LCSW or LMSW), and licensed professional counselors (LPC). All of them have either a master's degree or doctoral degree in their field. They have been qualified and certified by their state's professional board after having successfully completed the necessary education, exams, training, and practice. While their expertise and background vary, they all possess at least three years and two thousand hours of hands-on experience. WMCC will not know who is receiving counseling and will not have access to the counseling or other personal data.

Food Service

On weekdays when classes are in session, WMCC's Bistro offers light breakfasts, as well as hot and cold lunch meals. Hours are posted and are made convenient for students. For ,ore information, contact the Welcome Center, Room 121, at (603) 752-1113.

Health Record

WMCC does not provide health services. Students must use their own health-care provider for services and must 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. For those programs, students must also complete a physical examination prior to the beginning of the semester. Failure to provide documentation may lead to removal from a clinical or laboratory.

Regardless of age, students accepted into a CCSNH program that requires participation in a clinic, practicum, internship, co-op, or field experience may be asked to present documented proof of immunization against measles, mumps, rubella, tetanus, and tuberculin skin infection before participation can be approved. Records are maintained either by the department requiring immunization documentation or by another office or individual as designated by the College.

Honor Society

Students who have completed a minimum of twelve college-level credits with a 3.5 GPA 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, WMCC provides a list of housing options within a reasonable distance of the College. Each community has a good rental market. Students should finalize their housing arrangements four to six weeks prior to the beginning of the semester. Those who act early get the best housing results. Students should understand the rental agreement and live up to the terms of the agreement. Good relations between students and landlords ensure housing opportunities at reasonable rates future students.

A wide variety of rental housing exists. More information can 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 $650 per month.

Insurance

Some programs require liability insurance, and the fee is added to the student's bill at the time of registration. Comprehensive health insurance may be required for some programs.

Library

The Fortier Library is a welcoming place both in person and online. The library enhances the learning of WMCC

students through its support services, its print and online collections, and its cultural events. To support students' academic needs and interests, the library possesses or has access to various materials, including magazines, journals, databases, local newspapers, scholarly books, popular books, and eBooks. Additionally, students may borrow books and articles from other libraries through Interlibrary Loan (ILL). Library staff are available to help students with all research needs, such as navigating library resources, finding credible information online, using light tech, formatting documents, and following MLA or APA citation guidelines. The library houses quiet and cozy study spots, as well as computers for use, printing capabilities, brain-break stations, a treadmill desk, and places to meet with study groups and friends. The library also has local art displays, cultural events, lecture series, and other opportunities for learning and relaxation. Alumni and community members are welcomed. To access library services online, students can visit the Library Resource page in any Canvas class. Year round, Monday through Friday, students can contact the library via chat, text, phone, email, or drop-in. Contact wmcclibrary@ccsnh.edu or (603) 348-2678.

Part-time Employment

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

Placement

Among the graduates of 2019, 75% shared information with us regarding their future. Seventy percent of them indicated they had found employment in their field or were continuing education at a four-year institution.

Job-placement rates have always been good for WMCC graduates. Faculty advisors maintain close contacts with business and industry representatives, actively assisting students in finding job opportunities. The College also assists students in résumé writing, job interviewing, and career counseling.

Accessibility Services

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, WMCC does not discriminate against students with disabilities, neither in the admission process nor in their access to opportunities for academic success. Students with documented disabilities are encouraged to disclose their disability so that 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 Accessibility Services Coordinator at (603) 342-3059 to discuss support-service options.

CCSNH Accessibility Services Mission Statement

The mission of CCSNH Accessibility Services is to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities. To take advantage of this support, those with documented disabilities must register with WMCC's Accessibilities Coordinator. WMCC grants reasonable accommodations to these students to afford them a level of education limited only by their abilities, not their disabilities. Assistance is collaborative, developing strong, effective, independent learning and self-advocacy skills. The students assume responsibility for reaching their own academic goals.

Navigate

Navigate is an application and online account that students access to create an academic plan, register for courses, view schedules, keep track of important college processes, and make appointments with staff, faculty, or their college advisor. All accepted students receive an email with EasyLogin information and an activation link. Once their EasyLogin is activated, student can access all their college accounts. Day and evening schedules are subject to change up until the day classes begin. If students need to change their schedule, they should contact their advisor.

Student Information System

The Student Information System (SIS) allows students to access their college information online, including their account billing, their online payments, their final grades, and their financial aid information. Through SIS, students can also request copies of their official academic transcript.

Student Senate

The experience of attending WMCC is not limited to the students' academic life. WMCC's philosophy is to educate the entire person so that each student can adapt to the ever-changing world. The Student Senate serves as the governing group for the student body, with representatives elected from each program. 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 include films, lectures, athletics, field days, club membership, and social events.

Wellness/Fitness Center

The Fitness Center is in the Student Center, adjacent to the Bistro. Students, faculty, staff, and alumni may use the Fitness Center at no charge. Hours of operation are

posted each semester and may change based on usage patterns. Prior to using the facility, all individuals must complete liability, orientation, and registration forms. These forms are available at the Welcome Center.

WMCC Rave Alerts

WMCC Rave Alerts is the emergency notification system that helps to ensure rapid and reliable mass communication to students, faculty, and staff. Should a crisis, emergency, or weather closure/delay occur at WMCC campuses, the Rave Alert system communicates with cell phones (text and voice messages), landlines, and email systems. Students are automatically registered to receive Rave Alerts. They receive an email in their college student email account from Rave Wireless, which gives them a link to access and add personal information.

ACADEMIC POLICIES/PROCEDURES

Academic Philosophy

At WMCC, students are exposed to various methods of instruction. While some courses are lecture based, others are laboratory based, performance based, and student directed. Learning that is performance based relies on an organized, systematic approach to education and training that identifies the knowledge and skills graduates need to perform competently and confidently in a rapidly changing world. Programs and courses are structured within a competency-based framework. By defining and insisting on competencies (knowledge and skills) in each course, educators (working closely with their students) enhance and maximize the learning experience. Intellectual, interpersonal, and physical-manual competencies are assessed continuously to ensure student engagement and improvement. WMCC strives to offer a physical, intellectual, and social environment that supports the unique learning styles, backgrounds, and needs of every individual.

The Educated Person

WMCC is committed to graduating an "educated person," one who has a solid foundation for lifelong learning, civic engagement, and career mobility. To this end, all associate degree programs require students to take general education courses, in addition to those courses specific to their program. These general education courses expose students to the vast field of human knowledge and endeavor so that, upon graduation, they possess a broad-based education covering a wide range of disciplines, including the humanities, the arts, the laboratory sciences, the social and behavioral sciences, and more.

An educated person is one who has acquired the skills, perspectives, and critical abilities to function competently, productively, and professionally in life and work, qualities that are embedded in WMCC's eight Core Competencies.

Core Competencies:

All graduates of associate degree programs at WMCC attain the following core competencies:

1. *Study Skills:* The ability to absorb information presented in various forms (including written, oral, digital, and pictorial); to practice strategies conducive to learning; and to locate, evaluate, and use resources in any act of intellectual investigation.

2. *Communication Skills:* The ability to express ideas and convey information clearly, effectively, and efficiently through oral, written, and non-verbal means such that others understand the intended message and purpose.

3. *Critical Thinking Skills:* The ability to engage in activities at a high cognitive level: to think rationally; to analyze problems, situations, and conditions; to make sensible judgments and draw logical conclusions; to synthesize perspectives, data, and research to produce original thought; and to assess and determine the value, worth, and viability of arguments, proposals, and solutions.

4. *Social, Cultural, and Artistic Skills:* The ability to apply ethical standards in social interactions; to work collaboratively to achieve defined goals; to find common ground; to develop supportive, productive relationships; to value diversity and inclusion; to express oneself creatively; to engage the imagination in service to abstract notions of beauty, truth, and goodness; and to assess these notions in the artistic creations of others.

5. *Technical Skills:* The ability to perform the skills that are necessary in a trade or technical field and to use theoretical and applied knowledge for entry into that trade or field. To be competent in technical skills is likewise to be adept at information literacy and capable of navigating the digital world.

6. *Quantitative Reasoning:* The ability to apply computational methods, perform mathematical operations, and interpret numerical data to solve problems and deduce verifiable conclusions.

7. *Scientific Processes:* The ability to use scientific methods in the search for knowledge and truth; to apply scientific laws, theories, and postulates to draw conclusions about physical and biological phenomena; to extract and interpret data from graphs, tables, charts, and other visual displays associated with scientific inquiry.

8. *Global Perspective:* The ability to examine cultural values, concepts, attitudes, and beliefs contextually; to see history in relation to environmental and situational conditions; to be aware of and open to alternative viewpoints; and to consider events and circumstances as they relate to the entire world.

Academic Requirements
Associate Degree

The minimum number of credits for all associate degrees is sixty credits with a maximum of seventy-two credits. Requests for requirements beyond seventy-two credits should be fully justified relative to 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 has a major consisting of a minimum of thirty credits in program-specific courses. Associate degrees may have concentrations, which are curricula generally consisting of a minimum of twenty 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 give students breadth and prepare them for life experiences. These general education requirements fulfill essential competencies beyond those associated with specialized study or specific occupational or professional objectives.

Courses fall into the following areas:

1. College Composition, Literature, and Communication

2. Science

3. Mathematics

4. Social Science

5. Humanities/Fine Arts/Foreign Language

6. Liberal Arts electives (from categories 1–5 above)

The following list offers a sample of the disciplines within the humanities, fine arts, and social sciences:

Humanities: History, Language, Religion, Literature, Philosophy

Fine Arts: Visual Arts (drawing, painting, sculpture), Performing Arts (dance, theater, film), Auditory Arts (Music)

Social Science: Sociology, Psychology, Political Science, History, Anthropology, Geography, Economics

Associate in Science Degree (A.S.)

Associate in Science degree programs require a minimum of thirty credits of program-specific coursework and a minimum of twenty credits of general education courses. Such programs prepare students either for direct entry into employment or for transfer into an associated baccalaureate program.

To earn an associate degree from any CCSNH college, a student must:

• Successfully complete at least sixty credits in college-level coursework, excluding remedial or developmental coursework or credits (i.e., those identified as being "for institutional credit only").

• Earn at least fifteen credits in coursework offered by and under the direct control of the college awarding the degree with at least eight of those credits earned in advanced-level courses in the student's major field.

• Achieve a cumulative GPA of 2.0 or higher in all courses taken at the college awarding the degree (including remedial or developmental coursework or credits).

A student must meet the following course distribution requirements to earn an Associate in Science Degree:

• Earn at least thirty credits in program-specific courses in a defined major field.

• Earn at least twenty credits in general education courses, including one course of three credits or more in.

o English Composition (required).

o Humanities/Fine Arts/Foreign Language (required).

o Quantitative Reasoning/Mathematics (required).

o Science (required).

o Social Science (required).

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

The Associate in Applied Science (A.A.S.) programs emphasize specific outcomes designed to meet competencies required for direct entry into employment. These degree programs also provide a basis for transferring at a minimum the general education requirement of the curriculum. Although A.A.S. degrees are designed for direct entry into the workforce, they are not considered terminal. In addition to the need for lifelong learning resulting from changing technologies, students may make career changes during their lifetimes. Moreover, A.A.S. degrees may not have an occupational-specific curriculum for upper-level positions within a career track. It should be noted that some bachelor's degree institutions have developed upper-division programs for A.A.S. graduates who seek transfer options for further education in their field.

To earn an associate degree from any CCSNH college, a student must:

- Successfully complete at least sixty credits in college-level coursework excluding remedial or developmental coursework or credits (i.e., those identified as being "for institutional credit only").

- Earn at least fifteen credits in coursework offered by and under the direct control of the college awarding the degree with at least eight of those credits earned in advanced-level courses in the student's major.

- Achieve a cumulative GPA of 2.0 or higher in all courses taken at the college awarding the degree (including remedial or developmental coursework or credits).

In addition, the A.A.S degree requires students to meet the following course distribution requirements:

- Earn at least thirty credits in program-specific courses in a defined major.

- Earn at least fifteen credits in general education courses, including one course of three credits or more in:

  o English (required).

  o Humanities/Fine Arts/Foreign Language (required).

  o Mathematics (required).

  o Science (required).

  o Social Sciences (required).

- The remaining fifteen credits to reach the required minimum total of sixty credits may be assigned in any subject area, as deemed by the faculty to be appropriate to the curriculum.

Associate in Arts Degree (A.A.)

Associate in Art degree programs offer easy pathways for transfer to four-year baccalaureate institutions, provide the core skills necessary for career mobility, and reveal the breadth of human knowledge and understanding critical to useful members within a community. An A.A. degree offers the equivalent of the first two years of a Bachelor of Arts degree. For the best results, students select courses based on the requirements of the four-year college or university to which they plan to transfer.

The A.A degree requires a minimum of sixty credits from the following distribution:

a. English Composition...................................... 4 credits

b. English Literature, Composition (requiring English Composition as a prerequisite), or Communications .... 3 credits

c. Quantitative Reasoning/Mathematics ....6-8 credits

d. Natural or Physical Science (including at least one laboratory science) .... 7-8 credits

e. Social Sciences.. 9 credits

f. Humanities/Fine Arts/Foreign Language .... 9 credits

Plus, EITHER

- Electives in a Specialized Major Field .... 20-24 credits

OR (for A.A. in Liberal Arts)

- Liberal Arts Electives............................ 12-15 credits

- Open Electives .... 9 credits

Certificates
Credit

Regardless of duration or composition, certificate programs emphasize specific skills and outcomes for employment or career advancement. There are no specific general education requirements, except those that fulfill stated competency requirements. The three levels of certificates are the following:

1. Certificate programs up to twelve semester hours

2. Certificate programs of more than twelve semester hours

3. Certificate programs requiring licensure and accreditation

A cumulative GPA of 2.0 or higher by the last semester of study is required for one to receive credit for the certificate or become eligible for an associate degree.

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, and the like is the responsibility of WMCC.

Residence Credit

Students seeking a degree at WMCC must earn a minimum of fifteen credits from WMCC courses. To meet the minimum residency requirements, students must take at least eight semester hours of advanced courses in their major field of study or related fields. Advanced courses are those listed in the first and second semesters of the second year of an associate degree program or in the second semester of one-year programs. To receive a certificate at WMCC, students must complete at WMCC at least six credits or 25% of the credits (whichever is larger) required for the certificate.

Directed Study

Under certain circumstances, a matriculated student may take a course in a semester when the course is not offered. The Directed Study allows matriculated students to fulfill course learning outcomes 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 request the Directed Study within the first two weeks of the semester.

Students seeking a Directed Study must give compelling reasons why they cannot take the course in a subsequent semester or why they were not able to take it when it was previously offered. Barring exceptional circumstances, a Directed Study is not granted for a course currently being offered.

Independent Study

Credit-bearing independent studies are available to matriculated students wishing to explore areas of a discipline not covered in the normal curriculum but related to the students' program. An 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 purpose of an Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically worth one to three credits, an Independent Study may not be done in lieu of courses currently existing in the College Catalog.

Online Education

WMCC offers many of its courses online using a web-based delivery system. Online courses can be synchronous or asynchronous, the latter allowing students to study at times that fit their schedule.

Graduation Requirements

Each program at WMCC has a list of required program outcomes. Students are awarded associate degrees and certificates after having completed academic requirements and demonstrated competence in the required outcomes.

To be eligible for graduation, students must:

1. Satisfactorily complete each requirement in their academic program.

2. Fulfill the minimum credit requirement in their academic program.

3. Earn a cumulative GPA of 2.0 or higher.

4. Meet all obligations to the College, including payment of all fees.

5. File the Intent to Graduate form with the Registrar (students should check Intent to Graduate form for submission deadline).

To graduate, students have the primary responsibility of ensuring that they meet associate- or certificate-degree requirements. Each semester, students are to initiate at least one meeting with their faculty advisor to ensure that they have or will have met all the requirements for graduation 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 WMCC] and have not previously enrolled at any other institution of higher education."

The retention rate at WMCC for the student cohort that started in fall of 2019 is 70% for full-time students and 55% for part-time students. Retention rates measure the percentage of entering students who continue their studies the following fall. Meanwhile, the graduation rate for full-time, first-time undergraduates in the 2017 cohort at 150% time (three years) is 50%. The 100% time (two-years) graduation rate is 42%.

Important to note is that, for many students, graduating from WMCC is not the goal. Some students enroll to complete a semester or two before transferring, or to explore an area of career interest, or to resolve academic deficiencies before returning to their original college, or to take courses for self-improvement and personal enrichment. In 2015, 10% of the cohort transferred without graduating at 150% time.

Transcripts

After students have met all college obligations, including student loan payments, outstanding tuition fees, payment of fines, and return of library materials, they may submit a written request for a transcript (the official record of their academic history). The transcript is valid only with the College seal and the Registrar's signature. The transcript is released in accordance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and is not released to a third party, including parents and spouses, without the students' written permission.

Students may obtain unofficial or official copies of their transcript at any time by going to the SIS or by downloading the fillable transcript request form located on the College website at https://www.wmcc.edu/current-students/.

Academic Policies

Credit Hour Policy

A credit hour is the equivalent of one hour of classroom or direct faculty instruction and a minimum of two hours

of out-of-class student work each week for fifteen or sixteen 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	Varies by Dept.	Varies by Dept.

One instructional hour equals fifty minutes of classroom or direct faculty instruction; fifty minutes of laboratory or studio instruction; or sixty minutes of clinical, practicum, fieldwork, internship, or co-op. Academic Affairs awards credits for coursework in formats other than face-to-face (e.g., online, hybrid, accelerated) based on documentation demonstrating equivalency to the above allocation chart.

Academic Honesty

Original thinking and intellectual honesty are central to a college education. Research projects require the use of existing works. As such, students must conduct themselves with proper regard for the intellectual property rights of others, as well as those of the College. WMCC does not accept or condone plagiarism and cheating. Students involved in such activities are subject to serious disciplinary action.

The following are presented as examples of academic dishonesty:

1. Misrepresenting as one's own academic work that is done by someone else with or without permission of the original author

2. Providing or using prohibited assistance in assignments and examinations

3. Communicating with other students during an examination without authorization; collaborating in the preparation of reports or take-home examinations; copying, giving aid, or failing to follow the instructions of the faculty member in charge

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. Falsifying data collected for and presented as part of a course assignment

7. Presenting another person's work as one's own without proper acknowledgement

Faculty members may identify other instances of academic dishonesty.

WMCC does not tolerate academic dishonesty. The College expects students to do their coursework honestly, be it laboratory projects, examinations, or term projects. When a student is suspected of academic dishonesty, the faculty member involved identifies the infraction and confronts the student, giving specific evidence to support the charge: the act was seen firsthand, it was reported by another student, the work handed in was of higher quality than usual, the language used is too close to another text for it to constitute original work. Judicial procedures and consequences for cases of academic dishonesty are described in the Student Handbook.

Academic Honors

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

- *The President's List (High Honors)* recognizes students enrolled in a degree program and earning a cumulative GPA of 3.75 or higher.

- *The Vice President's List (Honors)* recognizes students enrolled in a degree program and earning a cumulative GPA of 3.3 to 3.74.

At commencement ceremony, the student with the highest cumulative GPA in an associate degree program receives the President's Award. To receive this award, the student must have completed all required credits at WMCC, excluding transfer credits and/or credits by examination. To be considered for the award, students must submit the Intent to Graduate form to the Registrar by the last scheduled day of classes in the spring semester. Competition for this award is traditionally very strong with students winning by fractions of a point.

Grading

Students are assigned grades based on evaluations of their work. Grades are given at the end of each semester and are based on criteria listed on a course syllabus. Assessment methods include, but are not limited to, quizzes, tests, projects, written assignments, labs, 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: A grade of P for passing is not calculated into GPA

AF: An instructor or administrator initiates a withdrawal at any time for reasons other than poor grade performance (e.g., failure to meet attendance requirements, as published in the course syllabus; violation of the Student Code of Conduct; disruptive behavior; and the like). The grade may also be issued for a student registered in a clinical, practicum, internship, or laboratory who is deemed unsafe or is performing in an unsatisfactory manner, as determined by the faculty member or agency supervisor in accordance with department criteria and procedure. For GPA purposes, an AF is calculated as an "F." An AF can be administered up until two weeks before the final exam.

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 register for the course at the time of registration as auditing it.

I: An incomplete grade indicates that a student has not completed a major course assignment because of extraordinary circumstances. It is not used to give an extension of time to a student for delinquency in meeting course requirements. The I grade is not calculated into the GPA. The student must complete all work associated with the I by the end of the third week of the subsequent semester, or the grade defaults to an F. See Incomplete Grade Policy below.

W: Students who initiate withdrawal from a course before 60% of the course's duration receive a W. The W does not affect GPA. An instructor can also initiate a withdrawal if the student notifies the instructor of extenuating

circumstances that prevent the student from initiating the process (e.g., catastrophic illness or injury, job transfer to another state).

WP: Students receive WP who initiate withdrawal from a course after 60% of the course's duration and up to two weeks prior to the end of semester. For a WP, the student must have a passing grade at time of drop, as determined by the instructor. A WP does not affect GPA. It can also be initiated by the instructor if the student notifies the instructor of extenuating circumstances that prevent the student from initiating the process (e.g., catastrophic illness or injury, job transfer to another state).

WF: Students receive WF who initiate withdrawal from a course after 60% of the course's duration and up to two weeks prior to the end of semester. For a WP, the student must have a failing grade at time of drop, as determined by the instructor. A WP calculates as an F for GPA. It can also be initiated by the instructor if the student notifies the instructor of extenuating circumstances that prevent the student from initiating the process (e.g., catastrophic illness or injury, job transfer to another state).

Determination of Grades

For students who have met all financial and other college responisbilites, WMCC posts grades on the student web system at the end of each semester for each course.

Grade reports include the semester GPA, cumulative credits, and cumulative GPA.

Grade Point Average (GPA)

The GPA determines academic standing, 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 value is known as quality points.

2. Add the quality points from all the courses taken during the semester. Add the number of credits hours for all courses combined.

3. Divide the total quality points by the total number of credit hours. The result of the division is the semester GPA.

EXAMPLE		LETTER GRADE	SEMESTER HOURS	QUALITY POINTS
ENGL 211W	Professional Writing	A (4)	3	4 x 3 = 12
MATH 214W	Statistics	B+ (3.3)	4	3.3 x 4 = 13.2
ECON 111W	Principles of Macroeconomics	C (2)	3	2 x 3 = 6
MGMT 215W	Business Law	D (1)	3	1 x 3 =3
TOTAL			13	34.2

A total of 34.2 quality points divided by 13 credits = 2.63 semester GPA.

Repeat Courses Are Graded as Follows:

When a student repeats a course (either voluntarily or to a requirement to overturn a failure), only the most recent grade is computed in the GPA and cumulative GPA. Both grades appear on the academic transcript.

Cumulative Grade Point Average

The cumulative GPA reflects a student's academic standing up through the most recent semester. To compute the cumulative GPA, one divides the total quality points earned for all semesters by the total number of credits attempted for all semesters.

Incomplete Grade Policy

An Incomplete Grade (I) is issued when a student has not completed a major course assignment (usually a final exam or culminating final assessment) because of extraordinary circumstances, such as serious illness, death in the family, and the like. The grade is applied only in those instances when the student has a reasonable chance of passing. It is not given as an extension for students delinquent in meeting course requirements.

The student must complete the unfinished work 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 timeframe, the grade automatically becomes an F. The Vice President of Academic Affairs (VPAA) may make exceptions to the above deadlines.

Incomplete grades are not calculated into GPA. An incomplete grade may affect a student's financial aid. Students should contact the Financial Aid Office on campus for further information.

Academic Standing Review

Students must show orderly progress toward their degrees and an aptitude for success in their programs and courses.

Each semester the Academic Affairs Office and the Registrar review the academic performance of matriculated students whose (1) cumulative GPA is below 2.0, (2) semester GPA is below 1.0, or (3) semester grades include Incompletes and/or F's. 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.

Academic Probation or Suspension

Failure to meet satisfactory progress results in either Academic Probation or Academic Suspension. Calcula-tion of the cumulative GPA is based on all courses taken at the institution, including developmental or remedial courses. Students with a GPA lower than 2.0 for one semester are placed on Academic Probation. Students with a GPA lower than 2.0 for three consecutive semesters are placed on Academic Suspension.

- Academic Probation: A warning that indicates the student is not on track to graduate because of poor academic performance

- Academic Suspension: A hold on a student taking further courses in a program. A student may continue to take courses outside of the program as a non-matriculated student

A student may appeal Academic Suspension through a process individually defined by each college within CCSNH.

Appeal of Academic Standing Decisions

Students may appeal in writing all decisions regarding their academic standing to the Academic Standing Committee. In the letter, the student must clearly define the basis for the appeal within seven college days following the date of the VPAA's letter to the student.

A hearing with the Academic Standing Committee occurs as soon as possible after receipt of the appeal letter. The student may have a representative at the meeting. Thus, the student should meet with the College Counselor or the student's academic advisor for assistance in presenting a case.

If the student is not satisfied with the results of the appeal, the student has the option to appeal directly to the President of the College within five 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 Academic Standing Committee's decision.

Each student must have a cumulative GPA of 2.0 to graduate. NOTE: Co-op students must have a 2.0 or permission from 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 WMCC are no longer used to calculate the student's new cumulative GPA. Subject to the VPAA's approval, grades of C- and above taken during that earlier time are used to meet course requirements. All previous grades remain on the student's transcript.

To be eligible for Academic Amnesty, a student must meet all the following conditions:

1. The student must not have taken any courses at the original college of enrollment for a period of at least three years from the last semester of attendance.

2. The student must submit a letter of request for Academic Amnesty before the start of the student's second semester after readmission.

3. The student must never have received Academic Amnesty before.

4. The student must have achieved a cumulative GPA below 1.7 during previous attendance.

Academic Advising

Over the course of the 2019-2020 academic year, WMCC has implemented a new advising model. Under this model, students are assigned a staff advisor at the time of acceptance. These advisors are assigned based on the student's home address. In some instances, students remain with their original staff advisor throughout their WMCC academic career. In other cases, they are handed off to a faculty advisor, most often the Program Coordinator for the student's chosen major. Advisors serve as critical points of contact and mentors during the students' time at WMCC. Advisors assist students in identifying academic and personal resources on campus, in conducting graduation audits, and in selecting and choosing various program options. Advisors also 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 is.

Each semester the academic advisors conduct degree audits with their advisees. The purpose of the audit is to identify the student's progress toward completing a program and to offer early intervention for necessary schedule changes if the student fails a course or if the student takes a course out of sequence. Ultimately, students are responsible for making sure they complete the required coursework for their program.

Academic Environment

The learning environment at WMCC encourages free and open discussion, inquiry, and expression. Students are evaluated based on their academic performance relative to course assessment methods, not based on their individual views.

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

Students are held accountable to academic standards; to honest and timely completion of assigned work; to engaged participation in all class, laboratory, and clinical activities; and to a code of conduct that is appropriate and befitting, as well as conducive to learning.

At the beginning of each semester, instructors provide students with a syllabus that contains a description of the course, its prerequisites, its learning outcomes, the assessment methods, their respective percentages, special academic requirements and accommodations, and specific class participation and attendance policies. The syllabus includes a course timetable providing a schedule (generally on a weekly basis) indicating when various course topics are covered and when assignments are due. Copies of syllabi are available in the Academic Affairs Office.

Attendance

Successful college students attend classes regularly. Most failures, dropped courses, and poor grades result from poor attendance. The College has designed a schedule of classes for each course, one that meets the Carnegie unit definition of class time necessary for an average college student to complete the course. Time spent at the College, under the supervision of professional educators, contributes to a student's academic success. Students who cannot attend scheduled classes or laboratory hours should notify the instructor and seek ways to keep up with the material. In all cases, students should notify their instructors of all absences. Absence for any portion of a scheduled class may constitute an absence. In some cases, students must keep their own attendance records for financial sponsors, who require this information to advise them and recommend them to employers. Instructors appreciate advance notice of absences because of college events and/or emergencies. Ultimately, it is the student's responsibility to make arrangements for missed assignments, tests, lectures, deadlines, and other academic responsibilities associated with absences.

WMCC encourages class attendance for several reasons:

1. A strong correlation exists between one's attending classes and one's academic success.

2. Material may be available in class that is not in the textbook.

3. The College assigns class time to students for them to receive instructor assistance, which is critical to the successful completion of course requirements.

4. Important learning takes place between faculty and students during class time. This time is also a chance for students to think, question, and clarify ideas and information.

5. All students are expected to make satisfactory progress in their classes. Attendance allows faculty to assist students in making satisfactory progress.

Students who are not making satisfactory progress should, in consultation with the instructor and advisor, drop the course during the drop period.

Barring mitigating factors (such as a major illness, an accident, or a family emergency), faculty will issue an administrative failure (AF) if students have missed three consecutive classes or if the students' absence rate effectively precludes them from making up missed coursework.

Online Education Attendance

In online classes, attendance is vital for student success. Students must actively participate in an online class at least two times during the add/drop period. If students do not adhere to this online attendance policy, they are automatically dropped from the class.

In online distance education, documenting that a student has logged into an online class is not sufficient for faculty to verify attendance. Faculty must be able to demonstrate that students are participating in class and are engaged in online academic, course-related activities (such as contributing to an online discussion or initiating contact with the instructor to ask course-related questions).

Examples of acceptable evidence attendance during an academically related activity in a distance education program include:

- Student submission of an academic assignment

- Documented student participation in an interactive tutorial or computer-assisted instruction

- A posting by the student showing participation in an online study group assigned by the course instructor

- A posting by the student in a discussion forum showing participation in an online discussion about the academic subject matters

- An email from the student or other documentation showing that the student initiated contact with the instructor of the course to ask a question about course content and requirements

Student Medical Leave Policy

Under certain conditions, a matriculated student may apply for a formal Medical Leave of Absence for up to two consecutive semesters. These conditions are that the student has a serious medical condition that (1) requires extended in-patient treatment in a medical facility, (2) demands ongoing outpatient medical treatment that prevents the student's completion of academic requirements, or (3) creates such hardships as to render the student incapable of meeting the program's technical standards or the demands of the Student Code of Conduct.

Students considering a Medical Leave of Absence should be aware that *WMCC's granting of such leave does not relieve a student from financial responsibility to the College.* A student seeking a Medical Leave of Absence who is a financial aid recipient should contact the Financial Aid Office to discuss the leave and any corresponding changes in financial-aid eligibility. Students considering a Medical Leave of Absence should also consult http://www.michelleslaw.com for information about continuing their health-insurance coverage.

Students requesting Medical Leave of Absence must:

1) Provide a letter to the VPAA 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 documentation to the VPAA of the medical condition. This documentation must come from a licensed healthcare professional who is directly involved in the treatment of the student's particular

condition. The documentation should also be sufficiently comprehensive to facilitate the decision- making process.

3) Drop all courses for which the student in question is responsible.

The VPAA (or designee) determines the appropriateness of the request for Medical Leave of Absence and notifies the student in writing whether the request is granted and what the conditions are for readmission. Students whose requests for Medical Leave of Absence are granted must reapply for admission at the end of the leave period, provided they have met all conditions for readmission.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's condition. This documentation must be 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 VPAA and/or the student's advisor, compliance with any new admission criteria occurring during the student's absence, or the need to repeat courses or clinical experiences to ensure the student remains current and up to date.

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

Course Failure

If a student fails a course with an F grade, the student must either retake the course at WMCC or take a comparable course at another institution. The College counts only course credits for courses transferred from other institutions; the F continues to count as part of the student's cumulative GPA. Students should consult their advisor and Department Chairperson to determine if a course transfers. 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 appear on the student's academic record. These grades are used to determine semester and cumulative GPAs.

Students may retake a course at WMCC to replace an F or to improve a previous grade. The latest of the two grades is used to determine the cumulative GPA. When a student retakes a course at WMCC, the course and credit hours appear on the semester's grade report and academic record, along with the letter grade. The course grade and credit hours are included in the computation

of the semester and cumulative GPAs. The original grade and credit hours do not figure into the cumulative GPA but do appear on the student's academic record.

Appeal of a Grade

Students must initiate any appeal of a grade with the instructor before the end of the ensuing semester. Students must realize that, in most instances, only the instructor can change a grade. Only in cases of obvious computational error or blatant abuse of the grading prerogative can the VPAA (the only other college employee empowered to change a grade) alter a student's grade.

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

1. Meet with the instructor: The student contacts the faculty member in question and schedules a meeting to discuss the grade appeal. After contact is made, the meeting occurs within the next five workdays. Together, the faculty member and the student attempt to resolve the matter. If the matter is not resolved in Step 1, the process proceed to Step 2.

2. Meet with the Program Coordinator, Department Chair, or VPAA:

    The student has three workdays from the date of the faculty member's decision in Step 1 to file a written appeal with the faculty member's Program Coordinator or Department Chair. If the faculty member is the Program Coordinator or Department Chair, the written appeal goes to the VPAA. Within three workdays, the Program Coordinator, Department Chair, or VPAA mediates the dispute either by discussing the matter with the faculty member or by discussing the matter with the student in the company of the faculty member. If no resolution is reached, the process procees to Step 3.

3. Meet with the VPAA:

    If the issue is not resolved in Step 2, the student has three workdays to file a written appeal with the VPAA. The VPAA meets with all parties concerned within the next three workdays to resolve the dispute. The VPAA has three workdays from the last meeting to render a decision on the grade appeal. The VPAA's decision is final.

Note: During the summer, when faculty are not on campus, students may begin the grade-appeal process with the Office of Academic Affairs, who makes every attempt to contact the faculty member so that a meeting can take place with the student within a specified time. On occasions, these times may need to be adjusted.

Registration

The Registrar, the Financial Aid Office, the Business Office, Academic Affairs, and the academic departments coordinate the registration process, which includes the selection of courses, the completion of forms, and the payment of college fees. Advance registration occurs 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 a student takes each semester must not exceed nineteen credits without the written consent of the VPAA and faculty advisor. Non-matriculated students may register during the open registration period before the start of each term, pending available space or instructor approval. Registration is complete when the student satisfies all financial obligations to the College.

By registering for courses at WMCC, students must understand that they are financially obligated for ALL costs related to the registered course(s). If students drop or withdraw from a course, they are responsible for all charges as noted in the *Academic Catalog and Student Handbook*. If they do not pay in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. They are also responsible for the costs of the outside collection agency and 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 from the instructor and faculty advisor. Add/Drop forms are available through the Office of Academic Affairs and the Registrar's Office.

Dropping a Course

Students should discuss with their advisor the decision to drop a course(s). All forms are available online and in the Registrar's Office.

Students who officially drop a course by filing the Add/Drop form on time can expect the following results on their academic record:

1. No courses or grades are recorded on the student transcript for students registered but never attending classes.

2. No courses or grades are recorded on the student transcript for students withdrawn from a course(s) during the first fourteen calendar days of the semester or prorated period.

3. A grade of W is awarded to students who withdraw from a course(s) after the second week of classes but during the first 60% of the semester. A grade of W does not affect the student's GPA.

4. A WP or WF being received by the student after the first 60% of the semester up until two weeks before the end of the semester. For courses that are fewer than sixteen weeks long, students must consult the Registrar.

Students who fail to file an official Add/Drop form to drop a course receive an F on their transcripts for that course. A student's instructor can initiate a student's withdrawal if the student is unable to initiate the process because of extenuating circumstances (e.g., catastrophic illness or injury, job transfer to another state).

Audit Policy

Under the Audit Policy, students may enroll in courses to learn more about the challenges of college work, to explore a discipline of interest, to refresh prior learning, or to supplement existing knowledge. Typically, audit students attend lectures, seminars and/ or laboratories but do not complete graded assignments. When enrolled as an audit, the student is not be given a final grade, nor does the student receive credit for the course towards graduation (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 audit student is by permission of the instructor. A student must complete 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 complete prerequisite courses successfully before being allowed to enroll in the course for which the prerequisite is required. The course description section of the College Catalog notes prerequisites. A failing grade in a prerequisite prevents a student from taking the next course. Students may use courses from other colleges to meet prerequisites. The Department Chair or VPAA determines transfer credit. See the section on Transfer Credit for further information.

Withdrawal from the College

Withdrawing from WMCC is a serious step. Students should discuss this process with their instructors, their academic advisors, and the College Counselor.

To withdraw from the College, a student must complete the Withdrawal Form and undergo an exit interview with the College Counselor and Financial Aid Director. Failure to attend classes does not constitute withdrawal from the College. Students may receive a grade of administrative failure, however, because of excessive absences.

Students may withdraw from WMCC 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 for students receiving scholarships, veteran's benefits, Title IV financial aid, or other awards that have special attendance requirements.

Academic records are treated according to 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 twelve-month period). A student who does not register for at least one course per academic year 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, provided that the student has met prerequisites and that there is space available. *Non-matriculated* students should matriculate before completing nine semester hours and should begin pursuing graduation requirements. Advisors help students make these decisions.

If a matriculated student will not be taking courses within one academic year (not to exceed a twelve-month period) but wishes to remain on matriculated status, that student may request in writing a leave of absence through the Academic Affairs Office. After a leave of one academic year, the student must either register for at least one course or lose matriculated status, thereby 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 the determination of full-time status. It is important to know that full-time status is the equivalent of twelve 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 twelve or more credit hours to qualify for *full-time status* for financial aid, veteran's benefits, insurance discounts, and the like.

Privacy of Records

WMCC 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.

WMCC 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 under these cases. The President, Vice Presidents, and Registrar have unlimited access to all student records without permission. They may release information without prior written authorization of the student under 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 or other standardized accredited examinations, credit by examination, advanced credit, DANTES, and experiential learning.

WMCC encourages students to take advantage of all the credit options available to them. Students can earn a significant number of credits based on their previous educational and professional experiences. The only restriction is that students seeking a degree or certificate at WMCC must complete residency requirements. (See residence credit for specific requirements.)

Credits earned through any of these options count toward degree and certificate requirements. These credits, however, are not included in the calculation of GPAs. Upon matriculation, students requesting credits for technical courses that are more than seven years old is subject to review. Course content may be outdated and therefore not acceptable for credit or transfer.

Each course is assigned a number of credits based on the time allotted for the duration of that course. Generally, the allocation of a credit follows this formula: One credit per semester 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.

Transfer Credit
Students may transfer credits from other regionally accredited institutions, including CCSNH, provided that they had earned a grade of C or better and that those credits are equivalent to the WMCC courses in their program. To apply, students must contact these other college(s) to arrange for official transcripts and course descriptions to be sent to the Registrar.

The VPAA must review course transfer credits that are awarded through another institution's credit by-examination policy. The Academic Affairs Office coordinates transfer credits. The appropriate Department Chairs and the VPAA determine the eligibility and acceptability of transfer credits. Students must understand that transfer credits may lessen their financial aid eligibility by reducing their course load from full-time to part-time status.

WMCC does not use grades received in courses taken at other institutions to computing semester or cumulative GPAs.

Credit by Examination
Credit by examination allows students to bypass technical and other courses for which they feel qualified. Credit by examination is not available for those courses for which a CLEP examination exists. Examinations are prepared and administered by the college faculty. If students obtain a grade of C or better on the examination,

they receive corresponding credits earned count toward their degree. Their academic record will reflect a grade of CR. The Academic Affairs and the instructor coordinate the credit-by-examination process. The examination must be taken and graded within the first seven days of the semester. The student, the advisor, and the Registrar are notified 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 is $25 per credit, plus all direct costs associated with providing a laboratory exam. Only matriculated students may apply for credit by examination, and they may apply only for those courses for which they are not currently registered. Students may not use credit by examination to make up a previously failed course. If a student earns credit by examination, that student's enrollment status could change, an action that could affect the student's financial aid status.

Advanced Placement (AP) Credit Policy
For AP credit, students must obtain a score of 3 or higher in examinations that are part of their degree program. Applicants who seek AP credit 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 Office of Academic Affairs, arrange 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, students should take the exam at least one semester before the semester in which the course is offered. If students take a CLEP exam for a course in which they have already registered, they must drop the course before the second week of the semester or term to receive a full refund of course fees.

DANTES (Defense Activity for Non-Traditional Education Support)
The DANTES College Credit Examination program offers National Guard members and service personnel three different exam programs to earn college credit: 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 their working or professional lives, they may have taken workshops or courses that have earned them cer-tificates or Continuing Education Units (CEUs). Students may gain credit(s) toward their degree through these activities.

To apply, students must assemble all certificates and CEUs into a package and develop a narrative statement (for each certificate or CEU) outlining 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 VPAA confirming the students' narrative statements and highlighting the competencies gained through participation in the activities.

Experiential Learning
Prior learning offers students the opportunity to demonstrate knowledge gained through life experiences and apply this knowledge as credit toward a degree or certificate. To prepare for this option, students develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at the College to be eligible for experiential-learning credit. Not all programs provide the option for experiential-learning credit. Students should consult the College for eligible programs and the process used for application.

Students may be awarded a maximum of twenty-four credits for experiential learning. For the total credits awarded, they are assessed a fee that is based on 50% of the current tuition rate (e.g., for twelve credits awarded: 0.50 x current tuition rate x twelve credits).

To apply, students must meet with the VPAA to begin the process of developing a portfolio. If students choose this process, they register for the "Assessment of Experiential Learning" and then develop their portfolio, which includes a résumé, a narrative summary of their work and learning experiences, and an outline of the skill(s), knowledge, and competencies for which the students seek credit.

An advisory team assists the student in developing and assessing the portfolio. Once the student has assembled this material, the team assesses the content and recommends the number of credits to be awarded. The VPAA reviews the recommendation and awards credit accordingly. If the process results in credit for prior learning, the transcript notes TR, Course Transfer.

Running Start
In 1999, CCSNH 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 recipient of the New England Board of Higher Education Excellence in Education Award.

Through Running Start, high school students in the North Country earn WMCC credit. This unique partnership between the College and local area high schools offers

high school sophomores, juniors, and seniors the opportunity to take selected college-level courses and earn college credit for successful completion of courses. These courses are taught at the high school during the regular school day by high school teachers whose courses and teaching credentials have been certified by WMCC. During the 2019-2020 school year, 503 North Country students took one or more WMCC courses through Running Start.

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 education and offer significant savings on college tuition and degree completion.

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.

Early College

The Early College program gives high school students an opportunity to enroll in college credits courses in Berlin, Littleton, North Conway, or online. Students are integrated into college courses that could be applied to an associate degree or certificate at WMCC or transferred to another college. If the student's high school allows, credit from the Early College program may also count toward a student's high school graduation requirements. Students should speak with their high school guidance counselor about enrolling in the Early College Program.

High School Articulation/Memorandum of Understanding

Various 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.

Many students attend WMCC with a desire to transfer to a four-year institution to complete a baccalaureate degree. WMCC has numerous course equivalencies that readily transfer to baccalaureate institutions.

WMCC has agreements with the following colleges and high schools.

High School/CTE Programs	WMCC Curriculum Areas
Alvirne High School, Hudson, NH	Diesel Heavy Equipment Technology
Berlin High School, Berlin, NH	Early Childhood Ed. Teacher Education
Concord Regional Technical Center Concord, NH	Culinary Arts
Hartford Area Career and Technology Center, White River Junction, VT	Culinary/Baking and Pastry Arts
Kennett High School Kennett, NH	Early Childhood Ed. Teacher Education
Littleton High School Littleton, NH	Early Childhood Ed. Teacher Education Health Science
Manchester School of Technology, Manchester, NH	Automotive Technology
Mt. Washington Valley Career & Technical Ctr. North Conway, NH	Culinary Arts
Portsmouth High School, Portsmouth, NH	Automotive Technology
River Bend Career and Technical Center, Bradford, VT	Automotive Technology Culinary Arts Information Technology
Sacopee Valley High School Hiram, ME	Advanced Welding
Spaulding High School Rochester, NH	Culinary/Baking and Pastry Arts
Sugar River Valley High School Newport, NH	Culinary/Baking and Pastry Arts
White Mountains Regional High School, Whitefield, NH	Advanced Welding Technology Culinary Arts Diesel Heavy Equipment Technology

College Articulation Agreements
Colby Sawyer College
Franklin University
Granite State College
Great Bay Community College
Keene State College
New England College
New England Culinary Institute
Plymouth State University
Rivier University
Southern New Hampshire University
Springfield College
University of New Hampshire

ACCOUNTING

The Associate in Science degree in Accounting prepares graduates to meet the challenges of today's dynamic business and economic environment. Whether students want to begin a new career or advance in the business world, this degree provides them with a solid foundation in accounting and business practice, along with the skills they need to succeed in industry today.

Flexible: Currently working? Have a crazy, busy life outside of work? We have you covered. Our courses are offered in various modalities and times to suit your schedule. Don't put your life on hold.

Transferrable: This associate degree in accounting can be the start of an affordable and attainable path to a bachelor's degree. Spend two years at WMCC, and then spend two more years at any college or university with whom we have agreements, including Granite State College and Plymouth State University, then spend a lifetime bragging about how smart you are and how much money you saved!

Practical: Learn the skills you need to succeed immediately in a business environment. In addition to acquiring a solid foundation in accounting and business processes, students learn how to navigate the affairs of Human Resources and interpret the intricacies of Business Law. Additionally, they know what it takes to work on and manage a team. By the end of the degree, students will have taken advanced courses in accounting and taxation and will have done an internship to put to practice all they have learned: a perfect recipe for career success.

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
ENGL120W	College Composition	4	0	4
MATH120W	Quantitative Reasoning.................	4	0	4
	Totals	15	0	15

Spring Semester		CL	LAB	CR
ACCT114W	Financial Accounting	3	0	3
COMP110W	Business Computer Applications ...	3	0	3
ECON112W	Principles of Microeconomics	3	0	3
MATH214W	Statistics	4	0	4
MGMT112W	Introduction to Business Logic and Ethics	3	0	3
	Totals	16	0	16

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
ACCT214W	Managerial Finance and Accounting	3	0	3
ACCT222W	Intermediate Accounting I.............	3	0	3
ECON111W	Principles of Macroeconomics	3	0	3
ENGL211W	Professional Writing	3	0	3
MGMT214W	Management and Teamwork..........	3	0	3
	Totals	15	0	15

Spring Semester		CL	LAB	CR
ACCT213W	Taxation	3	0	3
ACCT250W	Intermediate Accounting II	3	0	3
MGMT215W	Business Law	3	0	3
MGMT224W	Business Internship	0	3	1
	HUMANITIES..............................	3	0	3
	SCIENCE	3	0	3
	Totals	15	3	16

Total Credits for Year = 31
Total for A.S. Degree = 62

ADVANCED WELDING TECHNOLOGY CERTIFICATE

The Advanced Welding certificate provides students with the skills and knowledge necessary to achieve American Welding Society (AWS) industry-recognized certifications in multiple processes. Through a combination of classroom-based theory and hands-on laboratory training, students 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). In addition, they learn the skills necessary for employment in today's welding industry, including those associated with safety, blueprint reading, and practical application. This certificate devotes additional time to preparing students for the D1.5 and D1.1 Structural Steel Unlimited Certifications in all positions for the FCAW and SMAW processes. The certificate allows students to transfer credits into the Associate in Science degree in Trades Management and fulfills all prerequisites for the Pipe Welding certificate.

Students majoring in programs of study other than welding may take Introduction to Wire Fed Welding and Cutting Processes (WELD 213W) or Introduction to Arc Welding and Cutting Processes (WELD 214W) as exploratory welding courses on a space-available basis.

Fall Semester		CL	LAB	CR
WELD106W	Blueprint Reading I	2	0	2
WELD110W	Math for Welders	2	0	2
WELD115W	Fundamental Welding Skills and Principles	2	22	12
WELD125W	Introduction to Metallurgy	1	0	1
WELD203W	Tools and Tool Safety..................	0	2	1
	Totals	7	24	18

Spring Semester		CL	LAB	CR
CAR101W	Career Readiness	2	0	2
WELD206W	Blueprint Reading II......................	2	0	2
WELD216W	Plasma Cutting Technology...........	0	2	1
WELD221W	Advanced Welding Skills and Principles	1	21	11
WELD226W	Welding Hazard Identification and Assessment	1	0	1
WELD228W	Survey in Nondestructive Examination	1	0	1
	Totals	7	23	18

Total for Certificate = 36

PIPE WELDING CERTIFICATE

The Pipe Welding certificate provides students with the skills and knowledge necessary to achieve three American Society for Mechanical Engineers (ASME) industry-recognized certifications. Pipe Welding graduates can expect to earn up to 50% more than their structural welding counterparts. Admission in the certificate is limited to students who have successfully completed either the Advanced Welding certificate or the Industrial Mechanics certificate and have also passed the American Welding Society (AWS) certifications. Admission can also be achieved through instructor permission.

Spring Semester		CL	LAB	CR
WELD232W	Pipe Welding Skills and Principles in Industrial Safety........	2	34	19
	Totals	2	34	19

Total for Certificate = 19

HEALTH/SAFETY CONSIDERATIONS FOR ALL WELDING PROGRAMS:

Welding students must not place in jeopardy fellow students, faculty, and equipment. In the welding laboratory, students must demonstrate sufficient emotional stability to withstand the stresses and changing circumstances that are inherent in a laboratory of this size, or they will be removed from the program. Applicants should be aware of the basic health and fitness requirements to pursue various careers in the welding industry. Prospective students with special needs or limitations that may affect their eligibility for employment should discuss their career goals with the Program Coordinator prior to admission.

Furthermore, students are expected to exercise sound judgment, accept direction and guidance from faculty members, and work for reasonable periods of time with potentially dangerous equipment and processes without direct supervision. These expectations include an ability to identify and avoid potential safety risks to themselves and to avoid creating potential safety risks to 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 in Applied Science degree in Automotive Service Management meets these needs.

Students enrolled in the Automotive Service Management degree undergo a common first year, as described by 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 business courses that have practical application to the management sector of the automotive industry. Graduates of the degree possess personal and business skills that enhance their effectiveness with customers, technicians, and co-workers.

Upon graduation, students have the skills necessary to secure positions as assistant service managers, parts and service consultants, service advisors, service managers, and general managers.

Each spring, as part of the degree requirements, students must take at least two Automotive Service Excellence (ASE) national exams, usually administered in May.

Students are required to spend an additional $1300-$2500 for tools and uniforms.

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
MGMT214W	Management and Teamwork	3	0	3
WELD213W	Introduction to Wire Fed Welding And Cutting Processes.................	1	2	2
	Totals	11	13	16

Spring Semester		CL	LAB	CR
AUTO215W	Automotive Suspension and Brakes	3	3	4
BUS216W	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 Credits for A.A.S. Degree = 67

AUTOMOTIVE TECHNOLOGY

There are over 253 million vehicles on U.S. roads today with an average age of over eleven years old. All of them periodically require service. Close to one million men and women service 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 in Applied Science degree in Automotive Technology combines in-depth theory with extensive practical training in a well-equipped lab. The program is accredited by ASE Education Foundation.

Graduates of the Automotive Technology degree 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.

Upon graduation, students are prepared to apply for positions in service, sales, parts, and management. Job titles include line mechanic, entry-level technician, service writer, parts counter person, assistant service manager, or service manager.

Students may also choose to enroll in the Automotive Technology certificate designed to teach specific skills and competencies. Students may enter any course with the instructor's permission.

Each spring, as part of the program requirements, both degree and certificate students must take at least two Automotive Service Excellence (ASE) national exams, usually administered in May.

Students are required to spend an additional $1300-$2800 for tools and uniforms.

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
	MATHEMATICS	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
ENGL120W	College Composition	4	0	4
PHYS113W	Electricity and Electronics	3	2	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
WELD213W	Introduction to Wire Fed Welding And Cutting Processes	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
WELD213W	Introduction to Wire Fed Welding And Cutting Processes	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. Baking and Pastry Arts graduates are trained to work as bakers and pastry chefs in establishments such as bakeries, pastry shops, hotels, restaurants, catering services, and commercial bakeries. They are also trained in 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 Associate in Science degree in Baking and Pastry Arts is a two-year program with over 80% 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 bread making, from chocolates and confections to cake decorating and design to decorative centerpieces. Students receive a broad education in baking and pastry arts, an education that includes baking theory, management courses, over 250 hours of lab work per semester, and externships at approved worksites throughout New England. To gain a more complete understanding of the way restaurants and hotels operate, students also train in basic food productions.

Students must purchase baking and pastry tools, along with a set of professional knives and three sets of uniforms. Additional information is mailed to students prior to the start of the semester.

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
CULA114W	Quantity Food Production	0	3	1
CULA115W	Food Theory and Meat Fabrication	3	0	3
CULA116W	Food Service Sanitation	3	0	3
CULA122W	Introduction to Garde Manger	0	3	1
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
RRM220W	Food and Beverage Operations	3	0	3
	MATHEMATICS	4	0	4
	Totals	13	12	17

Totals 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
BIOL112W	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 Credits 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. This 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 course requirements for degree completion. Credits earned through the Baking and Pastry Arts certificate can transfer into the Baking and Pastry Arts degree if the student chooses to pursue the degree.

FIRST YEAR

Fall Semester		CL	LAB	CR
CULA111W	Soups, Sauces, and Basic Techniques	0	3	1
CULA112W	Introductory Food Production	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
CULA122W	Introduction to Garde Manger	0	3	1
	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
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
	Totals	6	12	10

Total Credits for Year = 20

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
	Totals	4	15	9

Spring Semester		CL	LAB	CR
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
	Totals	6	12	10

Total Credits for Year = 19

Total for Certificate = 42

BUSINESS ADMINISTRATION

The Associate in Science degree in Business Administration prepares students to meet the challenges of today's dynamic business and economic environments. Whether one wants to begin a new career or advance in the business world, this degree provides students with a solid foundation in business practice and the skills they need to succeed in industry today.

Flexible: Currently working? Have a crazy, busy life outside of work? We have you covered. Our courses are offered in various modalities and times to suit your schedule. Don't put your life on hold.

Transferrable: This Business Administration associate degree can also be the start of an affordable and attainable path to a bachelor's degree. Spend two years at WMCC, and then spend two more years at any college or university with whom we have agreements, such as Granite State College or Plymouth State University. Then, spend a lifetime bragging about how smart you are and how much money you saved!

Practical: Learn the skills you need to succeed immediately in a business environment. In addition to acquiring a solid foundation in accounting and business processes, students learn how to develop and market products, write business plans, navigate the affairs of Human Resources, and interpret the intricacies of Business Law. By the end of the degree, students will have taken courses in Leadership and Management and will have done an internship to put into practice all they have learned: a perfect recipe for career success.

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
ENGL120W	College Composition	4	0	4
MATH120W	Quantitative Reasoning	4	0	4
	Totals	15	0	15

Spring Semester		CL	LAB	CR
ACCT114W	Financial Accounting	3	0	3
COMP110W	Business Computer Applications	3	0	3
ECON112W	Principles of Microeconomics	3	0	3
MATH214W	Statistics	4	0	4
MGMT112W	Introduction to Business Logic and Ethics	3	0	3
	Totals	16	0	16

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
ACCT214W	Managerial Finance and Accounting	3	0	3
ECON111W	Principles of Macroeconomics	3	0	3
ENGL211W	Professional Writing	3	0	3
MGMT214W	Management and Teamwork	3	0	3
RRM201W	Introduction to Human Resources	3	0	3
	Totals	15	0	15

Spring Semester		CL	LAB	CR
BUS216W	Business Plan Development	3	0	3
MGMT212W	Marketing	3	0	3
MGMT215W	Business Law	3	0	3
MGMT224W	Business Internship	0	3	1
	HUMANITIES	3	0	3
	SCIENCE	3	0	3
	Totals	15	3	16

Total Credits for Year = 31
Total for A.S. Degree = 62

CAREER AND TECHNICAL EDUCATION CERTIFICATE

This Career and Technical Education certificate provides students with the knowledge and skills required by the New Hampshire Department of Education for career and technical educator certification. It fulfills the competencies required for Ed 610.01 Professional Education and Ed 507.02 Teachers of Career and Technical Education.

The certificate consists of eight courses, many of which are offered online. Students can apply the credits they earn in the certificate toward the College's Associate in Arts degree in Teacher Education, its Associate in Science degree in Interdisciplinary Studies, or a degree in a Career and Technical program within the CCSNH, including WMCC. Additionally, students can apply these credits toward a bachelor's degree or graduate degree in education at Plymouth State University.

Upon successful completion of the certificate, students are able to identify, evaluate, and assess students' career and technical skills. Students also possess proficiency in teaching strategies and techniques for teaching diverse populations.

See Health Considerations, Character Expectations and Technical Standards on page 65.

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
EDU215W	Assessment of Student Learning ...	3	0	3
PSYC112W	Human Growth and Development ..	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 certificate prepares students for commercial driving careers at the local and national levels. Instructional methods include college courses, 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 includes the following topics: 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 for this certificate 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 examination, they must pass a standard pre-employment drug test, and they must submit copies of their driving record.

While participants in the certificate are eligible for financial aid, unemployed people can frequently access money to pay for this certificate from a variety of private and public sources. Interested individuals should contact their local NH Employment Security Office.

First Semester		CL	LAB	CR
CDT120W	Commercial Driver Training...........	9	21	16
	Totals	**9**	**21**	**16**

Total for Certificate = 16

CONSERVATION LAW ENFORCEMENT

The Associate in Science degree in Conservation Law Enforcement allows students to combine general courses in math and science with specific courses in environmental resources and criminal justice. Enrolled in this degree, students learn about the U.S. criminal justice system, including arrest, trial, incarceration, and rehabilitation/release. They also learn about the duties and functions of various law-enforcement agencies. Working in a natural environment where they apply field-based knowledge and skills, they come to appreciate the importance of natural resources management. During their field work, they identify plant, fish, mammal, and bird species. They also identify and operate equipment commonly used in natural resource fields. Additionally, students engage in projects and internships where they gain practical hands-on experience with professionals in natural resources and criminal justice.

Upon successful completion of this degree, students are prepared for employment as conservation officers, game wardens, forest rangers, or park rangers.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
BIOL111W	Biology	3	2	4
CRMJ101W	Introduction to Criminal Justice	3	0	3
ENGL120W	College Composition	4	0	4
HUMA120W	Environmental Issues	3	0	3
	Totals	13	2	14

Spring Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
ENVS110W	Introduction to Environmental Science	3	2	4
FRST205W	Forestry Resources	3	2	4
MATH214W	Statistics	4	0	4
PHYS122W	Forensic Science	3	2	4
	Totals	16	6	19

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
CHEM113W	Environmental Sampling and Analysis	3	2	4
ENVS205W	Conservation Biology	3	2	4
HUMA212W	Legal and Ethical Issues	3	0	3
	HUMANITIES	3	0	3
	LIBERAL ARTS*	3	0	3
	Totals	15	4	17

Spring Semester		CL	LAB	CR
CRMJ270W	Criminal Justice Internship	0	9	3
ENVS208W	Conservation Law Project	1	4	3
GEOL112W	Geology and Soils	3	2	4
	SOCIAL SCIENCE	3	0	3
	Totals	7	15	13

Total Credits for Year = 30
Total for A.S. Degree = 63

*Fine Arts elective is recommended for transferability.

CRIMINAL JUSTICE

The Associate in Science degree in Criminal Justice addresses the causes of crime and ways to control it through the various components of the criminal justice system. The degree is broad based, covering law enforcement (against foreign and domestic criminal elements), the court system, and the correctional environment. Coupled with the degree's general education requirements are core criminal justice courses that provide students with the background necessary to succeed in the criminal justice field. The Criminal Justice degree allows both pre- and in-service students to complete their degree on either a full- or part-time basis in preparation for professional careers. Alternatively, they may continue their studies through subsequent matriculation at a four-year college or university.

Upon successful completion of this degree, graduates are qualified for law-enforcement positions at various local, state, and federal levels.

The criminal justice degree has articulation agreements with Plymouth State University, Granite State College, and University of New Hampshire – Manchester.

Health Considerations

Many careers in the criminal justice field have health and fitness requirements. Prospective students with special needs or limitations that could potentially affect their internship placement and/or future employment should discuss their career goals with the Program Coordinator prior to admission.

Students participating in internships and field experiences must demonstrate the emotional stability to exercise sound judgment and accept direction and guidance from a supervisor or faculty member. They must also be capable of establishing a rapport and maintaining sensitive interpersonal relationships with employees of local, state, and federal law enforcement agencies, community groups, and the general public.

Character Expectations

Applicants need to know that employers complete background checks (including various internet social network sites) before hiring any applicant seeking a position that involves arrest or detention powers. Such background checks may be conducted before an applicant is accepted for an internship. Applicants with any evidence of a criminal record may not even be eligible for an internship. Because of these considerations, 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

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
CRMJ101W	Introduction to Criminal Justice	3	0	3
CRMJ150W	Criminology	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
CRMJ105W	Introduction to Homeland Security	3	0	3
CRMJ123W	Criminal Law	4	0	4
PHYS122W	Forensic Science	3	2	4
	MATHEMATICS	4	0	4
	Totals	14	2	15

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
CRMJ215W	Corrections Operations	3	0	3
CRMJ225W	Drug Abuse and the Law	3	0	3
ENGL211W	Professional Writing	3	0	3
HUMA212W	Legal and Ethical Issues	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	15	0	15

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
HSV117W	Crisis Intervention	3	0	3
	Totals	12	9	15

Total Credits for Year = 30
Total for A.S. Degree = 62

ENTRY-LEVEL CRIMINAL JUSTICE CERTIFICATE

Fall Semester		CL	LAB	CR
CRMJ101W	Introduction to Criminal Justice	3	0	3
CRMJ150W	Criminology	3	0	3
ENGL120W	College Composition	4	0	4
	Totals	10	0	10

Spring Semester		CL	LAB	CR
CRMJ105W	Introduction to Homeland Security	3	0	3
PSYC111W	Psychology	3	0	3
	MATHEMATICS/SCIENCE	3/4	0/2	3/4
	Totals	9/10	0/2	9/10

Total for Certificate = 19-20
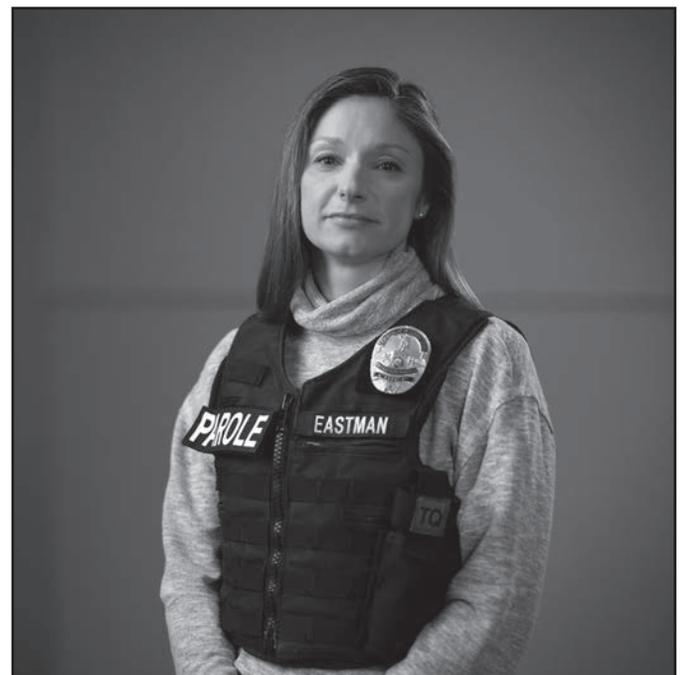
CULINARY ARTS
NEW HAMPSHIRE CULINARY INSTITUTE

The New Hampshire Culinary Institute's culinary program offers two options: an Associate in Science degree in Culinary Arts and the Culinary Arts certificate.

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

Culinary laboratory 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 profile sequence indicated below. In addition to taking traditional culinary classes, students must work off site at college-associated restaurants where they receive hands-on experience. As a requirement for graduation, students must also successfully complete a "black box" final practical examination during their senior year.

Students must purchase a set of professional knives, along with three sets of uniforms. Additional information is mailed to students prior to the start of the semester.

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
CULA114W	Quantity Food Production	0	3	1
CULA115W	Food Theory and Meat Fabrication	3	0	3
CULA116W	Food Service Sanitation	3	0	3
CULA122W	Introduction to Garde Manger	0	3	1
ENGL120W	College Composition	4	0	4
	HUMANITIES	3	0	3
	Totals	13	12	17

Spring Semester		CL	LAB	CR
CULA113W	Hot Food Techniques	0	3	1
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
RRM220W	Food and Beverage Operations	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
BIOL112W	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 APPRENTICESHIP AT OMNI MOUNT WASHINGTON RESORT

The OMNI Mount Washington Resort has partnered with WMCC to offer a three-year culinary apprenticeship program. The purpose of the apprenticeship is to offer future chefs the opportunity to train in a highly respected food operation, to learn from a variety of chefs, and to receive an Associate in Science degree in Culinary Arts. At the completion of the apprenticeship, students have a minimum of 6,000 hours of experience working in a variety of disciplines and the experience needed to work at any OMNI property or food and beverage establishment.

For the culinary apprenticeship, students apply online at omnihotels.com/careers. First, applicants apply to the apprenticeship program. Second, the OMNI Mount Washington staff decide which applicants to accept. Third, applicants (if accepted) must apply to WMCC. Applicants who are not accepted into the apprenticeship are encouraged to apply for the associate degree in Culinary Arts at WMCC.

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 having to pursue 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 associate degree if the student desires.

FIRST YEAR

Fall Semester		CL	LAB	CR
CULA111W	Soups, Sauces, and Basic Techniques	0	3	1
CULA112W	Introductory Food Production	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
CULA122W	Introduction to Garde Manger	0	3	1
	Totals	6	12	10

Spring Semester		CL	LAB	CR
CULA113W	Hot Food Techniques	0	3	1
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
	Totals	16	12	10

Total Credits for Year = 20

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
	Totals	4	15	9

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
CULA222W	Food Service Management	3	0	3
CULA223W	History and Culture Theory	1	0	1
CULA224W	Health Cuisine	0	3	1
CULA227W	Product Purchasing and Marketing	2	0	2
CULA228W	Senior Practicum	0	0	0
	Totals	6	12	10

Total Credits for Year = 19

Total for Certificate = 42

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 learn to use a system's approach to analyze and repair diesel engines, transmissions, brakes, hydraulics, related technologies, and controlling systems. Extensive laboratory 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.

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

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

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
DSL111W	Introduction to Diesel Heavy Equipment Technology	2	0	2
DSL113W	Heavy-Duty Electrical Systems	3	3	4
ENGL120W	College Composition	4	0	4
PHYS215W	Fluid Power	3	2	4
	Totals	12	5	14

Spring Semester		CL	LAB	CR
DSL115W	Diesel Power Systems	3	3	4
DSL117W	Fuel and Emission Systems	3	3	4
DSL216W	Mobile Hydraulics I	2	3	3
PHYS113W	Electricity and Electronics	3	2	4
	MATHEMATICS	4	0	4
	Totals	15	11	19

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

Total Credits for Year = 34

SECOND YEAR

Fall Semester		CL	LAB	CR
DSL211W	Heavy-Duty Power Trains	3	3	4
DSL219W	Failure Analysis	3	0	3
DSL222W	Mobile Hydraulics II	2	3	3
DSL226W	Electronic Troubleshooting	0	4	2
ENGL211W	Professional Writing	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	14	10	18

Spring Semester		CL	LAB	CR
CAR101W	Career Readiness	2	0	2
DSL227W	Heavy-Duty Chassis Brake and Climate Control Systems	4	3	5
DSL228W	Vehicle Inspection and Commercial Drivers License	1	0	1
WELD214W	Introduction to Arc Welding and Cutting Processes	1	4	3
	HUMANITIES	3	0	3
	Totals	11	7	14

Total Credits for Year = 32
Total for A.S. Degree = 66

DIESEL HEAVY EQUIPMENT TECHNOLOGY CERTIFICATE

Fall Semester		CL	LAB	CR
DSL102W	Applied Hydraulics	2	3	3
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
	Totals	10	9	13

Spring Semester		CL	LAB	CR
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
WELD214W	Introduction to Arc Welding and Cutting Processes	1	4	3
	Totals	11	13	16

Total for Certificate = 29

DRIVER EDUCATION INSTRUCTOR CERTIFICATE

The Driver Education Instructor certificate prepares students to become Certified Driver Education Instructors in the State of New Hampshire. The courses for this certificate review the rules of the road and cover the methodology instructors use to teach a driver education course. Instructors need a clean driving record, a clean criminal record, and knowledge of NH driving laws. The first step to becoming a certified instructor is to obtain Provisional Certification. Students may apply for Provisional Certification after completing the first three courses of the certificate. For them to be considered, the state has additional requirements (including, but not limited to, possession of a valid driver's license, evidence of a minimum of five consecutive years of licensed driving experience, a good character, a solid reputation, and a fitness to instruct driver education). Provisional Certification is obtained at the Division of Motor Vehicles in Concord, NH, through both a written and driving examination. Provisional Certification allows instructors to teach under supervision at a certified driving school or high school. During the two-year provisional certificate, students must complete five additional courses, which include sixty hours of supervised classroom instruction and 240 hours of supervised behind-the-wheel instruction.

The bullets listed below do not preclude one from enrolling in the Driver Education Instructor certificate.

Without these items, students may enroll in DEDI101W, DEDI103W, and DEDI105W. Afterwards, students are blocked from enrolling into the remaining courses until they have provided the appropriate documentation.

Applicants must:

- Have 5 years of consecutive driving experience
- Obtain NH Criminal Background Check
- Obtain Certified Motor Vehicle Driver Record

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 and 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

Upon successful completion of this degree, graduates receive an Associate in Science in Early Childhood Education (ECE).

As a field of study, ECE is growing and changing rapidly. At WMCC, the ECE program is responding to the educational and programmatic needs of New Hampshire's youngest citizens. With an increasing demand for family childcare providers, associate and lead teachers in preschool, educational assistants in classrooms, and early intervention specialists and directors of childcare centers, the need for well-qualified early childhood professionals has never been greater.

WMCC's ECE program prides itself on the most effective and innovative methods for teaching and learning. Within the ECE curriculum, students interact with teaching mentors, engage in peer teaching, and work directly with children and families. They observe, document, and assess their own learning, while doing likewise for the children with whom they work. They become adept at both traditional and non-traditional teaching methods, confident and willing to take initiative.

This associate degree provides many avenues for growth. Students are challenged in ways that foster a joy for learning. The curriculum is performance based: students build a teaching and learning e-portfolio in compliance with the standards set by both the National Association for the Education of Young Children and the New Hampshire ECE Professional Development System.

Additionally, this ECE degree meets the training and education requirements for the State of New Hampshire Early Childhood Teacher Credential Level 5. (Refer to the Early Childhood Professional Development System Guide for other criteria related to this level.) Upon graduation, students are prepared for immediate entry into the field as ECE teachers in New Hampshire licensed childcare centers, Head Start programs, nursery schools, family childcare programs, and elementary schools as paraeducators. Graduates may also decide to further their education at four-year colleges or universities.

Early Childhood Education Scholarship Program

The Community College System of New Hampshire partners with the New Hampshire Department of Health and Human Services to offer tuition assistance to childcare providers who are currently employed in the field of Early Childhood Care and Education. See https://www.ccsnh.edu/paying-for-college/early-childhood-education-tuition-assistance/ .

Health Considerations

During their learning experiences, ECE students must not jeopardize the safety or health of children or their families. ECE students in internship, externship, practicums, service learning, and clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that accompany these responsibilities. Furthermore, ECE students are expected to have the emotional stability to

exercise sound judgment and to accept directions and guidance from supervisors or faculty members. They must also be capable of establishing a professional rapport and maintaining sensitive interpersonal relationships and confidentiality with employees, children and their families.

To participate in WMCC's practicum, students must first submit to background checks and fingerprinting. Prospective students with special needs that may affect their practicum placement and/or potential employment prospects should discuss specific career goals with the Department Chair of Program Coordinator during the admissions process.

Character Expectations

The health and safety of young children are of paramount concern to the ECE program. Prior to employment, applicants for positions in childcare, preschools, and other early childhood programs in New Hampshire must undergo background checks through the New Hampshire Department of Safety. Fingerprinting and criminal records checks are also required. Applicants with a criminal record, depending on the nature of this record, may not be eligible for field experience or employment. Applicants should discuss such matters during an admission interview to avoid confusion.

Technical Standards

Technical standards provide guidance to students about the skills and abilities they need to function successfully in the program and ultimately in the ECE profession. Applicants who suspect they may be unable to meet one or more of the technical standards should contact program faculty members to discuss their concerns. ECE faculty consider all academically qualified candidates, provided that the technical standards can be met with reasonable accommodations. Students in the ECE program must have:

- Sufficient strength, stamina, and motor coordination.
- Sufficient hearing and visual acuity to ensure a safe environment, along with an ability to respond quickly to emergencies.
- Sufficient verbal ability to express and exchange information and ideas, as well as to interpret important instructions to children, colleagues, and parents.
- Sufficient writing skills to record students' daily progress and milestones, and to compose a variety of reports.
- An 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 WMCC), and be CPR and First Aid certified.

Additional Information

The cost of the background check and fingerprinting are the responsibility of the student. Both background check and finger printing 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 to ensure the proper care of children. Otherwise, the student will be dismissed from the program.

Failure to complete the required paperwork in a timely manner may result in unexcused absences in the corresponding early childhood classes and could result in course failure or suspension from the ECE program.

ECE courses are offered day and evening, online, as hybrids, and in class.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
ECE111W	Foundations of Early Childhood Education	3	0	3
ECE112W	Child Growth and Development	3	0	3
ECE114W	Health, Safety, and Nutrition for the Young Child	3	0	3
ENGL120W	College Composition	4	0	4
	SOCIAL SCIENCE	3	0	3
	Totals	16	0	16

Spring Semester		CL	LAB	CR
ECE115W	Positive Guidance Techniques	3	0	3
ECE118W	Infant, Toddler, and Preschool Curriculum	3	0	3
ECE120W	Introduction to Early Intervention	3	0	3
	LIBERAL ARTS	3	0	3
	MATHEMATICS	4	0	4
	Totals	16	0	16

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
ECE119W	Promoting Language and Literacy	3	0	3
ECE211W	Organization and Management of Early Childhood Programs	3	0	3
ECE218W	Promoting Cognitive and Executive Functioning Skills	3	0	3
	ENGLISH	3/4	0	3/4
	LIBERAL ARTS	3	0	3
	Totals	15/16	0	15/16

Spring Semester		CL	LAB	CR
ECE213W	Sociology of Children and Families	3	0	3
ECE216W	Understanding Young Children with Special Needs	3	0	3
ECE219W	Early Childhood Education Practicum	2	6	4
HUMA212W	Legal and Ethical Issues	3	0	3
	SCIENCE	3/4	0/2	3/4
	Totals	14/15	6/8	16/17

Total Credits for Year = 31-33
Total for A.S. Degree = 63-65

EARLY CHILDHOOD EDUCATION CERTIFICATE

Fall Semester		CL	LAB	CR
ECE112W	Child Growth and Development.....	3	0	3
ECE114W	Health, Safety, and Nutrition for the Young Child	3	0	3
ECE119W	Promoting Language and Literacy..	3	0	3
ECE211W	Organization and Management of Early Childhood Education Programs	3	0	3
ECE218W	Promoting Cognitive and Executive Functioning Skills..........	3	0	3
	Totals	**15**	**0**	**15**

Spring Semester		CL	LAB	CR
ECE115W	Positive Guidance Techniques	3	0	3
ECE118W	Infant, Toddler, and Preschool Curriculum	3	0	3
ECE120W	Introduction to Early Intervention ..	3	0	3
ECE213W	Sociology of Children and Families.	3	0	3
ECE219W	Early Childhood Education Practicum	2	6	4
	Totals	**14**	**6**	**16**

Total for Certificate = 31

EARLY CHILDHOOD EDUCATION ASSOCIATE TEACHER CREDENTIAL CERTIFICATE

The ECE Associate Teacher Credential certificate is a self-paced option for those currently working in a child-care center. Because of the limited number of credits required for this certificate, financial aid is not available. There are, however, scholarship opportunities, as mentioned above.

		CL	LAB	CR
ECE112W	Child Growth and Development.......	3	0	3
ECE114W	Health, Safety and Nutrition...........	3	0	3
ECE115W	Positive Guidance Techniques.........	3	0	3
	Totals	**9**	**0**	**9**

**Total for Certificate = 9**

ENVIRONMENTAL SCIENCE

The Associate in Science degree in 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 degree offers an excellent opportunity for students wishing to transfer to a baccalaureate degree program or for those wishing to pursue a broad educational experience with a strong background in environmental issues.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
BIOL111W	Biology	3	2	4
ENGL120W	College Composition	4	0	4
FRST101W	Dendrology and Tree and Shrub Identification	3	2	4
GIS112W	Introduction to Geographic Information Systems	2	2	3
	Totals	12	6	15

Spring Semester		CL	LAB	CR
CHEM111W	Chemistry	3	2	4
ENGL235W	Advanced Research Writing	4	0	4
ENVS110W	Introduction to Environmental Science	3	2	4
FRST205W	Forestry Resources	3	2	4
MATH214W	Statistics	4	0	4
	Totals	17	6	20

Total Credits for Year = 35
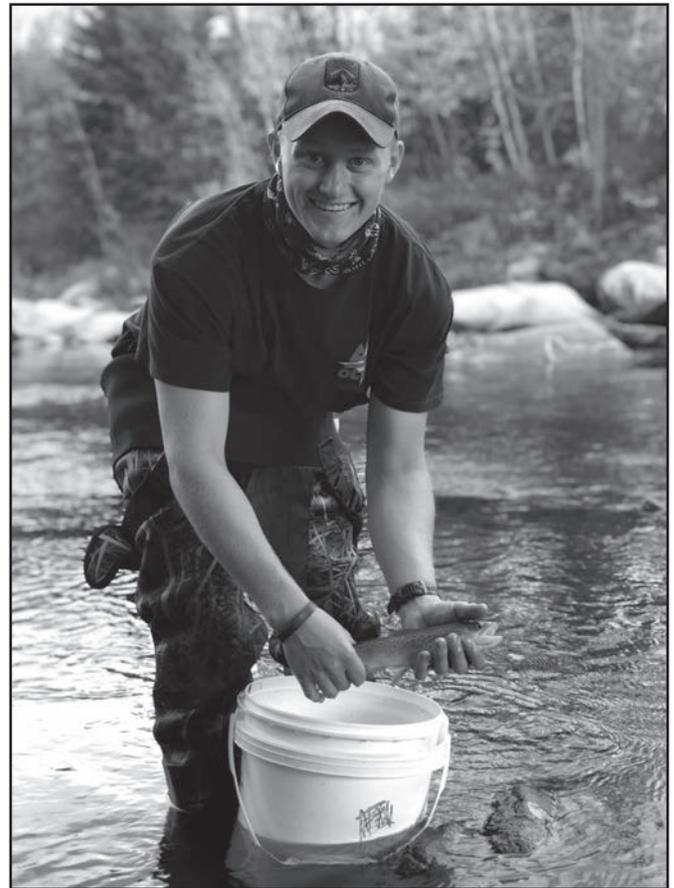
Fall Semester		CL	LAB	CR
CHEM113W	Environmental Sampling and Analysis	3	2	4
ENVS205W	Conservation Biology	3	2	4
GIS211W	Geographic Information Systems Applications	2	2	3
HUMA120W	Environmental Issues	3	0	3
MATH180W	Pre-Calculus	4	0	4
	Totals	15	6	18

Spring Semester		CL	LAB	CR
ENVS202W	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

HEALTH SCIENCE

The Health Science Associate in Science Degree is designed for students interested in establishing the groundwork for a health career and/or are planning to transfer to a four-year college. This program provides 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.

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
ENGL235W	Advanced Research Writing	4	0	4
PSYC111W	Psychology	3	0	3
PSYC112W	Human Growth and Development	3	0	3
	LAB SCIENCE**	3	2	4
	MATHEMATICS	4	0	4
	Totals	17	2	18

Total Credits for Year = 32

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	2	16

Spring Semester		CL	LAB	CR
BIOL112W	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 = 61

** The following courses qualify for Laboratory Sciences: BIOL111W 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 five years). Students must meet prerequisites for all courses.

HUMAN SERVICES

The Human Services program is a member of the National Organization for Human Services Council for Standards in Human Service Education. The Associate in Science degree in Human Services prepares students to work effectively and knowledgeably with consumers of private and public community-based, human-service delivery systems. As the nation's sensitivity to the needs of all its citizens matures, the demand for skilled human-service workers is rising, jobs in human services projected to grow among the fastest of all occupations.

The Human Services program offers two different tracks: The certificate and the associate degree. The certificate is for learners seeking short-term specialty courses. Students may complete the certificate in four semesters on a part-time basis.

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

Skilled in case management, client assessment, treatment plans, behavioral intervention techniques, and supportive communication skills, graduates are prepared for professional positions as: case managers, outreach workers, advocates, job coaches, vocational instructors, residential counselors, teacher aides, specialized home-care providers, and activities directors. This degree readily transfers to most four-year colleges and universities.

WMCC has a transfer pathway in Human Services with Springfield College and one in the Social Work program at Plymouth State University.

Health Considerations

As per College policy, WMCC students during their learning experiences must not place in jeopardy the safety or health of clients/patients. Therefore, students in field work or clinical practice must demonstrate the emotional stability to withstand the stresses, uncertainties, and changing circumstances that accompany the responsibilities associated with client/patient care. Furthermore, students must possess the emotional stability to exercise sound judgment and to accept directions and guidance from supervisors or faculty members. They must also be capable of establishing rapport and maintaining sensitive interpersonal relationships with employers, clients/patients, and their families.

Additional Requirements

WMCC requires national criminal background checks for all applicants seeking admission into the Human Services program. The cost of the background check is the responsibility of the student. Applicants with criminal records, depending on the nature of these records, may not be eligible for field and internship placement.

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

SECOND YEAR

Fall Semester		CL	LAB	CR
ENGL211W	Professional Writing	3	0	3
HSV212W	Supportive Communication Skills	3	0	3
HSV216W	Internship in Human Services I	1	9	4
HSV217W	Chemical Dependence	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
	LIBERAL ARTS*	3/4	0	3/4
	SCIENCE	3	2	4
	Totals	13/14	11	17/18

Total Credits for Year = 33/34
Total for A.S. Degree = 65/66

* Meet with advisor prior to selection

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 MECHANICS CERTIFICATE

If you are interested in a trades career and would like to explore multiple skilled trades, the Industrial Mechanics Certificate is for you. The certificate includes instruction in safety, welding, rigging, hydraulics, pneumatics, precision tooling, and equipment maintenance. Most classes occur in our hands-on laboratory, with equipment that comes from our industry partners, who provide feedback and support for students. Students gain the skills necessary to achieve the AWS D1.5/D1.1 welding certificate in stick welding (SMAW) and, upon successful completion of the certificate, obtain their OSHA 30 card in construction. Graduates can become millwrights, welders, maintenance technicians, and more. With job opportunities growing at an above average yearly rate (13% according to the Bureau of Labor Statistics), Industrial Mechanics is one of the most in-demand trades. This certificate satisfies all prerequisite for our Pipe Welding program offered in the summer.

Fall Semester		CL	LAB	CR
INDM102W	Industrial Tools and Workplace Safety	1	0	1
INDM104W	Industrial Welding and Cutting Operations	1	12	7
INDM106W	Introduction to Industrial Mechanics	3	9	6
INDM122W	Reading Mechanical Prints I	2	0	2
INDM124W	Industrial Math	2	0	2
	Totals	**9**	**21**	**18**

Spring Semester		CL	LAB	CR
CAR101W	Career Readiness	2	0	2
INDM109W	Safety in Industry	3	0	3
INDM226W	Mechanical Systems	3	9	6
INDM228W	Advanced Industrial Welding Processes	1	12	5
INDM232W	Reading Mechanical Prints II	2	0	2
	Totals	**11**	**21**	**18**

Total for Certificate = 36

INFORMATION TECHNOLOGY

Information Technology (IT) is a STEM discipline that covers the computing hardware, software, networks, and other technology that most modern organizations use. As the complexity and performance of technology have increased, so has the demand for highly skilled workers. WMCC offers an extremely flexible Associate in Science hybrid degree in IT that suits personal lifestyles and work commitments and generates excellent opportunities for college transfer and employment.

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

Networking: This IT degree is offered in conjunction with Cisco Networking Academy program. As of 2021, students work with the new CCNAv7 curriculum. The courses in the CCNA Version 7.0 curriculum help students develop a comprehensive foundation for designing, securing, operating, and troubleshooting modern computer networks, ranging from small business networks to enterprise networks. The curriculum emphasizes hands-on learning and essential career skills, including problem solving and collaboration. This degree also prepares students for the Cisco Certified Networking Associate (CCNA) certification examination.

Operating Systems and 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 it prepares them for the Comp TIA Security+ Examination.

Programming: This degree introduces programming in several languages. Students start with a foundation in C# and then expand to object-orientated programming with Java and a course on SQL databases. According to Coding Dojo's list of the Most In-Demand Programming Languages for 2019, SQL and Java are in the top three.

Flexibility: This IT degree is offered in a face-to-face/hybrid (FH) format. Consequently, students see their professors on campus every other week for laboratory work and questions. They also have the flexibility to learn much of the material at home on their own schedule. This flexibility offers the best of both worlds. Note: This degree has general education requirements.

Pathways: Cisco and CompTIA certifications are industry-recognized achievements that are continually updated. These certifications provide students with credentials that boost their already excellent employment opportunities. WMCC's IT program also has an active advisory board that not only reviews the curriculum but also provides opportunities for real-world IT experiences. Students completing the associate degree in Information Technology with course grades of C or better can transfer all credits earned at WMCC to Plymouth State University's Bachelor of Science in Information Technology or Rivier University's Bachelor of Science in Cybersecurity Management and enter as a junior. The IT program has also developed

a pathway to a bachelor's degree in Computer Science at the University of New Hampshire Manchester and Granite State College.

Students may also opt to enroll in the two-semester IT certificate, designed to provide specific skills and competencies for the computer user.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
IST113W	IT Essentials	3	2	4
IST125W	Introduction to Programming	3	2	4
IST151W	Computer Networking I	3	0	3
	Totals	**13**	**4**	**15**

Spring Semester		CL	LAB	CR
IST114W	Linux Essentials	3	0	3
IST153W	Computer Networking II	3	2	4
PHYS118W	The Physics of Raspberry Pi	2	2	3
	MATHEMATICS	4	0	4
	Totals	**12**	**4**	**14**

Total Credits for Year = 29

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
IST232W	Computer Security	3	0	3
IST251W	Computer Networking III	3	0	3
	HUMANITIES	3	0	3
	MATHEMATICS	4	0	4
	Totals	**16**	**0**	**16**

Spring Semester		CL	LAB	CR
IST115W	Object Oriented Programming with Java	3	2	4
IST230W	Network Servers and Security	3	0	3
IST235W	SQL Databases	3	0	3
IST253W	Computer Networking IV	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	**15**	**2**	**16**

Total Credits for Year = 32
Total for A.S. Degree = 62

INFORMATION TECHNOLOGY CERTIFICATE

Fall Semester		CL	LAB	CR
IST113W	IT Essentials	3	2	4
IST125W	Introduction to Programming	3	2	4
IST151W	Computer Networking I	3	0	3
IST232W	Computer Security	3	0	3
	Totals	**12**	**4**	**14**

Spring Semester		CL	LAB	CR
IST114W	Linux Essentials	3	0	3
IST230W	Network Servers and Security	3	0	3
IST235W	SQL Databases	3	0	3
	IT ELECTIVE	3	0	3
	Totals	**12**	**0**	**12**

Total for Certificate = 26

INTERDISCIPLINARY STUDIES

The Associate in Science degree in Interdisciplinary Studies offers a flexible curriculum that students tailor to personal interests and professional aspirations. Accommodating students who wish to transfer credits earned at other colleges, this self-designed degree requires a minimum of sixty credits, thirty-three of which must be from courses connected to the student's chosen Area of Concentration, as determined in consultation with an Academic Advisor and subsequently approved by the VPAA. The Interdisciplinary Studies degree also requires a corresponding set of general education courses.

The program offers two options:

- Option One: Students electing this option must meet with an Academic Advisor to develop a thirty-three credit Area of Concentration. This Area of Concentration must consist of at least fifteen credits that are distinctly different from those in current degree programs, unless otherwise approved by the VPAA. Students submit their plan for review to the VPAA, who must approve the plan.

- Option Two: Students electing this option seek an associate degree in Interdisciplinary Studies with no Area of Concentration. Students meet with an Academic Advisor to map out their degree. Their choice of the thirty-three credits, distinct from those associated with their required general education courses, does not need VPAA approval.

To improve employment opportunities, students are strongly advised to elect Option One. With help from an Academic Advisor, students formulate and identify career goals and create an academic plan suited to these goals. The plan defines the student's major as a function of the student's Area of Concentration, to be named on the student's degree. The applicant begins the process by contacting the Interdisciplinary Studies advisor or the VPAA.

All college policies, including residence credits, apply to this degree.

Program Outcomes: Upon successful completion of this degree, graduates have demonstrated the ability to:

- Exhibit leadership, integrity, responsibility, perseverance, tolerance, and productive teamwork.

- Communicate effectively both verbally and non-verbally.

- Evaluate information, thoughts, opinions, and ideas rationally, objectively, and consistently.

- Engage in scientific thought both quantitatively and qualitatively, recognizing and formulating questions and offering solutions to problems related to science and scientific investigation.

- Perform all the operations and skill sets related to the personal and professional requirements of the student's self-designed major.

- Fulfill personal goals and professional aspirations associated with the outcomes connected with their chosen Area of Concentration.

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

Associate in Science
First Year

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ENGL120W	College Composition	4	0	4
	AREA OF CONCENTRATION	6	0	6
	MATHEMATICS	4	0	4
	Totals	15	0	15

Spring Semester	CL	LAB	CR
AREA OF CONCENTRATION	9	0	9
ENGLISH	3	0	3
SCIENCE	3/4	0/2	3/4
Totals	15/16	0/2	15/16

Total Credits for Year = 30/31

Second Year

Fall Semester	CL	LAB	CR
AREA OF CONCENTRATION	9	0	9
LIBERAL ARTS	3	0	3
SOCIAL SCIENCE	3	0	3
Totals	15	0	15

Spring Semester	CL	LAB	CR
AREA OF CONCENTRATION	9	0	9
HUMANITIES/FINE ARTS/ LANGUAGE	3	0	3
LIBERAL ARTS	3	0	3
Totals	15	0	15

Total Credits for Year = 30
Total for A.S. Degree = 60-61

LIBERAL ARTS

This Associate in Arts degree in Liberal Arts offers the equivalent of the first two years of a four-year Bachelor of Arts or Bachelor of Science degree. Working with an advisor, students select liberal arts courses based on personal interest, professional aspirations, and the requirements of the four-year college or university to which they plan to transfer. For those planning to transfer, students should identify potential colleges and universities as early as possible and discuss a transfer plan with their advisor. This associate degree provides a foundation for the skills and abilities relevant to all career tracks and life pursuits, preparing students for the demands of a rapidly changing world.

Students may begin this degree in the fall, spring, or summer semester.

Program Outcomes: Upon successful completion of this degree, graduates have demonstrated the ability to:

- Communicate effectively both verbally and non-verbally.
- Explore diverse ideas, emotions, and opinions with an open mind capable of discerning their value and worth.
- Appreciate the scope of our shared humanity through exposure to the arts, literature, history, institutions, social systems, and cultural differences.
- Perform mathematical operations basic to one's personal and professional life and essential for the pursuit of further education.
- Engage in scientific inquiry both quantitatively and qualitatively, identifying problems, formulating questions, and developing and implementing solutions both individually and collaboratively.

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

This sequencing of courses is suggested, but not mandatory. Enrollment may depend on course availability and the student's personal schedule.

ASSOCIATE IN ARTS DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
ACAD105W	Academic Readiness	1	0	1
ENGL120W	College Composition	4	0	4
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	MATHEMATICS	3/4	0	3/4
	SOCIAL SCIENCE	3	0	3
	Totals	**14/15**	**0**	**14/15**

Spring Semester	CL	LAB	CR
HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
LIBERAL ARTS	3/4	0	3/4
OPEN ELECTIVE*	3	0	3
SCIENCE	3	0	3
SOCIAL SCIENCE	3	0	3
Totals	**15/16**	**0**	**15/16**

Total Credits for Year = Minimum of 29 Credits

SECOND YEAR

Fall Semester	CL	LAB	CR
HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
LIBERAL ARTS	3/4	0	3/4
LITERATURE**	3/4	0	3/4
MATHEMATICS	3/4	0	3/4
OPEN ELECTIVE*	3	0	3
Totals	**15-18**	**0**	**15-18**

Spring Semester	CL	LAB	CR
LIBERAL ARTS	3/4	0	3/4
LIBERAL ARTS***	3/4	0	3/4
OPEN ELECTIVE*	3	0	3
SCIENCE	3	2	4
SOCIAL SCIENCE	3	0	3
Totals	**15/16**	**2**	**16-18**

Total Credits for Year = Minimum of 30 Credits

Total for A.S. Degree = Minimum of 60 Credits

* Depending on the course chosen, open electives may require permission of instructor in the program.

** Literature courses include all courses with an ENGL prefix except the following: ENGL120W, ENGL211W, ENGL214W, ENGL220W, ENGL225W, ENGL229W, ENGL230W, ENGL235W

*** As needed to satisfy credit requirement

LIBRARY TECHNOLOGY CERTIFICATE

The certificate in Library Technology provides training for paraprofessionals entering the field and additional education for 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. Upon successful completion of the certificate, graduates are prepared for all aspects of library work, including circulation, reference, and technical services, with emphasis on current and emergent technologies with a certificate in library technology.

With a certificate in Library Technology, graduates are also prepared for non-library jobs, those requiring information-related services and skills, including research, programming, internet, managerial, archival, information literacy, and more. The certificate includes a library internship whereby students can apply what they learn in the classroom to practical experience.

Fall Semester		CL	LAB	CR
ENGL120W	College Composition	4	0	4
LIB101W	Foundations in Library Service	3	0	3
LIB104W	Introduction to Technical Services.	3	0	3
LIB118W	The Dynamics of Rural and			
	Small-Town Libraries....................	3	0	3
MGMT214W	Management and Teamwork	3	0	3
	Totals	**16**	**0**	**16**

Spring Semester		CL	LAB	CR
ENGL214W	Children's Language and Literature	3	0	3
	OR			
LIB114W	Library Internship.........................	1	6	3
LIB108W	Introduction to Reference and			
	Information Sources	3	0	3
LIB111W	Technology and 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
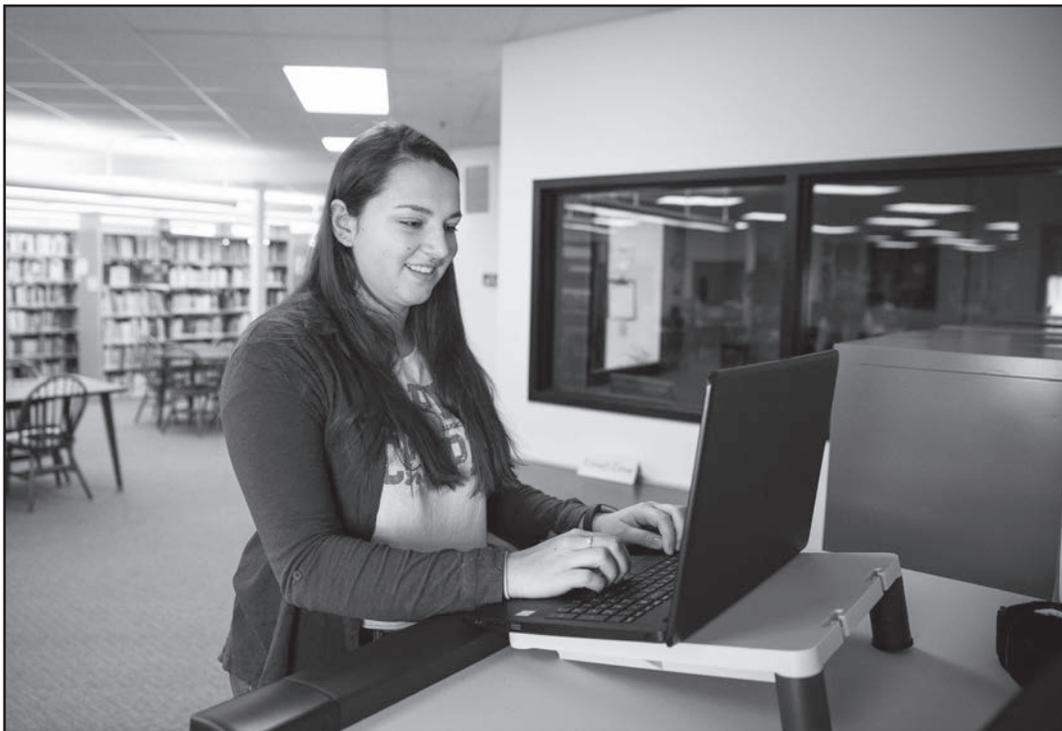
MASSAGE THERAPY CERTIFICATE

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 provides students with the skills necessary to apply for New Hampshire State Licensure, which requires successful completion of the Massage and Bodywork Licensing Examination (MBLEx). 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 Office of Professional Licensure and Certification (OPLC).

Students are expected to purchase/provide the following:

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

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

Students who are accepted into the Massage Therapy program must:

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. Provide a general health statement from personal providers indicating the student is able to participate in all program requirements.

2. Obtain and maintain Adult CPR and First Aid certifications prior to and during their massage internship. These certifications are required for initial state licensure. Cost of certification is separate from the program and is the responsibility of the student. When possible, WMCC will arrange for an instructor to come to campus during the first semester.

3. Have professional liability insurance for hands-on classes and internship. (Available through the College).

4. Maintain a grade of C in all courses offered as part of this certificate. If a grade of C is not maintained, students may repeat the course only once.

5. Provide an approved criminal background check through the College-approved vendor. This background check must be initiated no later than September 15 of the first year.

Health Considerations

As per College policy, students during their learning experiences must not place in jeopardy clients, patients, or medical information. During office or clinical experiences, students must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that accompany the responsibilities associated with interacting with clients, patients, or medical information. If unable to demonstrate such stability, they are removed from placement. Furthermore, students are expected to have the emotional stability to exercise sound judgment and to accept directions and guidance from supervisors or faculty members. They must also be capable of establishing a rapport and maintaining sensitive interpersonal relationships with employers, clients/patients, and their families.

First Semester		CL	LAB	CR
BIOL112W	Nutrition	3	0	3
BIOL114W	Human Anatomy and Physiology I.	3	2	4
MASS101W	Swedish Massage I	2	3	3
MASS104W	Massage Business Practices	1	0	1
MASS106W	Oriental Theory	1	2	2
	Totals	**10**	**7**	**13**

Second Semester		CL	LAB	CR
BIOL115W	Human Anatomy and Physiology II	3	2	4
MASS108W	Spa Techniques	1	2	2
MASS110W	Swedish Massage II	2	3	3
MASS122W	Musculo-Skeletal Studies	3	2	4
MASS230W	Clinical Internship I	1	3	2
	Totals	**10**	**12**	**15**

Third Semester		CL	LAB	CR
MASS125W	Pathology for the Massage Therapist	3	0	3
MASS135W	Deep Tissue Massage	2	2	3
MASS201W	Kinesiology	3	0	3
MASS212W	Special Populations Massage	0	2	1
MASS240W	Clinical Internship II	1	3	2
	Totals	**9**	**7**	**12**

Total for Certificate = 40 Credits

MEDICAL ASSISTANT CERTIFICATE

WMCC offers a well-established, nationally recognized Medical Assistant (MA) certificate that prepares students to be Medical Assistants in a variety of outpatient medical settings. When students complete the certificate, they are eligible to take the AAMA National Certification Examination to become a Certified Medical Assistant. The WMCC Medical Assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The certificate emphasizes professionalism, medical ethics, and team-based learning. Its curriculum is comprehensive, preparing students for the complex demands in medical offices. The course of study requires students to complete a variety of administrative and clinical competencies, such as preparing and administering medications and vaccines; assisting with patient exams and minor outpatient surgical procedures; collecting and preparing specimens for microbiological testing; maintaining infection control and sterilization techniques; managing electronic medical records; obtaining vital signs; and performing medical billing, patient scheduling, medical coding, laboratory testing, and phlebotomy.

This certificate allows students to transfer credits in the Associate of Science degree in Interdisciplinary Studies with an Area of Concentration in Medical Assisting.

Admission Requirements: All Medical Assistant applicants must:

• Meet all college requirements for admission.

• Have no felony convictions.

Acceptance Provisions: Students accepted into the Medical Assistant program must:

1. Submit a completed health record within the past year, including proof of required immunizations.

2. Have professional liability insurance for clinical classes and the internship. (Available through the College.)

3. Possess and maintain personal health insurance or show acceptance into a sliding scale fee for a primary care provider and hospital coverage for clinical classes and the internship.

4. Maintain a grade of C+ or above in BIOL120W, and all OTM and MEDA classes. If a grade of C+ is not maintained, students may repeat the course only once. Students who do not earn a minimum grade of C+ in Clinical Procedures I and II are not able to continue in the program. They may, however, be eligible for readmission consideration.

5. Provide an approved criminal background check through the College-approved vendor. This background check must be initiated no earlier than March 15 of spring semester. Students must also complete certain health-screening requirements prior to the start of an internship, including drug screening, which is to be completed by the Androscoggin Valley Hospital Occupation Health Department within 30 days of the beginning of the internship class.

[Note: Provision #3 must be completed before the first day of class]

Graduate Success Rates: The 2018 Medical Assistant class cohort averages:

Job Placement: 93.75%

Student Retention: 80%

CMA National Examination pass rate: 75%

Health Considerations

As per College policy, students during learning experiences must not jeopardize the health, wellbeing, or confidentiality of clients, patients, or medical information. Therefore, students in office or clinical experiences must demonstrate sufficient professionalism and emotional stability to withstand the stresses, uncertainties, and changing circumstances that accompany the responsibilities associated with these experiences. Without sufficient professionalism and emotional stability, they are removed from placement. Furthermore, students are expected to have the professionalism and emotional stability to exercise sound judgment and to accept directions and guidance from supervisors or faculty members. They must also be capable of establishing professional rapports and maintaining sensitive interpersonal relationships with employers, clients, patients, and their families.

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

In order to graduate, students must have completed within the past five years all science requirements and OTM 117W: Medical Terminology.

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
MEDA101W	Clinical Procedures I	3	5	5
OTM117W	Medical Terminology	3	0	3
OTM224W	Physician Coding	4	0	4
	Totals	13	7	16

Spring Semester		CL	LAB	CR
MEDA201W	Clinical Procedures II	3	5	5
MEDA211W	Pharmacology	3	0	3
OTM126W	Office Systems and Procedures	3	0	3
OTM220W	Medical Billing	3	0	3
	Totals	12	5	14

Summer Semester		CL	LAB	CR
MEDA203W	Medical Assistant Internship	0	18	6
	Totals	0	18	6

Total for Certificate = 36

MEDICAL CODING CERTIFICATE

Medical coders perform one of the most important tasks in the healthcare office. Coders read and analyze medical charts, determine patient diagnoses, verify if procedures were performed, and then categorize the information according to a national classification system. This in-depth certificate includes instruction in medical office skills and HIPAA regulations.

The Medical Coding certificate prepares students to work with healthcare organizations that provide treatment and services to patients. It teaches students how to use the CPT, HCPCS, and ICD-10 CM code books. Basic coding involves selecting codes when the procedure is straight-forward and clearly defined and when the diagnosis is known. Instruction in basic coding includes locating codes, selecting the most appropriate codes, and per-forming some billing calculations. This certificate also prepares students to take the CPC examination to become nationally certified coders. Students must pass all classes within this certificate with a C+. The program content also provides students with basic medical office skills, including HIPAA regulations, health information man-agement, and patient scheduling. The certificate prepares students to work with hospitals, clinics, and health insur-ance companies to organize and maintain data, review patient records, track patient outcomes, and electronically record data with great accuracy, all of which are key to optimal reimbursement.

The certificate allows students to transfer credits into the Associate of Science degree in Interdisciplinary Studies with an Area of Concentration in Medical Coding.

Expected student outcomes include:

1. Use the CPT, HCPCS, and ICD-10 CM code books to select the appropriate codes.
2. Perform basic billing calculations.
3. Differentiate between procedure codes and diag-nosis codes.
4. Apply appropriate medical terminology to select correct codes.
5. Successfully code procedures and encounter forms presented in class.
6. Perform basic administrative duties.

Fall Semester		CL	LAB	CR
BIOL120W	Human Biology	3	2	4
OTM117W	Medical Terminology	3	0	3
OTM224W	Physician Coding	4	0	4
	Totals	10	2	11

Spring Semester		CL	LAB	CR
OTM126W	Office Systems and Procedures	3	0	3
OTM220W	Medical Billing	3	0	3
OTM227W	Advanced Coding	4	0	4
	Totals	10	0	10

Total for Certificate = 21

NURSING

Program Mission

The mission of the Nursing program is to provide high-quality, comprehensive, student-centered nursing education. The Associate in Science degree in Nursing focuses on clinical and educational practices that are current and evidence based, providing students the means to provide safe, comprehensive nursing care to diverse individuals, families, groups, and communities.

Program Outcomes: Upon successful completion of this degree, graduates have demonstrated the ability to:

- 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 healthcare providers.

- Incorporate best current, evidence-based practice in planning and implementing 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 Statement

The Associate in Science degree in Nursing prepares students to provide safe, comprehensive nursing care to diverse individuals, families, groups, and communities in various structured settings, including acute, ambulatory, long-term, and mental-health. Students in the degree take courses in nursing, science, and general education. Nursing courses include classroom courses, simulation laboratories, and clinical experiences. Learning experiences and clinical/practical experiences may vary in time and locations.

Students may enroll in the Nursing program on a full-time or part-time basis, but they must take classroom courses and clinical components concurrently. Students have three years from the date of entry into the first nursing course to complete all nursing courses.

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, Anatomy and Physiology I/II, and Microbiology), To continue, they must also achieve a C (73.33) in all other general education program requirements, and a grade of "Pass" in clinical.

Admission Requirements: Applicants must:

1. Meet college requirements for admission. Submit official high school and previous college transcripts to the WMCC Admissions Department.

2. Achieve a minimum total score of 60.0% or better on the ATI Test of Essential Academic Skills (ATI TEAS). Applicants are allowed three attempts. Test scores are valid for two years. Contact the WMCC Admissions Office for exam dates and cost.

3. Have completed science courses within five years of their first Nursing course at WMCC for the course to be eligible for transfer credit. Transfer credits are awarded for Anatomy and Physiology I and II and Microbiology only if the grade is a C+ or better.

4. Submit two professional references, work or education related.

Applications are not complete until all the above mentioned documents have been received. To qualify for admission, applications must be completed by February 1. If availability remains after February 1, applications will be considered up until April 1.

Selection Criteria

Selection is determined by the Nursing Admission Rubric, which evaluates applicable college courses and grades, the ATI TEAS score, and references. Qualified students who are not accepted at first 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 must:

1. Submit a current physical examination (within one year prior to beginning their first Nursing course), including all immunizations/titers.

2. Possess and maintain personal health insurance.

3. Acquire and maintain current Basic Life Support (BLS) for Healthcare Provider certification.

4. Complete a criminal background check through the program's approved vendor.

5. Complete a drug screening through the program's approved vendor.

LPN to RN Completion Option

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

1. Have 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 first semester courses:
   • Human Growth and Development with a C or better.
   • Anatomy and Physiology I with a C+ or better, and completed within the last five years.
   • Science courses completed within five years of the students' admission into the Nursing program. Transfer credits are awarded for grades of C+ or better for Anatomy and Physiology I and II and Microbiology.

5. Achieve a 77% or better on a drug calculations test.

6. Take ATI Practical Nurse Comprehensive Predictor and achieve 68% or better.

7. Demonstrate competency in specified skills, including assessment of vital signs, medication administration, and sterile technique.

A meeting with the Nursing Program Coordinator is recommended to ensure students are prepared for entry into the second semester of the first year.

Transfer Policy

Transfer into the Nursing program may be an option only if there is space available. Transfer requests are evaluated individually based on the student's qualifications and seat availability. Contact the Nursing Program Coordinator for further information.

Readmission Policy

Students matriculated in the Associate in Science degree in Nursing who withdraw or do not achieve the required minimum grade may be eligible for readmission. Readmission requests are evaluated on a case-by-case basis and must occur within one year of the student's exiting the program. Readmission request are contingent upon space availability. Students applying for readmission are required to meet the curriculum requirement in effect at the time of readmission.

Students who have failed a Nursing course because of unsafe practice involving actions or non-actions are NOT eligible for readmission into the Nursing program.

Program Accreditation:

WMCC's Associate in Science degree in Nursing meets the state education requirements for a registered nurse license in the state of New Hampshire. WMCC has not determined if its degree in Nursing meets the state education requirements for any other state, any US Territory, or the District of Columbia. Students should contact the state regulatory agency for nursing requirements in any other state for which this information is needed.

The Associate in Science degree in Nursing is approved by the New Hampshire Board of Nursing (NHBON).

Upon satisfactory completion of the degree, graduates are eligible to apply to the New Hampshire Board of Nursing (NHBON) and Pearson VUE NCLEX Candidate Services for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The New Hampshire Board of Nursing's licensing regulations may restrict candidates who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to:

Office of Professional Licensure and Certification
Division of Health Professions
Board of Nursing
7 Eagle Square, Concord, NH 03301
board.questions@oplc.nh.gov

The Nursing program at WMCC located in Berlin, NH, is accredited by:

Accreditation Commission for
Education in Nursing (ACEN)
3390 Peachtree Rd. NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000 • www.acenursing.org

For WMCC's Nursing program, the most recent accreditation by the ACEN Board of Commissioners was done by Initial Accreditation. Information regarding this accreditation appears in ACEN's public disclosure at http://www.acenursing.us/accreditedprograms/programSearch.htm.

Employment and Advanced Educational Opportunities

Upon successful completion of the degree, graduates are eligible to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Prior to meeting all course requirements for the degree, 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
Division of Health Professions
Board of Nursing
7 Eagle Square, Concord, NH 03301
board.questions@oplc.nh.gov
(603) 271-2323 (Nursing)
(603) 271-6382 (Nursing Assistant)
(603) 271-6605 (Fax)
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.

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, standards that speak to a student's ability to participate and succeed in the Nursing program. WMCC must ensure that patient safety is not compromised by students during their learning experiences. Therefore, students are expected to demonstrate emotional stability, exercise sound judgment, accept directions and guidance from supervisors or faculty members, and establish rapport and appropriate interpersonal relationships with peers, staff, patients, and their families.

The following technical standards provide guidance to students regarding the skills and abilities necessary for them to function successfully in the program and ultimately in the nursing profession. 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. They must have:

- Adequate strength and motor coordination to perform the following physical activities: Operating and handling equipment, moving and transferring 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, interpret data, ensure a safe environment, identify color changes, and read fine print/writing and calibrations.
- Adequate speech and language ability to express, comprehend, and exchange information and ideas verbally and non-verbally. Adequate speech and language ability to interact clearly and logically with patients, family members, physicians, peers, and other medical personnel.
- Ability to work with frequent interruptions, to 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.
- Ability to understand instructions, emergency signals and telephone conversations.

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

RESORT AND RECREATION MANAGEMENT

This program is not currently accepting new students.

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.

Students may also opt to enroll in the certificate program. The Resort and Recreation Management Certificate is designed to offer an immediate pathway to high school, college, and adult learners to further education in hospitality. Successful completion of this program provides students with a greater understanding of the hospitality industry, as well as a set of developed skills to be more effective and successful as a hospitality industry professional.

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 and Beverage Operations......	3	0	3
OR				
Hotel Administration				
RRM214W	Hospitality Marketing	3	0	3
RRM220W	Food and Beverage Operations......	3	0	3
	Totals Conference Services and 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

RESORT AND RECREATION MANAGEMENT CERTIFICATE

This program is not currently accepting new students.

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
Choose two of the following courses*:				
RRM110W	Recreation Facility Management	3	0	3
RRM113W	Theories in Adventure Leadership	3	0	3
RRM211W	Conference Planning & Group Sales	3	0	3
RRM217W	Front Office & Room Operations	3	0	3
	Totals	**15**	**0**	**15**

Total Credits for Year = 30

* Advisor must approve course selection.

TEACHER EDUCATION

The Associate in Arts degree in Teacher Education concentrates on the foundations of education using a well-balanced approach. Students may focus on any of the following areas: elementary education, math education, science education, social science education, or English education. Students taking the associate degree in Teacher Education may select the Special Education track. This track provides teachers and paraprofessionals with the knowledge, skills, and strategies for supporting students with disabilities.

By offering a broad range of courses, this degree prepares graduates to be paraeducators. Alternatively, they can transfer their credits to baccalaureate institutions to pursue a career in teaching at the elementary, middle school, or secondary education levels. WMCC has transfer agreements with the University System of New Hampshire. Students who wish to transfer to Plymouth State University must achieve a minimum GPA of 2.7, in addition to passing the Praxis 1 examination.

After completing their associate degree, students interested in matriculating in a baccalaureate degree teacher program are responsible for researching the requirements of such programs, including transfer procedures.

Specific admission requirements include:

- Algebra I and Algebra II with a grade of C or higher.
- Strong verbal and written English language skills.
- Personal interview with Admissions Director and/ or faculty member (may be required).

Health Considerations

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

Character Expectations

The health and safety of children, adolescents, and other learners are of paramount concern to the program. Prior to employment, applicants for teaching positions in public and private schools in New Hampshire must undergo background checks through the New Hampshire Department of Safety. For admission into the Teacher Education associate degree, the Special Education certificate, and the Career and Technical Education certificate, applicants must likewise undergo national criminal background checks. The cost of the background check is the student's responsibility. Applicants with a criminal record, depending on the nature of this record, may not be eligible for field experience or employment. Applicants are advised to discuss such matters during an admission interview to avoid confusion.

Technical Standards

Technical standards provide guidance to students about the skills and abilities they need to function successfully in the program and ultimately as teachers in the public and/or private school classroom. Applicants who suspect they may be unable to meet one or more of the technical standards should contact program faculty members to discuss their concerns. Program faculty considers all academically qualified candidates, provided that the technical standards can be met with reasonable accommodations. Students in the program must have:

- Sufficient strength, stamina, and motor coordination.
- Sufficient hearing and visual acuity to ensure a safe environment, along with an ability to respond quickly to emergencies.
- 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 record students' daily progress and milestones, and to compose a variety of reports.
- An ability to work with frequent interruptions, to respond appropriately to unexpected situations, and to cope with extreme variations in workload and stress levels.

Program Outcomes: Upon successful completion of this degree, graduates:

- Understand the learning process and the way curricula are planned, adopted, implemented, and assessed.
- Are able to apply various instructional modalities and educational delivery systems.
- Know how children and adolescents learn and develop, and thus can provide learning opportunities that support the children's intellectual, social, and personal development.

ASSOCIATE IN ARTS DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
ECE112W	Child Growth and Development.....	3	0	3
EDU101W	Introduction to Exceptionalities	3	0	3
EDU104W	Foundations of Education	3	0	3
ENGL120W	College Composition	4	0	4
	HUMANITIES*.............................	3	0	3
	Totals	16	0	16

Spring Semester		CL	LAB	CR
EDU204W	Instructional Technology...............	3	0	3
EDU218W	Design of Instruction	3	0	3
PSYC111W	Psychology	3	0	3
	HUMANITIES*.............................	3	0	3
	SCIENCE	3	2	4
	Totals	15	2	16

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
EDU209W	Integrated Arts............................	3	0	3
MATH220W	Math in Our World I	4	0	4
PSYC200W	Educational Psychology	3	0	3
	ENGLISH	3/4	0	3/4
	HUMANITIES*.............................	3	0	3
	Totals 16/17		0	16/17

Spring Semester		CL	LAB	CR
EDU207W	Teaching and Learning	3	0	3
EDU210W	Foundations of Diversity................. 3		0	3
	MATHEMATICS**	4	0	4
	SCIENCE	3	2	4
	SOCIAL SCIENCE	3	0	3
	Totals	16	2	17

Total Credits for Year = 33/34

Total for A.A. Degree = 65/66

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

* Recommend Art, Music, History, Foreign Language

** MATH222W: Math in Our World II is required for the North Country Teacher Certification Program.

AUTISM EDUCATION CERTIFICATE

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

This certificate increases a student's understanding of the diagnosis of autism or Asperger's syndrome. Students explore current issues related to autism and best practices in providing educational services that meet the unique characteristics and needs of those who fall within the autism spectrum. A critical component of this certificate is its attention to current theories in the field.

Admission Requirements

Interested applicants are strongly advised to meet with an advisor before enrolling in the program so that they are clear about course delivery modalities. Specifically, these delivery modalities include online and hybrid formats.

See Health Considerations, Character Expectations and Technical Standards on page 67.

This certificate is under revision and is not currently accepting new students.

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 and 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 and Beyond	3	0	3
	Totals	12	0	12

Total for Certificate = 26

* Required course for those working in licensed childcare facilities.

NH PROFESSIONAL EDUCATION COMPETENCIES CERTIFICATE

The NH Professional Education Competencies certificate provides students with the knowledge and skills to complete the requirements mandated by the New Hampshire Department of Education. Through this certificate, students with a bachelor's degree (but no certification) who are working on Alternative #3, #4 and #5 are able to satisfy all the Professional Education Competencies.

Fall Semester		CL	LAB	CR
EDU101W	Introduction to Exceptionalities	3	0	3
EDU104W	Foundations of Education	3	0	3
PSYC200W	Educational Psychology	3	0	3
	Totals	9	0	9

Spring Semester		CL	LAB	CR
EDU204W	Instructional Technology...............	3	0	3
EDU215W	Assessment of Student Learning ...	3	0	3
EDU218W	Design of Instruction	3	0	3
	Totals	9	0	9

Total for Certificate = 18

SPECIAL EDUCATION CERTIFICATE

Today's integrated classrooms require teachers and paraprofessionals to have strategies addressing the needs of these classrooms. This Special Education certificate provides teachers and paraprofessionals with the knowledge, skills, and strategies to support students with disabilities. The curriculum for this certificate focuses on the origins of special education, the legal issues and strategies involved, and the techniques for teaching a diverse population. Students acquire 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 67.

This certificate is a prerequisite for the North Country Teacher Certification Program.

Summer Semester		CL	LAB	CR
EDU200W	Supporting Students with Challenging Behaviors	4	0	4
EDU201W	Legal Issues in Education	3	0	3
	Totals	7	0	7

Fall Semester		CL	LAB	CR
ECE112W	Child Growth and Development.....	3	0	3
EDU101W	Introduction to Exceptionalities	3	0	3
EDU203W	Teaching Strategies for Students with Disabilities...........................	3	0	3
	Totals	9	0	9

Spring Semester		CL	LAB	CR
ECE213W	Sociology of Children and Families	3	0	3
EDU210W	Foundations of Diversity..............	3	0	3
ENGL120W	College Composition	4	0	4
	Totals	10	0	10

Total for Certificate = 26

TRADES MANAGEMENT

Employers constantly search for employees who possess the desire and skills to move into management. The Associate in Science degree in Trades Management builds on other trade-related curricula to give students the supervisory skills needed for them to advance into management positions. This degree provides basic supervision and business skills for those with credits in trade-related fields, such as Advanced Welding Technology, Industrial Mechanics, Automotive Technology, Diesel Heavy Equipment Technology, or similar programs. Additionally, the program's Experiential Learning path offers opportunities for those with industry experience and skills to be awarded credit for prior learning experience, thereby facilitating and expediting completion of the Trades Management degree. This degree requires twenty-four to thirty-two credits of trade or technical courses, combined with general education courses, business courses, and computer-skills courses so that students are prepared for a future in trades management. General education courses, business courses, and computer-skills courses are typically available online. Thus, students who finish a certificate and begin work immediately can complete the Trades Management degree without disruption in their work schedule.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
COMP110W	Business Computer 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 and Teamwork	3	0	3
	LIBERAL ARTS	3	0	3
	MATHEMATICS...........................	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

VETERINARY ASSISTANT CERTIFICATE

The Veterinary Assistant certificate provides training in veterinary health and handling of a variety of domestic and exotic species. It focuses on tasks for assisting the Veterinary Technician and Veterinarian. Veterinary Assistants care for animals in veterinary hospitals, animal shelters, and laboratories. They help to maintain a clean and safe work environment and perform various tasks under the supervision of veterinarians, veterinary technicians, and scientists. This certificate covers the essential knowledge and job skills a veterinary assistant needs, including diagnostics, nutrition, critical care, animal husbandry, surgical assistance, and monitoring. Students 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 certificate introduces students to the field of veterinary medicine; it is not a veterinary technician program, nor is it intended to provide admission to a college of veterinary medicine. The Veterinary Assistant certificate is approved by the National Association of Veterinary Technicians in America (NAVTA), thereby enabling graduates to sit for the examination to earn "Approved Vet Assistant" status. For more information on NAVTA, visit www.navta.net.

Admission Requirements

Students must:

1. Submit an application for the program.
2. Meet college requirements for admission.
3. Possess a high school diploma or GED and submit official transcripts to WMCC.
4. Attend a mandatory information session prior to the beginning of classes.

Applications are not complete until all the above-mentioned documents have been received. Seats for this certificate are limited. To qualify for early admission, applications must be completed by February 1. If availability remains after this review, further applications are considered as space allows.

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

Once admitted, the following is required:

- Proof of a physical examination with current tetanus immunization
- Proof of health insurance
- Criminal background check and drug screening
- Attendance at a program information session
- Attendance at college orientation
- Purchase of course materials

All students enrolled in the Veterinary Assistant program must maintain a C or above in all courses and have a 90% or better attendance record. They must also comply with the program's stated standard of professionalism.

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		CL	LAB	CR
VETA107W	Veterinary Assistant Small Animal Nursing II	2	2	3
VETA109W	Veterinary Assistant Labortaory 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. WMCC 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, onsite, customized training is available.

The College also offers the community many non-credit, professional-development and enrichment programs on campus, online, and at the Academic Centers.

Non-credit courses and programming focus on topics such as health, wealth, happiness, computers, 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.
- Enhancement of employability and marketability.
- 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

WMCC offers a variety of non-credit professional driver training courses that focus on both classroom work and in-vehicle training time. After having on-the-road experience with professional, experienced instructors, plus simulator, laboratory and range time, students master driver competencies and become safe, comfortable, confident, law-abiding drivers.

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

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

CDL-B: Students can obtain licensure through this six-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 thirty-hour course to drive larger tractor trailer. 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 fourty-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's 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

WMCC provides state-of- the-art simulation training for drivers of all commercial vehicles, including delivery vehicles, municipal vehicles, snowplows, fire trucks, and both Class A and Class B vehicles. Our mobile training unit is self-contained, allowing training to be conducted 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 allow for training that matches specific client vehicle configurations and thus heightens training objectives.

Business Training Center

WMCC provides training services for business and industry. Working in partnership with area businesses to advance technological, interpersonal and management skills, the College assists companies in meeting their training and educational goals by first identifying the specific needs of the organization. Some examples of our partnerships are in the areas of:

- Advanced Manufacturing.
- Healthcare.
- Business and banking.
- Public Services.

If interested, you should find out how this program can help 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.

Customized Training and Business Development Services:

- Training Needs Assessments
- Communication and Problem Solving
- Management and Teamwork
- Organizational Behavior
- OSHA General Industry and Construction
- Courtesy, Civility, and Respect
- Supervision and Leadership
- Customer Service
- Front Line Leadership
- Business Writing
- Registered Apprenticeship and Youth Apprenticeship Opportunities
- Grant Development for the New Hampshire Job Training Fund

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

WorkReadyNH

WorkReadyNH prepares participants for the National Career Readiness Certificate (NCRC) based on their performance using the online WorkKeys Assessments in: Workplace Documents, Applied Mathematics, and Graphic Literacy. In addition, participants take a sixty-hour soft-skills training course.

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

- Identifying one's Personal Brand
- Interviewing Techniques and Showcasing Skills
- Workplace Safety
- Communication Skills
- Team Building and Critical Thinking
- Problem Solving and Conflict Resolution
- Customer Service
- Business Ethics and Workplace Sensitivity

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, ENGL211W, ENGL225W and ENGL235W). Courses with ANTH, ARTS, HIST, HUMA, LANG and PHIL prefixes.

Literature — Courses with ENGL prefix (except ENGL120W, ENGL211W, ENGL214W, ENGL220W, ENGL225W, ENGL229W, ENGL230W and ENGL235W).

Mathematics — Courses with MATH prefix (except MATH220W and MATH222W)

Science — Courses with BIOL, CHEM, ENVS (except ENVS205W and ENVS208W), FRST, GEOL and PHYS Prefixes

Social Science — Courses with ANTH, ECON, HIST, POLS, PSYC and SOCI prefixes

ACADEMIC READINESS

ACAD105W Academic Readiness   1-0-1
Academic Readiness is an eight-week course designed to acclimate students to college life during their first year of enrollment. Students explore ideas and concepts through group activities and self-discovery to understand their individual qualities and strengths, as well as to grow in areas for academic success. The course covers effective communication skills, conflict-resolution strategies, problem-solving techniques, time- and stress-management skills, and tolerance of diversity. The course likewise helps students explore educational and career goals through personal action plans. Instruction includes class discussion, assigned readings, lectures, journal entries, group activities, and online assignments.

ACCOUNTING

ACCT111W Accounting I   3-0-3
In Accounting I, students learn the fundamentals of double-entry accounting by analyzing and recording business transactions, posting to the general ledger, and preparing a trial balance. Students then complete the accounting cycle by preparing and presenting financial statements. Students achieve fluency in the language of business by being immersed in the accounting processes of analyzing, recording, classifying, summarizing, and ultimately reporting financial information to stakeholders for a sole proprietorship. This course presumes no previous accounting knowledge.

ACCT114W Financial Accounting   3-0-3
Financial Accounting 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. The course also covers reporting and analyzing equity, reporting and analyzing cash flows, and analyzing financial statements. (Prerequisite: ACCT111W)

ACCT213W Taxation   3-0-3
This course in taxation provides a comprehensive overview of individual tax laws and principles. It covers the following accounting principles: gross income, adjustments to income, itemized deductions, and credits.

ACCT214W Managerial Finance and Accounting   3-0-3
Managerial Finance and Accounting introduces students to accounting and finance in the context of business and business decisions. Students explore how accounting information and finance affect the decision-making process and learn how to use accounting information in a variety of management decision-making situations. (Prerequisites: ACCT111W; COMP110W)

ACCT222W Intermediate Accounting I   3-0-3
Intermediate Accounting I 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 obtain an in-depth understanding of balance sheets, income statements, cash and receivables, contingent liabilities, and accounting for income taxes. (Prerequisite: ACCT114W)

ACCT250W Intermediate Accounting II   3-0-3
Intermediate Accounting II 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   3-0-3
An introductory course, Cultural Anthropology: Faces of Culture examines cultural structure and process. Its major topics include economics, subsistence patterns, organizing devices, culture change, socio-political organizations, and patterns for transmission of culture. The course also examines methods of anthropological research and theoretical orientations.

ART

ARTS128W A World of Art: Works in Progress   2-2-3
A World of Art gives students deeper insight into the artists' personalities, the artists' working process, and the works of art, themselves. The course follows various contemporary artists through their process of creating one or more works of art from start to finish, offering insight into the creative process. The course likewise emphasizes the importance of effective communication, problem solving, and critical thinking as students work through their projects to completion.

ARTS130W Introduction to Drawing   2-2-3
Introduction to Drawing is designed for students to explore materials, techniques, historical trends, and creative expression using drawing media. The class focuses 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 are major components of the course.

ARTS135W Plein Air Drawing   2-2-3
Plein Air Drawing is for both beginning artists and artists who wants to improve their skills. Participants explore the beautiful North Country with an artist's eye. This course requires gallery exhibits to view and discuss "Plein Air Drawing," focusing on Impressionists and the White Mountain and Hudson River Schools. Students also visit local areas to create artwork using oil and chalk pastels, charcoal, pencil, and color pencil. Through this class, students develop an appreciation for art.

ARTS140W Drawing with Color   2-2-3
In Drawing with Color, students learn the elements and principles of art and design using color. A hands-on approach, the course exposes students to the science and psychology of color and to the way these notions relate to drawing and art. Instruction guides students through experiential learning in the mediums of color pencil, oil pastel, and chalk pastel. It likewise introduces creative strategies to address difficulties and solve problems, guiding learners through a series of creative projects reflective of the artist's four roles in society. (Introduction to Drawing Recommended)

ARTS145W   Sculpture and the 3-D World   2-2-3
In Sculpture and the 3-D World, students learn the basic processes and foundations of sculpture and 3-D design. Students engage in hands-on experimentation with different sculptural mediums, learning about how to engage their creativity into the physical world. In addition, students learn about the history, the various artistic periods, and traditional form-making practices of a variety of cultures. Students work with wire, clay, plaster, and found objects; they explore and learn how to plan and develop a sculpture from an initial idea into a completed sculpture.

AUTOMOTIVE

AUTO101W   Introduction to Automotive Service   2-3-3
Introduction to Automotive Service provides a comprehensive study of the basics in automotive technology, including safety, precision measuring, and the proper use of tools and equipment. Students also learn how to use computerized information systems and follow laboratory procedures and policies.

AUTO112W   Automotive Electricity I   3-3-4
Automotive Electricity I studies electricity as it applies to today's automobiles. This course covers topics that 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   4-6-6
Automotive Power Trains covers in detail the construction, operation, and maintenance procedures of transmissions and power trains. It covers the new developments in manual five- and six-speed transmissions, dual clutch transmissions, overdrives, and transaxles, as well as automatic transmissions/transaxles with overdrive, lock-up torque converters, CVT transmissions, and transfer cases. (Prerequisites: AUTO101W, 115W or POI)

AUTO114W   Automotive Electricity II   3-3-4
Automotive Electricity II provides an in-depth study of ignition systems, control units, indicators, dash units, tire pressure monitoring systems, light circuits, and automobile accessories. It covers theory, troubleshooting, and service. (Prerequisite: AUTO112W or POI)

**AUTO115W   Automotive Engines and
                    Related Systems   2-3-3**
Automotive Engines and Related Systems provides a comprehensive study of the construction, theory of operation, and servicing of today's automotive engines. This course gives students the knowledge and skills necessary to diagnose and service today's complex engines and systems. Topics include the principles of four-stroke cycle operation, engine-related systems, performance diagnosis, service, engine noise diagnosis, and the fundamentals of diesel engine operation. (Co-requisite: AUTO101W)

AUTO211W   Automotive Electronics   2-3-3
Automotive Electronics covers electronic components, devices, circuits, and systems used in today's automobiles. Upon successful completion of this course, student technicians are better equipped to understand, troubleshoot, and repair automotive electronic systems. (Prerequisites: AUTO114W or POI)

**AUTO212W   Chassis Service and Alignment
                    Procedures   2-8-5**
Chassis Service and Alignment Procedures teaches students how to balance tires, replace suspension and steering components, and service and/or repair manual and power steering systems. During the class, students also perform two- and four-wheel alignments with a computerized alignment system. (Prerequisites: AUTO101W, 115W or POI)

**AUTO214W   Computerized Diagnostic Service
                    and Air Conditioning   3-8-6**
Computerized Diagnostic Service and Air Conditioning provides a thorough background for drivability diagnosis and tune-up. Students learn how to test various components and systems in engine operation and, using the available equipment, adjust or replace them to restore engine performance. The course also introduces students to computerized controls to assist them with the diagnosis and repair of computer-controlled components. Students have access to the following items: engine, fuel, ignition, oscilloscopes, scan tools, electronic and emission analyzers, and other modern equipment. This course also covers the basic theory, diagnosis, and service of automotive air-conditioning systems. (Prerequisite: AUTO211W or POI)

AUTO215W   Automotive Suspension and Brakes   3-3-4
Automotive Suspension and Brakes covers design, trouble diagnosis, and servicing of old and new systems in brakes, suspensions, and steering. These systems include the anti-lock braking systems, modern suspension systems, MacPherson strut front and rear suspensions, and air and hydropneumatic suspensions. It also includes the latest techniques in brake servicing. (Prerequisites: AUTO101W, 212W or POI)

BIOLOGY

BIOL111W   Biology   3-2-4
This Biology course covers the fundamental concepts of the molecular basis of life, cell theory, cell division, cellular respiration, photosynthesis, DNA, RNA, and basic genetics. It offers a survey of life and an introduction to taxonomy, evolution, and basic ecology. The course includes integrated laboratory work.

BIOL112W   Nutrition   3-0-3
Nutrition covers basic biochemistry and human physiology as they relate to nutritional concepts. Students learn how to manage their own diets and evaluate macro- and micronutrients found in foods. Students analyze nutritional information, differentiate between sound nutritional practices and deceptive ones, learn about the nutritional implications for major disease categories, learn how to maintain energy balance and weight control, and learn how to practice food safety and nutrition throughout the life cycle.

BIOL113W   Nutrition Lab   0-2-1
Nutrition Lab entails a series of laboratory experiences designed to enhance and reinforce the concepts studied in BIOL112W. Topics include those explored in BIOL112W through laboratory work involving healthy dietary and exercise habits, health issues related to diet and weight, the analysis of food choices, the evaluation of dietary supplements, and the evaluation of potential food pathogens. (Co-requisite: BIOL112W)

BIOL114W   Human Anatomy and Physiology I   3-2-4
Human Anatomy and Physiology I offers students in Health or Medical Science a thorough background in anatomy and physi-

ology. Topics include the organization of the human body; the 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.

BIOL115W   Human Anatomy and Physiology II   3-2-4
Human Anatomy and Physiology II provides further background in anatomy and physiology for students in Health or Medical Science. It reviews the chemical and biological basis of organisms, as well as the 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, the study of fresh and preserved specimens, the study of anatomical models, and exercises in human physiology. (Prerequisite: BIOL114W)

BIOL120W   Human Biology   3-2-4
Human Biology introduces students to the structures and functions of the human body. Background information includes chemistry for human biology, cell structure and function, and human organization. Major topics include the digestive, circulator, lymphatic, respiratory, urinary, skeletal, muscular, nervous, and reproductive systems, along with the senses and basic genetics. Laboratory activities are designed to enhance and reinforce selected lecture topics. Integrated laboratory work augments lecture topics. The course is designed for those involved in direct patient care as medical assistants or for those pursuing a career in medical billing and coding. It likewise meets the biology requirement for admission into the Nursing program.

BIOL211W   Microbiology   3-2-4
Microbiology introduces the principles and practices of microbiology. Topics include the human immune system; the nature and behavior of microorganisms; the principles of growth and reproduction of microorganisms; the identification of microorganisms through staining, pure culture, biochemical and antigenic techniques; and the epidemiology of communicable human diseases caused by viruses, bacteria, fungi, protozoa, and helminths. Integrated laboratory work augments lecture topics. (Prerequisites: BIOL114W, BIOL115W or POI)

BUSINESS ADMINISTRATION

BUS112W   Introduction to Business Administration 3-0-3
Introduction to Business Administration consists of three modules: (1) Entrepreneur: This module gives students an overview of themselves so that they may find a suitable business career; (2) Overview of Business: This module focuses on the way a business is established. Students practice the art of teamwork and use teamwork in decision making; (3) Business Career Goals: This module provides students with the means to choose a business career. It highlights the importance of planning.

BUS216W   Business Plan Development   3-0-3
Business Plan Development teaches students how to formulate and present a business plan. Students complete and present a comprehensive business plan that draws upon many themes learned throughout their degree. (Prerequisite: ENGL120W)

MGMT112W Introduction to Business Logic
**   and Ethics   3-0-3**
Introduction to Business Logic and Ethics uses logic and problem-solving strategies as they relate to various business applications to address ethical issues. Students systematically analyze case problems to gain a better understanding of the concepts involved in making business management decisions. Team debates on ethical issues require research and planning.

MGMT212W Marketing   3-0-3
Marketing focuses on marketing theory and practice. Students learn about consumerism, pricing, motivation, and sales promotion. They write a marketing plan for a department at the College and implement parts of that plan.

MGMT214W Management and Teamwork   3-0-3
Management and Teamwork provides an active learning environment for students to explore management skills. They learn ways to develop self-awareness, build teams, solve problems, communicate supportively, motivate others, and manage conflict and stress. The course emphasizes the importance of human relations, positive attitude, success as team members, and sensitivity to workplace issues.

MGMT215W Business Law   3-0-3
Business Law covers the legal system as it relates to business, contracts, sales, property, commercial paper, agency and employment, partnerships and corporations, and risk-bearing devices.

MGMT224W Business Internship   0-3-1
In Business Internship, students secure a position with a local business for sixty hours where they observe and work with experienced managers, who in turn evaluate them. Through consensus, the student, the employer, and the instructor determine the required business competencies to be met.

MGMT230W Leadership and Strategic Management   3-0-3
Business Administration students about to graduate, Leadership and Strategic Management is a capstone, integrative course that-focuses on the way firms and managers formulate, implement, and evaluate management strategies. Students use the knowledge they have acquired from previous management courses, coupled with new techniques they learn in Leadership and Strategic Management, to chart the future direction of various organizations. The students' major responsibility in this course is to make objective strategic decisions and to explain and justify these decisions through oral and written communication.

CAREER READINESS

CAR101W   Career Readiness   2-0-2
Career Readiness prepares trade students for entry into the workforce by providing the necessary tools for them to procure employment in their respective fields. Topics covered include trade specific résumé composition, interviewing techniques, application completion, and budgeting exercises. Upon successful completion of this course, students have a career portfolio compiling all applicable certifications, skills documentation, résumés, and cover letters.

COMMERCIAL DRIVER TRAINING

CDT120W   Commercial Driver Training   9-21-16
Commercial Driver Training is a combined classroom and practical course, providing a comprehensive study of the basics of commercial driving and their application, with a 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. Students receive specific instruction that prepares them for learners' permit testing. The course also covers preparation and study for additional endorsements. Other topics include air-brake fundamentals, vehicle and cargo safety, closed-course and open-road vehicle maneuvers, and a commercial motor vehicle operator capstone.

CHEMISTRY

CHEM111W Chemistry   3-2-4
Chemistry covers the fundamental laws and concepts of chemistry, including atomic theory, periodic classification of the elements, chemical bonding, molecular structure, solution equilibria, and organic chemistry. It also covers qualitative and quantitative applications. Integrated laboratory work augments lecture topics. (See advisor for possible preparatory courses)

CHEM113W Environmental Sampling and Analysis   3-2-4
Environmental Sampling and Analysis introduces students to common techniques in sampling and analysis used in environmental data gathering.

COMPUTER TECHNOLOGY

COMP110W Business Computer Applications   3-0-3
Business Computer Applications covers operating systems and a range of the most common applications in business and industry. It teaches intermediate to advanced skills in word-processing software, presentation software, and database creation and management, placing special emphasis on spreadsheet and data manipulation. The course also addresses the way these applications integrate with one another. Students explore other business applications and technologies, including collaboration, data storage, and content development.

COMP120W Quantitative Decision Making   3-0-3
Quantitative Decision Making is designed for majors in Accounting, Business Administration, and Office Technology. Using Excel spreadsheets software, students demonstrate competencies in graphics; data organization; and financial, statistical, and mathematical operations. At the end of the course or conclusion of each section, students have either a final written and oral project or a one-on-one competency check to demonstrate successful completion of course outcomes and competencies.

COMP125W Comprehensive Presentation Methods   3-0-3
Comprehensive Presentation Methods trains students in the use of design techniques so that they can create visual-presentation environments. The course covers basic visual techniques used to design an attractive environment in which to present a product or service. Then, using presentation software, displays, and handouts, students can use the thematic elements they have created to produce cohesive, captivating presentations. The course also helps students develop skills in organization, expression, communication, and creativity.

COOPERATIVE EDUCATION

COOP150W Internship   1 0-1/3
In this Internship, a student's experience varies. Students integrate hands-on service experience with the key elements of inquiry so that they become active partners in the search for knowledge while acquiring essential work skills. At the same time, they focus on career choices and goals. (Prerequisite: Completion of at least one semester of coursework. Approval of academic advisor and VPAA.)

CRIMINAL JUSTICE

CRMJ101W Introduction to Criminal Justice   3-0-3
Introduction to Criminal Justice covers the history, development, and current state of the criminal justice system in the United States, along with the challenges it faces. When appropriate, students visit relevant agencies. (Co-requisite: ENGL120W)

CRMJ105W Introduction to Homeland Security   3-0-3
Introduction to Homeland Security provides an historic overview of the Department of Homeland Security (DHS), including the legislation that led to its creation and implementation. The course reviews related definitions and concepts, as well as the organizational structure of DHS. The course likewise reviews the National Incident Management System (NIMS). Students examine the all-hazards approach to emergency management, including prevention, preparation, response, and recovery to critical incidents. They also learn about critical infrastructure, risk analysis, and landmark national and international terrorist events.

CRMJ123W Criminal Law   4-0-4
Criminal Law examines the current U.S. Criminal Justice system, both the law and legal procedures. The course uses a combination of the Socratic/case law approach and the lecture approach. First,

it takes a law approach that familiarizes students with laws, their histories, and their underlying theories. Then it takes a procedural approach that examines specific legal procedures.

CRMJ150W Criminology   3-0-3
Criminology analyzes in detail the development of criminological theory, taking into account the contributing disciplines of biology, psychology, sociology, and political science. The course applies integrated theory to combine these disciplines. The course also considers the offender/ victim relationship.

CRMJ201W Criminal Procedures   3-0-3
Criminal Procedures offers an in-depth study on how the Constitution and other laws are relevant in today's criminal justice system. It focuses on policy, laws, process, and the procedure of the defendant in the criminal courts setting. (Co-requisite: CRMJ123W)

CRMJ210W Juvenile Justice Administration   3-0-3
Juvenile Justice Administration examines theories, causation, and prevention programs. It includes the study of rehabilitative theories and treatment programs in public institutions and public and private agencies. Students analyze case studies and examine adolescent behavior, peer pressure, and the role of family.

CRMJ215W Corrections Operations   3-0-3
Corrections Operations explores the many facets of a correctional facility. It provides an entry-level approach to educate aspiring law-enforcement professionals and to prepare them for the various correctional settings, practices, and expectations of both staff members and inmates. Topics include pretrial inmates, sentencing of inmates, the incarceration period, rehabilitative programs, parole, probation, and ways to reduce recidivism.

CRMJ225W Drug Abuse and the Law   3-0-3
Drug Abuse and the Law examines drug use, drug misuse, and drug abuse from a criminal justice perspective. It provides an overview of the major drug categories, the substance-use disorders, and the impact drug abuse has on society. It also reviews drug-control policies, the enactment of these policies, and the response of the criminal justice system to drug-related crimes.

CRMJ230W Justice and the Community   3-0-3
Justice and the Community reviews the history and evolution of police and community relations, along with the administration of justice in today's free society. Students become acquainted with different communication styles and the way they impact desired outcomes. The course pays particular attention to special populations, the use of discretion, social and health considerations, and the impact of media on the administration of justice. (Co-requisites: CRMJ123W)

CRMJ270W Criminal Justice Internship   0-9-3
Criminal Justice Internship allows students to put learned theory to practice. With the assistance of the course instructor, students are responsible for finding agency placement. The internship requires the successful completion of 120 hours with the selected agency. The final grade is based on a combination of daily site logs, the supervising agency's assessment, a final analytical report, and a current résumé.

CULINARY ARTS / BAKING

CULA111W Soups, Sauces, and Basic Techniques   0-3-1
Soups, Sauces, and Basic Techniques covers the fundamentals of stock, soup, and sauce production while familiarizing students with kitchen equipment and knife skills. The course lays the foundation for the field of Culinary and Baking and Pastry Arts.

CULA112W Introductory Food Production   0-3-1
Introductory Food Production covers the basic principles of hot food preparation techniques. Students prepare various meat, starch, and vegetable products. This course forms the basis for all future production courses. (Prerequisite: CULA111W or POI)

CULA113W   Hot Food Techniques   0-3-1
A laboratory-oriented food production course, Hot Food Techniques enables students to expand on the cooking principles they learned in CULA112W. It also gives them the experience of serving food to the public.

CULA114W   Quantity Food Production   0-3-1
Through the use of popular and novelty foods, Quantity Food Production covers organizational and production techniques of short-order cookery. (Co-requisites: CULA111W, 112W or POI)

CULA115W   Food Theory and Meat Fabrication   3-0-3
Food Theory and Meat Fabrication covers fundamental theories in food-production principles and techniques that are associated with the cookery of stocks, soups, sauces, meats, fish, vegetables, and starches. The course also concentrates on organization, food science, cookery methods, and meat fabrication. (Co-requisites: CULA111W, 112W, 114W or POI)

CULA116W   Food Service Sanitation   3-0-3
Food Service Sanitation focuses on all related areas of food sanitation. It covers hygiene, poisons, and food-borne illnesses, and requires a comprehensive understanding of microbiology, life cycles, and proper control of rodents and insects. (Co-requisites: CULA111W, 112W, 114W or POI)

CULA117W   Introduction to Baking   0-3-1
Introduction to Baking covers quick breads, yeast breads, and baking fundamentals at an introductory level. Students become familiar with conversions, weights and measures, and bakeshop equipment related to production. (Co-requisite: CULA121W or POI)

CULA118W   Patisserie   0-3-1
In Patisserie, students prepare a variety of pastry items, including cookies, pies, tarts, phyllo, sweet doughs, and laminated doughs. Students also make meringues, pastry cream, and other fillings. This course provides a basis for more advanced bakery techniques. (Co-requisites: CULA117W, 126W or POI)

CULA121W   Baking Theory   3-0-3
Baking Theory teaches baking principles and theory, and underscores how these principles and theory apply to hands-on work in the bakeshop. (Co-requisites: CULA117W, 118W, 126W or POI)

CULA122W   Introduction to Garde Manger   0-3-1
Introduction to Garde Manger covers the artistic presentation of cold and hot foods. (Prerequisite: CULA111W or POI)

CULA123W   Table Service and Mixology   3-0-3
Table Service and Mixology covers food service, beverage mixology, alcoholic-beverage regulations, and skills in table service. It also addresses labor and employment regulations. (POI)

CULA126W   Cake Decoration and Design   0-3-1
In Cake Decoration and Design, students mix and bake cakes. Using icings and fillings, they then assemble and decorate the cakes. (Co-requisites: CULA117W, 118W or POI)

CULA127W   Individual Pastries and Plated Desserts   0-3-1
In Individual Pastries and Plated Desserts, students use pastries, dessert sauces, and other fundamentals to create single-portion desserts. They also experiment with plate decorating and garnishing techniques. (Co-requisites: CULA117W, 118W, 126W or POI)

CULA211W   Culinary Co-op I   0-9-3
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 must work at an approved food-service operation (restaurant, hotel, hospital, country club, or other institutional facility) and must engage in food-preparation tasks that enable them to apply the skills they learned in the Culinary Arts program. (Prerequisites: CULA111W, 112W, 113W, 114W, 115W, 116W, 117W, 118W, 121W, 122W, 126W, or POI)

CULA213W   Charcuterie   0-3-1
Charcuterie expands on Garde Manger in the cold kitchen and develops its relationship with forced and cured meats. (Co-requisite: CULA217W or POI)

CULA214W   Buffet   0-3-1
In Buffet, students learn how to organize, plan, and produce a variety of themed buffets. (Co-requisites: CULA215W, 217W, 229W or POI)

CULA215W   Food Sculpture and Design   0-3-1
Food Sculpture and Design covers the elements of design and expression through the production of edible table centerpieces. Students do hands-on work in ice, pulled sugar, marzipan, and pastillage. (Co-requisites: CULA213W, 214W, 217W, 229W or POI)

CULA216W   Menu Analysis and Restaurant Design   3-0-3
Menu Analysis and Restaurant Design explains the importance of a menu in relation to costs, pricing, creativity, and guest satisfaction. Students design a floor plan for a restaurant using computer software. The course includes major project work.

CULA217W   Buffet Theory   1-0-1
Buffet Theory presents thematic concepts in ethnic and general buffet presentation. The course is taught only as a co-requisite to the four fall senior culinary laboratories. (Co-requisites: CULA213W, 214W, 215W, 229W)

CULA219W   Regional American Cuisine   0-3-1
In Regional American Cuisine, students learn about and produce New England, Cajun/Creole, West Coast, and Southwestern cuisines. (Co-requisites: CULA220W, 221W, 223W, 224W or POI)

CULA220W   A la Carte Cookery   0-3-1
A la Carte Cookery exposes students to cooking to order and provides experience in front-of-the-house procedures. (Co-requisites: CULA221W, 223W, 224W or POI)

CULA221W   International Cuisine   0-3-1
International Cuisine emphasizes both the influences and ingredients that create the unique character of selected cuisines from around the world. Menus from these cuisines are produced in a laboratory-oriented production kitchen. (Co-requisites: CULA220W, 223W, 224W or POI)

CULA222W   Food Service Management   3-0-3
Food Service Management studies key financial issues in cost control within the food-service environment. The course covers payroll, taxes, scheduling, labor forecasting, production lists, inventory procedures, food costing and control, and information on employee/management relations. The course entails major project work.

CULA223W   History and Culture Theory   1-0-1
History and Culture Theory develops sensitivity to the relationship between specific foods and the cultures of France, Italy, and China. It covers the people, places, and things that have shaped the history of culinary arts. This course is taught only as a co-requisite to the four spring senior culinary laboratories. (Co-requisites: CULA219W, 220W, 221W, 224W or POI)

CULA224W Healthy Cuisine 0-3-1
Healthy Cuisine focuses on cooking for the customer's health. Students explore vegetarian, low-fat, and other diets, as well as modified traditional diets. (Co-requisites: CULA220W, 221W, 223W, or POI)

CULA227W Product Purchasing and Marketing 2-0-2
In Product Purchasing and Marketing, students learn about purchasing specifications and marketing techniques that enhance sales and profits. They also learn the essentials for operating a successful catering business. (POI)

CULA228W Senior Practicum 0-0-0
Senior Practicum is the student's "black box" examination. The examination is a hands-on examination based on the previous culinary laboratories. Students must pass this examination to graduate from the Culinary Arts program. (Prerequisites: CULA219W, 220W, 221W, 223W, 224W)

CULA229W Advanced Garde Manger 0-3-1
Advanced Garde Manger expands on the artistic presentation of cold and hot foods. The course also covers advanced meat fabrication, platter presentation, and buffet production. (Co-requisites: CULA213W, 214W, 215W, 217W or POI)

CULA230W Baking and Pastry Arts Co-op I 0-9-3
Baking and Pastry Arts Co-op I offers Baking and Pastry Arts degree candidates the opportunity to fulfill the required three hundred hours of on-the-job experience for which they are paid by their respective employers. Students must work in an approved food-service operation (bakery, restaurant, hotel, inn, or country club) and must be engaged in food-preparation tasks that reflect the skills they learned as students in the Baking and Pastry Arts program. (Prerequisites: CULA117W, 118W, 121W, 126W, 127W or POI)

CULA231W Advanced Artisan Breads 0-3-1
In Advanced Artisan Breads, students learn both fundamental and advanced skills in the art of creating artisan breads. (Co-requisite: CULA236W or POI)

CULA232W Introduction to Centerpieces 0-3-1
In Introduction to Centerpieces, students explore pastillage, pulled, blown, poured, and spun sugar, as well as the techniques necessary to design and produce edible centerpieces. (Co-requisite: CULA236W or POI)

CULA233W Dessert Buffets and Displays 0-3-1
In Dessert Buffets and Displays, students showcase their skills by presenting and displaying a wide variety of bakery products. (Prerequisite: CULA127W or POI; Co-requisite: CULA236W or POI)

CULA234W Chocolates and Confections 0-3-1
Chocolates and Confections covers the production of chocolates and other confections, along with the techniques necessary to work with chocolate and sugar. (Co-requisite: CULA236W or POI)

CULA236W Advanced Baking Theory 1-0-1
In Advanced Baking Theory, students advance their understanding of baking principles and theory as this understanding relates to their production classes. This course is taught only as a co-requisite to the four fall senior baking laboratories. (Co-requisites: CULA231W, 232W, 233W, 234W or POI)

CULA237W Advanced Cake Decoration and Design 0-3-1
Advanced Cake Decoration and Design combines the 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 0-3-1
Advanced Pastries and Plated Desserts is a hands-on production course that allows students to expand the baking fundamentals and skills they learned in CULA127W. (Prerequisite: CULA127W; Co-requisite: CULA241W or POI)

CULA239W Petit Fours and Mignardise 0-3-1
Petit Fours and Mignardise focuses on a variety of small confections that are usually one or two bites in size. (Co-requisites: CULA241W or POI)

CULA241W Advanced Pastry Theory 1-0-1
Advanced Pastry Theory covers the theoretical aspects of the advanced pastry arts courses. This course is taught only as a co-requisite to the four spring senior baking laboratories. (Co-requisites: CULA237W, 238W, 239W, 242W)

CULA242W Testing and Practical Exam 0-3-1
Testing and Practical Exam provides an extensive review of the skills, techniques, and knowledge covered in the previous baking degree courses. This course culminates with a hands-on practical examination. (Pre- requisites: CULA231W, 232W, 233W, 234W, 237W, 238W, 239W; Co-requisite: CULA241W or POI)

CULA245W Baking and Pastry Arts Co-op II 0-3-1
Baking and Pastry Arts Co-op II offers Baking and Pastry Arts degree candidates the opportunity to fulfill the required one hundred hours of on-the-job experience for which they are paid by their respective employers. Students must work in an approved food-service operation (bakery, restaurant, hotel, inn, or country club) and must be engaged in food-preparation tasks that reflect the skills they learned as students in the Baking and Pastry Arts program. (Prerequisites: CULA230W or POI)

CULA246W Culinary Co-op II 0-3-1
Culinary Co-op II offers Culinary Arts degree candidates the opportunity to fulfill the required one hundred hours of on-the-job experience for which they are paid by their respective employers. This course is a continuation of CULA211W. (Prerequisite: CULA211W or POI)

DIESEL HEAVY EQUIPMENT TECHNOLOGY

DSL102W Applied Hydraulics 2-3-3
Applied Hydraulics teaches the principles of mobile equipment hydraulic systems using an applied approach. Topics covered include hydraulic fluids, graphic symbols, and schematic interpretation. Instructors use an applied-systems approach to discuss pumps, actuators, control valves, and other components.

DSL111W Introduction to Diesel Heavy Equipment Technology 2-0-2
In Introduction to Diesel Heavy Equipment Technology, students are introduced to the numerous career paths in this industry, as well as types of fasteners and proper torque processes. They job shadow technicians at area businesses and learn about work-site ethics and safety. In addition, they explore strategies for critical reading of service reference material.

DSL113W Heavy-Duty Electrical Systems 3-3-4
In Heavy-Duty Electrical Systems, students explore electrical systems common to most diesel-powered equipment. Topics include cranking, charging, lighting, and accessory circuits. The course introduces students to electronic-control modules used in electronically controlled systems and familiarizes students with the use of programming and diagnostic equipment, such as the pro-link 2000.

DSL115W Diesel Power Systems 3-3-4
Diesel Power Systems introduces students to diesel-operating theory, nomenclature, maintenance, overhaul, and troubleshooting procedures. Students learn about various secondary systems, such as exhaust, cooling, lubrication, fuel injection, and air induction.

DSL117W Fuel and Emission Systems 3-3-4
Fuel and Emission Systems introduces fuel and emission systems. The course covers operating theory, maintenance, testing, and trouble-shooting techniques. It breaks down the fuel system to its individual components and explains the functions of each. Students learn about the causes of emissions and their harmful effects and about the role of emission controlling devices used in current HD trucks and equipment. Laboratory work supports

a hands-on approach in which students work individually or as teams where they apply theory and operating principles and identify the components of the fuel and emission systems.

DSL119W   Cooperative Education   0-3-1
Cooperative Education enables students to apply learned course competencies in a real-life setting. The course provides supplemental laboratory experience on an extensive array of equipment and processes. (Prerequisites: DSL111W, 115W, 117W)

DSL211W   Heavy-Duty Power Trains   3-3-4
Heavy-Duty Power Trains introduces the theory and operation of heavy-duty vehicle power trains. The course explores the principles of torque multiplication in transmissions, differential carriers, and final drives. It covers clutches, drivelines, and torque converters. It explores the theory and operation of countershaft and planetary power-shift transmissions used in today's off-highway equipment. Students also examine planetary final drives and differential carriers used in heavy equipment.

DSL216W   Mobile Hydraulics I   2-3-3
Mobile Hydraulics I offers an in-depth study of open and closed hydraulic systems. Students study various systems used in mobile equipment today. The course focuses on troubleshooting using schematics and test equipment. (Prerequisite: PHYS215W)

DSL219W   Failure Analysis   3-0-3
Failure Analysis covers the fundamentals of determining the causes of component failure in diesel engines, transmissions, hydraulic systems, and chassis. Students evaluate the causes of failures and write technical reports explaining the diagnosis and proposing corrective measures.

DSL222W   Mobile Hydraulics II   2-3-3
Mobile Hydraulics II focuses on problem-solving and troubleshooting techniques. The course introduces students to hydrostatic drive theory and operation. Students are assigned technical problems for diagnosis, which they must solve, writing technical reports on each assignment. (Prerequisites: DSL216W, PHYS215W)

DSL226W   Electronic Troubleshooting   0-4-2
Electronic Troubleshooting offers an in-depth study of electronic troubleshooting techniques on various electrical systems, including transmission, hydraulic, engine, emission, and climate-control systems. Students use digital multimeters, basic hand tools, and specialized diagnostic tooling to test, verify, and evaluate various electrical components. Students become familiar with service information systems (SIS) and electronic service tools (EST) utilized by various heavy-duty truck and equipment manufacturers.

**DSL227W   Heavy-Duty Chassis Brake and
               Climate Control Systems   4-3-5**
Heavy-Duty Chassis, Brake, and Climate Control Systems explores chassis frame, suspension, and undercarriage systems use in on- and off-highway equipment. The course covers undercarriage wear patterns and service options on track-type equipment. Students learn how to measure undercarriage components ultrasonically and examine many different wear patterns. Students study brake theory, basic brake foundation, the antilock system, the air system, diagnostics, and servicing of heavy-duty on-highway brake systems. The course also covers air-over-hydraulic and multiple wet-disc systems used in off-highway equipment. It explores climate control as it relates to operating theory, maintenance, testing, and troubleshooting techniques of HVAC. Students learn to use testing equipment safely to diagnose and re-charge A/C systems.

**DSL228W   Vehicle Inspection and Commercial
               Driver License   1-0-1**
In Vehicle Inspection and Commercial Driver License, students study the requirements for federal annual inspection of heavy trucks. The course also prepares students for the Commercial Driver's License written examinations.

DRIVER EDUCATION INSTRUCTOR

DEDI101W   Introduction to Traffic Safety   3-0-3
Introduction to Traffic Safety covers elements that constitute safe driving and provides an overview of the highway transportation system. Intended for driver-education instructors and for those responsible for motor-fleet safety, this course emphasizes human performance, traffic engineering, and related research. Because of the extensive amount of course content, students can expect many out-of-class assignments.

DEDI103W   Driver-Education Classroom Methods   3-0-3
Driver-Education Classroom Methods provides professional preparation for students to meet the traffic and safety needs of schools and communities. The course focuses on methods of driver-education classroom teaching. It covers state and national standards and practices for teaching driver and traffic-safety education. Students can expect many out-of-class assignments. They must have an email account and access to the Internet. They must receive a grade of C or better to take the next course, DEDI105W, and they must meet Driver Education Teacher Certification standards.

DEDI105W   In-Vehicle Driver-Education Methods   3-0-3
In-Vehicle Driver-Education Methods familiarizes students 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   3-0-3
Alcohol, Drugs, and Driving studies 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. The course covers the pharmacology of alcohol and mind-altering drugs, as well as treatment, treatment resources, and prevention.

DEDI111W   Zone Control   2-0-2
Zone Control meets credit requirements for NH Standard Certification. Participants are informed about and equipped with the tools to use the Zone Control system effectively for their own driving, to translate that knowledge to teaching their students, and to discover how the Zone Control system is integrated throughout the NH Driver Education Risk Prevention curriculum.

EARLY CHILDHOOD EDUCATION

**ECE111W   Foundations of Early Childhood
               Education   3-0-3**
Foundations of Early Childhood Education focuses on the standards set by the NAEYC for teacher preparation and on the way these standards are reflected in the workplace. Students develop a résumé and create an electronic professional portfolio that can be used for interview purposes. The professional portfolio includes competency statements with supportive artifacts using the NAEYC Standards for Early Childhood Professional Preparation for associate degree programs. The course emphases the purpose of ongoing professional development with special attention to current trends in ECE in NH, such as Early Learning Standards and the NH ECE Professional Development System. Students observe activities in an approved early childhood setting for at least ten hours outside of class time.

ECE112W   Child Growth and Development   3-0-3
Child Growth and Development introduces students to the notion of the child (newborn to age 8) as a learner and family member with needs to explore, communicate, and develop physical, cognitive, and social competence. The course covers current stages of a child's development, including the range of normal milestones at the various developmental levels. Based on the NH Early Learning Standards, the course places special emphasis on appropriate expectations within learning environments at the various stages of development. Students in the course explore and examine observation skills through case-study analysis.

**ECE114W   Health, Safety, and Nutrition
                          for the Young Child   3-0-3**
Health, Safety, and Nutrition for the Young Child covers the fundamental issues and policies of health, safety, and nutrition in early childhood settings as they relate to cultural norms. The course places special emphasis on both the Health and Physical Development domains, and the Social and Emotional Development domains of the NH Early Learning Standards. Students explore the licensing issues, along with medical, legal, family, and developmental issues as they apply to the health and wellness of young children ages birth to 8 years old. To add to their professional portfolios, students create classroom materials that support health and physical development, as well as social and emotional development.

ECE115W   Positive Guidance Techniques   3-0-3
Positive Guidance Techniques emphasizes techniques that prepare young children to become competent, confident, and cooperative. Students observe, explore, and share developmentally appropriate methods of guiding children and learn effective strategies for preventing disruptive behaviors in the classroom. A recurring theme is the impact of positive discipline on a child's self-esteem and self-competence, with emphasis on the Social and Emotional Development domain of the NH Early Learning Standards. Students examine the influence that developmental, environmental, temperamental, social-emotional, and health factors have on early childhood education, analyzing theories as they relate to discipline and guidance, including the Pyramid Model. Students create classroom materials that support social and emotional development to add to their professional portfolio. They also observe and participate in an approved ECE setting for fifteen hours.

**ECE118W   Infant, Toddler, and Preschool
                          Curriculum   3-0-3**
Infant, Toddler, and Preschool Curriculum provides theoretical knowledge and practical skills necessary to create an infant/toddler (birth to 3 years) curriculum in a nurturing environment. In accordance with the National Association for the Education of Young Children Standards, the course introduces students to developmentally appropriate practices and inclusive caregiving for infants and toddlers in group settings by providing an overview of activities, observations, assessments, individual development, quality routines, learning environments, classroom materials, and guidance techniques. Students investigate and compare play-based, project-based, and content-centered teaching styles. The course also provides an in-depth study of preschool (age 3 to 5 years) education fundamentals supported by anti-bias and ACES sensitivities, including program goals, social interaction, curriculum instruction, and use of space and materials. Students use the NH Early Learning Standards as a guide to develop strategies for supporting the whole child, including the child's cognitive, language, social-emotional, and physical development skills in a safe, responsive, and culturally sensitive environment. Students examine the role and responsibilities of parents and caregivers in creating high-

quality, supportive environments and develop classroom materials and lesson plans to include in their professional portfolio. Students observe in an approved ECE setting for fifteen hours.

ECE119W   Promoting Language and Literacy   3-0-3
Promoting Language and Literacy focuses on curriculum construction for language-acquisition skills, such as reading comprehension, pre-writing, and emergent literacy. It offers instruction on how to guide children in their development of oral language, phonological awareness, print concepts, and written development: i.e., the core literacy areas. The course places strong emphasis on the Language Development and Emergent Literacy domain of the NH Early Learning Standards, using high-quality children's books to promote best practices for acquisition of language and reading. The course likewise covers poetry and prose fiction, including multicultural and informational books as applied to early childhood education. Students learn multiple lessons for children in each core literacy area and explore tools for assessment and documentation of children's progress. Students create activities and lesson plans for each core area, which they add to their professional portfolios. Students observe and participate in an approved ECE setting for fifteen hours. (Prerequisites ECE118W)

ECE120W   Introduction to Early Intervention   3-0-3
Introduction to Early Intervention provides an overview of early intervention from historical, legal, and current best-practices perspectives. The course introduces ways to care for infants and toddlers who are at risk for developmental delays or disabilities or who already have such conditions. Students explore key aspects of consultation, assessment, interdisciplinary collaboration, service coordination, techniques of intervention, and family-centered services with a focus on culturally responsive practices. The course emphasizes the collaborative development, implementation, and evaluation of the Individual Family Service Plan (IFSP) as the framework for early intervention.

**ECE121W   Understanding Children with Autism
                          and Pervasive Developmental Disorders 3-0-3**
Understanding Children with Autism and Pervasive Developmental Disorders broadens the student's understanding of autistic spectrum disorders. The course focuses on young children from infancy to 8 years of age, addressing the neurological impacts such disorders have on communication, sensory processing, play skills, social skills, and behavioral components. Discussion on a variety of educational strategies enhance the student's understanding of the environmental impact these disorders have within the home, school, and playground. Students observe/present curriculum in an approved setting for ten hours.

**ECE211W   Organization and Management of
                          Early Childhood Programs   3-0-3**
Organization and Management of Early Childhood Programs addresses the organizational and administrative practices that apply to programs serving children ages birth to 8 years old. The course emphasizes ways to plan, organize, manage, and evaluate programs and facilities for children. It covers NH licensing rules, marketing, public relations, customer service, federal and state funding, fiscal management, NAEYC accreditation, as well as hiring, motivating, and evaluating staff. It also covers the importance of community service and leadership for ECE program directors. Students study with an ECE credentialed administrator/mentor in an approved setting for fifteen hours to create a "Director Planning" section for their professional portfolio.

ECE213W   Sociology of Children and Families   3-0-3
Sociology of Children and Families provides an overview of adverse childhood experiences (ACES) and the impact of ACES on the physical, cognitive, and social-emotional development of young children. Students learn about the effects that family culture, economic status, and current societal issues have on the development of young children. along with the types of social-emotional learning (SEL) that can mitigate negative influences. The course introduces the Social and Emotional Development

domain of the NH Early Learning Standards and offers techniques to reduce biases in classrooms. Students create SEL lesson plans and activities to add to their professional portfolios. Additionally, they learn about and develop effective models for teacher/program/family partnerships that provide information and support for families.

**ECE216W   Understanding Young Children
with Special Needs   3-0-3**
Understanding Young Children with Special Needs introduces various categories of disabilities, along with legal and historical foundations for special-education services. It instructs students on ways to design and access educational resources for exceptional children within the context of collaboration and inclusion. Students learn about an educator's role in supporting individuals with disabilities in the home, in the community, and within the educational setting. They learn the importance of respecting the inherent worth and dignity of the child, as well as the importance of the children's right to affect the conditions of their own lives. Students develop strategies that facilitate children's independence, learning, social connections, and self-advocacy skills. The curriculum emphasizes the philosophical and practical value of children's diverse and distinct abilities, offering strategies for curriculum modifications, problem solving, and collaboration with educators and families.

**ECE218W   Promoting Cognitive and
Executive Functioning Skills   3-0-3**
Promoting Cognitive and Executive Functioning Skills focuses on curriculum construction so that children develop cognitive skills related to exploration, numeracy, science, executive function, and social studies. It offers instruction on guiding children's development in math concepts, community awareness, environmental influences, and play. The course emphasizes the Cognitive Development domain of the NH Early Learning Standards. In accordance with best practices for acquisition of math and science concepts, the course uses high-quality children's books and learning materials, providing various approaches to instruction and multiple lesson plans related to ECE in each cognitive area. The course explores assessment tools and the documentation of children's progress. Students create activities and lesson plans in each area to add to their professional portfolios, and they observe children within an approved ECE setting for up to fifteen hours. (Prerequisites ECE118W)

ECE219W   Early Childhood Education Practicum   2-6-4
Early Childhood Education Practicum is an in-depth field study of the practical daily operation of ECE programs, including program organization, physical setting, adult/child interaction, and curriculum instruction. It offers students an opportunity for onsite practice in either a preschool program (children 3 to 5 years old) or infant/toddler program (birth to 3 years old). Learning objectives and activities are based on students' portfolios and are established through weekly seminars. Students work directly with children to develop and document strong skills in (1) developing and monitoring a classroom-management program, including establishing smooth routines and transitions, (2) fostering learning, including giving lessons and assessing progress, and (3) record keeping, including communicating with parents. Students must attend class for fifteen hours and observe/work in an ECE approved setting for ninety hours. To register, students must be First Aid and CPR certified. Fingerprinting and background checks are required by the approved facility.

ECONOMICS

ECON111W   Principles of Macroeconomics   3-0-3
Principles of Macroeconomics offers a survey of macroeconomic issues, such as world trade, causes of inflation, supply and demand, the role of unions, the role of productivity, the nature of money, and the costs and causes of unemployment. The course places special emphasis on the role government plays in the economy through taxes and resource allocation. (Co-requisite: ENGL120W)

ECON112W   Principles of Microeconomics   3-0-3
Principles of Microeconomics examines the functional operation of the economy from a unit-analysis perspective. Topics include the individual firm, costs of production, perfect and imperfect competition, factors of consumer demand and elasticity, and measurement and principles of international trade. (Co-requisite: ENGL120W)

EDUCATION

EDU101W   Introduction to Exceptionalities   3-0-3
Introduction to Exceptionalities introduces the basic values that underlie supporting students who experience disabilities and the roles of teacher assistants in supporting these students, 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 onsite visits to schools and classrooms, students in the course develop strategies on ways to promote independence, learning, social connections, and self-advocacy skills in elementary-school children. The curriculum emphasizes the philosophical and practical applications of valuing students' abilities and diversity; collaborating with educators and families; and supporting classroom teachers, curriculum modifications, and problem-solving strategies. Topics 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 for students with disabilities. This course also entails field study.

EDU104W   Foundations of Education   3-0-3
A survey course, Foundations of Education investigates the philosophical, historical, and social/cultural character of education in the United States. It examines the way schools function organizationally. Topics include the role of education, system philosophy, and trends that have shaped contemporary education. Students also conduct field observations. This course is a concentration requirement for both the Special Education certificate and the Teacher Education associate degree. It is intended to be the first in a series of learning experiences for those interested in careers as teachers. It also fulfills a required elective in social science. This course includes field study.

**EDU130W   Adolescent Growth and
Development in DEI   1-0-1**
Adolescent Growth and Development in DEI is a survey of adolescent and growth development focusing on the physical, cognitive, social, and emotional domains.

EDU132W   Learning and Teaching Styles in DEI   1-0-1
Learning and Teaching Styles in DEI introduces students to learning-style 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   1-0-1
Special Education in the School in DEI provides students with the knowledge and skills to develop, evaluate, and modify curriculum and instructional techniques in a main-streamed classroom. It also gives them the skills to participate in developing written individual educational plans.

**EDU200W   Supporting Students with
Challenging Behaviors   4-0-4**
Using the framework of positive behavioral support, Supporting Students with Challenging Behaviors teaches the knowledge and skills needed to support children in the classroom with challenging behaviors. Students in the course learn the basic assumptions about the context and function of behavior. They learn how behavior influences people and events, how certain behaviors enable children to obtain basic needs, and how other behaviors allow them to avoid unpleasant situations. By understanding the effects of various behaviors, students in the course can develop effective classroom

strategies for supporting children with challenging behaviors. By focusing on these new skills of support (as opposed to intrusive interventions that rely on eliminating challenging behaviors), the course inculcates effective positive approaches that respect the dignity of the individual and facilitate social inclusion. This course includes field study. (Co-requisite: EDU101W or ECE216W or POI)

EDU201W   Legal Issues in Education   3-0-3
Predicated upon legislative requirements, such as the Individuals with Disabilities Education Act (IDEA), Legal Issues in Education revisits the theories and issues explored in EDU101W and EDU200W, placing them within the context of inclusive instructional settings. In addition to examining these various legal requirements, the course explores instructional strategies for curriculum adaptation and delivery that effectively assist children and adolescents with special needs. (Prerequisite: EDU101W or POI)

EDU203W   Teaching Strategies for Students
                 with Disabilities   3-0-3
Teaching Strategies for Students with Disabilities focuses on strategies to accommodate students who have difficulties with basic reading, writing, and study skills. The course emphasizes the importance of accommodating students rather than "helping" students by completing work for them. Students in the course study and practice a variety of techniques through in- and out-of-class exercises. They teach collaboratively with one another to demonstrate their knowledge and skills. Additionally, they learn a variety of study techniques, including mnemonics, organization, reading strategies, time management, double-column notetaking, and the concepts of active verses passive learning. Students work in small groups developing strategies to teach various skills to one another. Innovation and creativity are key to success in this course. This course includes field study. (Prerequisite: EDU101W or POI)

EDU204W   Instructional Technology   3-0-3
Instructional Technology presents theories and strategies for the effective integration of technological resources and technology-based methods of instruction, as well as the integration of assistive technology for students with disabilities. The course provides background into mediated instruction and reviews the qualities and benefits of various technology options available within instructional settings, including assistive technology. Integral to the course is the opportunity to apply instructional delivery methods for students with disabilities using common forms of media, multimedia, computers, and specialized programs. Students also contemplate future strategies for integrating technology within the constraints of time and place.

EDU206W   Understanding Sensory Integration   3-0-3
Understanding Sensory Integration broadens the students' understanding of Sensory Integration. The course emphasizes the impact that poor integration, deregulation, and sensory disorder have on a person's ability to be successful in social or academic settings. The course explores concepts of intervention in natural environments and supports the training needs of early childhood educators, paraprofessionals, parents, and care providers who serve this population. (Prerequisite: ECE121W or POI)

EDU207W   Teaching and Learning   3-0-3
Teaching and Learning studies principles of curriculum, organizations, and teaching methods. Under supervision, students observe and participate in a public school. The course introduces the student to rubric evaluation, learning styles, lesson planning, and curriculum delivery. This course includes field study. (Prerequisites: EDU101W or POI; Co-requisite: ENGL120W or POI)

EDU209W   Integrated Arts   3-0-3
Integrated Arts explores the value of integrating the arts across all content areas of the curriculum. Students in the course learn the importance of children in the classroom being engaged in the creative process. These students investigate the various means of expressing ideas, emotions, and images through music, drama, movement, puppetry, visual arts, and theatre.

EDU210W   Foundations of Diversity   3-0-3
The United States is a nation rich in cultural diversity, experiencing variations in race, ethnicity, gender, ability, age, religion, sexual orientation, socioeconomic class, and more. For this diverse nation and for the children of this diverse nation to prosper, everyone must recognize and understand the nature of this diversity and the extent to which perceived differences may affect social behavior and interpersonal relationships. In Foundations of Diversity, students confront information, issues, theories, and beliefs that prove essential to their understanding and an ability to relate to people of diverse cultures. The course places special emphasis on the role of the school as a socializing agent and on the responsibility of professionals who influence the lives of children and can affect social adaptation and change. This course includes field study.

EDU215W   Assessment of Student Learning   3-0-3
In Assessment of Student Learning, students learn strategies for planning and assessing school children in both direct and indirect instruction. Students in the course learn how to select, design, conduct, and interpret the results of formative and summative assessments. The course also examines teacher-created assessments and standards-based assessments and compares the data that each provides. The course then utilizes those data to show students how to improve and modify instructional approaches.

EDU218W   Design of Instruction   3-0-3
Design of Instruction introduces students to the design and development of the content of learning experiences. This course introduces curriculum theory and investigates the processes of curriculum development, use, and evaluation. It also addresses these 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?" In addition, students are introduced to the following two frameworks: Understanding by Design (UbD), which helps them create units and assessments that develop students' understanding of important ideas and Universal Design of Learning (UDP), which helps guide students in planning lessons, choosing materials, assessing learning, and ultimately improving instructional practices. (Prerequisite: EDU101W or POI)

EDU230W   Essentials of Career and Technical
                 Curriculum and Instruction   3-0-3
Essentials of Career and Technical Curriculum and Instruction explores the history, philosophy, principles, organization, and operation of career and technical education in the United States. Students develop an understanding of the role and responsibilities of a professional career and technical educator. This course provides students with the foundation and skills needed to design, implement, and manage a curriculum in career and technical education. Students learn to identify resources, derive content, formulate objectives, evaluate methods, produce measurable learning outcomes, engage in occupational analysis, and select and develop activities.

EDU232W   The Autism Spectrum and Beyond   3-0-3
The Autism Spectrum and Beyond provides an overview of Asperger's Syndrome from the historical, legal, and current best-practices perspectives. The course explores concepts of inclusion in natural environments and academic settings, and supports the training needs of educators, parents, and care providers who serve this population. (Prerequisite: ECE121W or POI)

ENGLISH

ENGL120W   College Composition   4-0-4
In College Composition, students learn the fundamentals of writing a research paper by engaging in a semester-long research project that ends with the submission of a seven- to eight-page documented research paper. This research paper represents the culmination of all the research they have done on the topic during the semester. The documentation style students use and for which they are assessed is MLA. 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.

ENGL123W   Writing about Literature   3-0-3
Writing about Literature introduces students to literary analysis. Students learn and practice critical skills in literary analysis, skills enabling them to access and interpret literary works with confidence and intellectual resourcefulness. Students study the primary literary forms (narrative prose fiction, poetry, and drama), as well as others, and apply the skills they learn to make meaningful contributions to the works they study. In this course, students develop research-writing and critical-thinking skills.

ENGL211W   Professional Writing   3-0-3
Professional Writing builds on the fundamentals taught in ENGL120W. 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, and grants. 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 organizational skills, research methods, ethical practice, editing skills, collaboration and teamwork, critical and creative thinking, and cultural considerations in any act of communication, both written and oral. (Prerequisite: ENGL 120W)

ENGL213W   Survey of Women's Literature   3-0-3
Published women's writings became more common in the 19th century, but until then, English literature was largely male dominated. This Survey of Women's Literature reflects the changing voice in literature as revealed through women's perspectives. Students read, discuss, and write about representative samples of women's literature. The course includes essay and journal writing, as well as a research project.

ENGL214W   Children's Language and Literature   3-0-3
Children's Language and Literature 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.

ENGL217W   North Country Literature and the
**   New England Tradition   3-0-3**
North Country Literature and the New England Tradition studies samples of the canon of New England literature. Students read, discuss, and write about the Yankee perspective as revealed in poetry, essays, stories, and novels by Maine, New Hampshire, and Vermont writers.

ENGL220W   Writing the Short Story   3-0-3
In Writing the Short Story, students begin with a series of individualized exercises and readings. They then proceed to draft and revise at least one good short story. The course is conducted as a writing workshop in which each student is expected to produce three to five pages of writing each week.

ENGL224W   The Short Story   3-0-3
The Short Story presents the short story as a major literary genre and involves analytical readings and interpretations of early, modern, and contemporary fiction. 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   3-0-3
Through practice in speech preparation and presentation, students in Oral Communication gain confidence and poise in public speaking. Students orally present a variety of speeches through various delivery modes (including multimedia presentations) ranging in genre from relatively informal extemporaneous speeches to formal speeches, such as informative and persuasive speeches.

ENGL229W   Media and Society   3-0-3
Media and Society is designed as a general analysis of the media: what influences content and how that content influences public decisions, society, and targeted audiences. It examines what impact our role as consumers of information has on the media. This course concentrates on news and information-media outlets, extending beyond traditional media institutions to include a variety of information sources made possible through the Internet, including social media. This course includes an historical perspective, looking at ways in which media outlets have changed and evolved from newspapers to radio and television broadcasting, to the Internet and social media.

ENGL230W   Creative Writing Workshop   3-0-3
In Creative Writing Workshop, students learn and practice the skills, strategies, techniques, and features that form the basis for producing original, well-crafted works of creative writing. To improve the quality of their work, students receive constructive feedback from their peers and instructor. Students compose original works of art through exposure to genres and forms, including the short story, poetry, and drama. The course emphasizes the importance of literary elements, including character, plot, imagery, tone, theme, metaphor, and the like.

ENGL233W   Environmental Literature   3-0-3
Environmental Literature introduces students to some classic works of American nature writing. Each week, students read and discuss the assigned readings. Discussion topics include how literature influences public opinion and awareness, how the American view of nature has changed over time, and how writers engage in various writing methods and styles to gain a voice and establish perspective. Students likewise develop their own skills in observation, reflection, and writing about nature.

ENGL234W   Exploring Culture through Literature   3-0-3
Exploring Culture through Literature offers a unique lens through which to view human experience and the human condition. Through this lens, students become aware of that which binds us together as humans and that which makes us different. This course, by examining various cultures through literature, opens minds and broadens perspective, inculcating appreciation for the values of inclusion and diversity.

ENGL235W   Advanced Research Writing   4-0-4
Advanced Research Writing builds upon the fundamental research skills acquired in ENGL120W. Students learn advanced research-writing strategies and effective rhetorical techniques used across the curriculum and within disciplines. Reading peer-reviewed, scholarly articles, primary and secondary sources, in-depth reports, and comprehensive studies, students acquire advanced research skills. Through analysis, evaluation, and synthesis, they develop competence in the art of rhetoric, persuasion, and argumentation. Unlike ENGL120W, which teaches MLA, this course teaches APA, a documentation style required for many degree programs. This course is highly recommended for students interested in pursuing a bachelor's degree. (Prerequisite: ENGL120W)

ENGL243W   The Graphic Novel   3-0-3
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. The Graphic Novel explores different kinds of graphic novels (memoir, fantasy, adaptations, social critiques, and more) to illustrate how writers and illustrators weave words and images together to create meaning that

transcends traditional genres and harnesses new modes of expression. Students broaden their knowledge and appreciation of the graphic novel and put their mind to creating one of their own.

ENGL245W Survey of British Literature I: 700 CE – 1800 CE   3-0-3

Survey of British Literature I introduces students to the first ten centuries of British literature (Old, Middle, and Early Modern English) from the eighth 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 within 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.

ENGL246W Survey of American Literature   3-0-3

Survey of American Literature introduces students to American literature with emphasis on the post-Revolutionary period. The course 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 American authors within 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.

ENGL250W Survey of British Literature II: 1800 CE - 21st Century   3-0-3

Survey of British Literature II introduces students to British literature from the Romantic period up to contemporary British literature. 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 within 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.

ENGL255W Poetry: A Study of a Literary Form   3-0-3

Poetry: A study of a Literary Form examines a wide range of poetry, acquainting students with major poets and potentially minor ones. It provides a strong basis for reading, understanding, and writing about poetry and poetic form. Students become acquainted with various types of poems, such as the lyric, the sonnet, the elegy, the ballad, and many more. The course gives students a language and vocabulary, as well as critical, theoretical, social, and historical contexts, to read, analyze, and interpret poetry.

ENVIRONMENTAL SCIENCE

ENVS110W Introduction to Environmental Science 3-2-4

Introduction to Environmental Science is an introductory course in environmental science involving an interdisciplinary study of how entities in nature are interconnected. It provides an integrated study of environmental problems, connections, and solutions.

ENVS202W Water Resources and Hydrology   3-2-4

Water is essential to life and many of the processes that occur on Earth. Water Resources and Hydrology takes a detailed look at the occurrence, distribution, and circulation of water near the Earth's surface. This course covers the basics of limnology, water as a critical resource, threats to the resource, water treatment resources, and basic water-flow calculations. Laboratory work consists of field visits to both lotic and lentic systems, as well as the collection and analysis of rainfall and runoff data. (Prerequisites: BIOL111W, CHEM111W, ENVS110W)

ENVS205W Conservation Biology   3-2-4

Conservation Biology takes an in-depth look at the causes and consequences of the loss of biodiversity. Students examine the importance of biodiversity and the loss of it from a genetic to an ecosystem perspective. In addition to studying the challenges for species management, students explore endangered ecosystems, the eventual cause of extinctions, and the roles of economic and social factors in environmental conservation. (Prerequisites: BIOL111W, ENVS110W)

ENVS208W Conservation Law Project   1-4-3

A student-directed capstone course, Conservation Law Project asks students to apply the knowledge and skills they learned while fulfilling their Conservation Law Enforcement degree requirements. Conservation Law Enforcement majors must complete the NH Fish and Game Hunter Education course, the NH Fish and Game Trapper Education course, and the NH Department of Safety Boater Education course. They must also meet the competencies associated with game and non-game species identification. (Prerequisite: CHEM113W, ENVS110W)

ENVS210W Environmental Project   1-4-3

A student-directed capstone course, Environmental Project asks students to apply the knowledge and skills they learned while fulfilling their Environmental Science degree requirements. In cooperation with their faculty advisor, students design and complete a comprehensive project related to their area of interest. (Prerequisite: CHEM113W, ENVS110W, GIS112W)

EXPERIENTIAL LEARNING

EELX101W Evaluation of Experiential Learning 1-0-1

Evaluation of Experiential Learning gives students the opportunity to gain credit through life experience. Students develop a portfolio to be assessed by the academic officer and faculty members. The portfolio includes a résumé; a narrative summary of work and learning experiences, and an outline of the skill, knowledge, and competencies for which the student seeks credit. To qualify for this experiential credit, students must have prior approval from the VPAA.

FORESTRY

FRST101W Dendrology and Introduction to Tree and Shrub Identification   3-2-4

Dendrology is the study of trees and other woody plants. In Dendrology and Introduction to Tree and Shrub, students learn the taxonomy, geographic range, natural history, ecological relationships and uses of major tree and shrub families found in New England. Laboratory work focuses on the morphology and classification of common New England trees and shrubs. In the field, the emphasis is on identification.

FRST205W Forestry Resources   3-2-4

Forestry Resources introduces students to a wide range of issues that forests face in a changing climate with a growing human population. These interactions between humans and forests are extensive. Humans place significant pressures on forest resources, expecting many services in return. This course explores these interactions and other forestry-related topics, including distribution and forest ecology, silvics and forest management, and ecosystem services. This course also addresses alternative uses for forests and solutions to forestry-related issues. (Prerequisite: FRST101W Recommended)

GEOLOGY

GEOL111W Physical Geology   3-2-4

Physical Geology covers the nature of geologic materials, structures, and processes. It provides an introduction to crustal material, as well as the processes that help shape the earth's crust (such as mountain building; volcanism; continental drift; and the work of ice, wind, and running water). It also provides information about the natural resources related to geology, such as petroleum, minerals, and ground water. This course involves laboratory work.

GEOL112W Geology and Soils   3-2-4

Geology and Soils, like GEOL111W, covers the nature of geologic materials, structures, and processes. It likewise covers the processes that help shape the earth's crust (such as mountain building; volcanism; continental drift; and the work of ice, wind, and running water). Unlike GEOL111W, it introduces students

to minerals and rocks and includes topics such as soil genesis, the physical properties of soils, the role of water, inorganic and organic nutrients, and some aspects of soil management. This course involves laboratory work.

GEOGRAPHIC INFORMATION SYSTEMS

**GIS112W   Introduction to Geographic
                    Information Systems   2-2-3**
Introduction to Geographic Information Systems introduce the field of GIS, the development and structure of a GIS system, and sources of digital data. Its method of instruction includes lectures, laboratories, and projects. It stresses the importance of learning ESRI ArcMap software.

**GIS211W   Geographic Information Systems
                    Applications   2-2-3**
Geographic Information Systems Applications builds on the fundamentals learned in GIS112W. Using a hands-on approach, the course has students engaged in GIS applications. Students also learn advanced ESRI ArcMap skills. (Prerequisite: GIS112W)

HISTORY

HIST120W   Contemporary World Issues   3-0-3
Contemporary World Issues explores the complex interactions between nations and peoples in today's world. This course provides historical background to broach a number of contemporary global issues. Given that these contemporary issues have political, ethical, economic, social, historic, and geographic ramifications, this course engages students in critical, thoughtful analysis. Topics may include energy, race, ethnicity, religion, economics, conflicts, terrorism, global trade, environmental issues, current political climates, civil and human rights, scientific and technological advance. (Prerequisite: ENGL120W strongly recommended)

HIST211W   America in the 20th Century   3-0-3
America in the 20th Century offers a survey of U.S. history from 1900 to the turn of the century focusing on areas of social, economic, political, and diplomatic interest. (Co-requisite: ENGL120W strongly recommended)

**HIST213W   United States in the
                    Great Depression   3-0-3**
United States in the Great Depression offers an in-depth examination of the economic, political, cultural, and social impact and consequences of the events occurring between years 1929–1941. The course places special emphasis on the relationships between corporate and governmental institutions as these relationships emerged, developed, and affected the United States. (Co-requisite: ENGL120W strongly recommended)

**HIST214W   Ancient Western Civilization
                    (Pre-history to 1500)   3-0-3**
Ancient Western Civilization introduces students to the development of institutions, ideologies, and events that shaped the foundations of Western civilization. The course explores the origins and evolution of Western civilization up to the late Middle Ages, beginning with the Classical Greek and Roman periods. Methods of instruction include lectures, class discussions, and video presentations. Using a cultural approach, the course analyzes these formative centuries up to the year 1500. (Co-requisite: ENGL120W strongly recommended)

**HIST215W   Modern Western Civilization
                    (1500 to Present)   3-0-3**
Modern Western Civilization examines the cultural, political, economic, and religious evolution of Western thought and the development of Western civilization from 1500 to the present. The course explores the decline of absolute monarchies, the rise of revolutionary ideologies, the Enlightenment, political revolutions in Western nations, industrialization, the birth of modern science, and the process of change in contemporary Western society. (Co- requisite: ENGL120W strongly recommended)

HIST216W   United States History to 1877   3-0-3
United States History to 1877 is a survey of American history from earliest colonial settlements to the conclusion of the Civil War/Reconstruction Period. The course emphasizes the European discovery of the Americas; the development of cultural, economic, and political institutions in colonial times; the coming of the revolution and the consolidation of the republic; the expansion of democracy; the westward movement; and the Civil War. (Co-requisite: ENGL120W strongly recommended)

HIST220W   Liberty and Tyranny   3-0-3
Liberty and Tyranny examines liberty and tyranny as opposing ideological principles in the governing of peoples and nations. Students study power centers and the abuses of power; the rule of law and foundational documents that secure freedom; the use of propaganda, education, and economic conditions, as well as other issues that relate to human rights and the role of government, especially the necessity of citizen participation. The course also covers the role of institutions and foreign influences. Throughout this study of Liberty and Tyranny, students make connections with events occurring in America. The course culminates in a research paper on a tyrant, past or present, of the student's choice. (Co-requisite: ENGL120W strongly recommended)

HOSPITALITY

HOS101W   Introduction to Hospitality   3-0-3
Introductory to Hospitality presents a comprehensive view of the hospitality industry. Students learn about every facet of hospitality from a management perspective and explore current issues affecting the industry.

HOS210W   Accounting for Hospitality Managers   3-0-3
Accounting for Hospitality Managers teaches students how to perform hospitality departmental accounting at the supervisory and managerial levels. Topics include cash management and planning, casino accounting, and other accounting matters. The course offers comprehensive coverage of the Sarbanes-Oxley Act, including the role of SEC, Fair Value Accounting, computerization, and today's technology.

HUMANITIES

**HUMA105W Introduction to Music
                    (Exploring the World of Music)   3-0-3**
Introduction to Music offers a fundamental approach to perceptive listening based on a detailed study of several masterpieces of different periods and forms. Students study the pieces from aesthetic and historical perspectives, developing a solid understanding of musical history and various music styles.

**HUMA106W Basic Music Theory Applied to
                    Beginner Guitar   3-0-3**
Basic Music Theory Applied to Beginner Guitar offers students a fundamental approach to reading basic music theory and applying what they learn to guitar. Students must provide their own guitar.

**HUMA108W Basic Music Theory Applied to
                    Orff Methodology   3-0-3**
Basic Music Theory Applied to Orff Methodology offers students a fundamental approach to reading basic music theory and applying what they learn to recorder and various orffestration instruments (xylophone, metallophone, glockenspiel, shakers drums, etc.). Students must provide their own instruments.

**HUMA110W Basic Music Theory Applied to
                    Keyboard   3-0-3**
Basic Music Theory Applied to Keyboard offers students a fundamental approach to reading basic music theory and applying what they learn to keyboard. Students must provide their own portable keyboard.

HUMA120W Environmental Issues   3-0-3
Environmental Issues examines the environmental issues that
are relevant today, focusing on the interactions and relationships
among society, the individual, and the physical environment.
Students increase their awareness of how they fit into the envi-
ronment and what their responsibility is as part of the biosphere.
Topics include politics, regulations, constraints, change, envi-
ronmental policies, population growth, economic growth, and
the impacts of resource development. The course also discusses
individual attitudes and actions, and the extent to which these
factors affect the environment, policies, and regulations. Methods
of assessment include writing assignments, group projects, and
class presentations. (Co-requisite: ENGL120W)

HUMA126W The Cinema: History and Art
**   (American Cinema)   3-0-3**
The Cinema: History and Art explores Hollywood film as an
industry, art form, means of communication, and system of rep-
resentatives. In one sense, this is a language course, the language
of film. The course also examines the way Hollywood films work
technically, artistically, and culturally to both challenge and re-
inforce America's national self-image.

HUMA130W Philosophy for Modern Times   3-0-3
Philosophy for Modern Times addresses several of the "big ques-
tions" that preoccupy philosophical inquiry—the existence of God,
the meaning of life, the nature of truth, the limits of knowledge,
the nature of ethics, human freedom, and the quest for happiness.
Using contemporary methods, the course places such questions
within the context of social and political thought.

HUMA140W Science Fiction and Philosophy   3-0-3
Science Fiction and Philosophy is for students seeking to open
their minds to new possibilities in philosophy. The course uses
science fiction as a genre to explore ideas students may never
have examined, such as immortality, time travel, artificial intel-
ligence, gods and aliens, paranormal phenomena, and the nature
of humans and their minds.

HUMA150W Karate   3-0-3
Karate introduces karate as a martial art and a means of self-de-
fense. It includes a survey of karate-do, explanations of the way of
karate, and a perspective on behavior, values, and confrontation.

HUMA181W Spanish I   3-0-3
Spanish I develops the students' fundamental ability to both com-
prehend and converse in Spanish. It introduces early reading
and writing skills and acquaints students with the customs and
cultures of the Spanish-speaking world.

HUMA182W Spanish II   3-0-3
A continuation of HUMA181W, Spanish II involves intensive oral
practice, combined with the study of grammar and composition.
Students also read basic Spanish texts.

HUMA183W French I   3-0-3
Open to students with little or no prior experience in French,
French I emphasizes the four basic language skills of listening,
speaking, reading, and writing, and provides insight and context
into French culture.

HUMA184W French II   3-0-3
A continuation of HUMA183W, French II emphasizes at a higher
level the four language skills of listening, speaking, reading, and
writing, and provides further insight and context into French culture.

HUMA187W World Music Drumming   3-0-3
World Music Drumming offers a fundamental approach to world
music drumming primarily based on the traditions of West Af-
rica and the Caribbean Islands. Students play tubanos, djembes,
shekeres, and other traditional instruments of West Africa. They
listen to and communicate with their fellow students, they learn
the value and techniques of cooperative teamwork, and they sing
songs from various multicultural traditions.

HUMA190W Introduction to Modern Dance and
**   Movement   2-2-3**
Dance is more than a technique or set of steps. It deepens our
understanding of ourselves and the world. In Introduction to
Modern Dance and Movement, students strengthen their physi-
cal body in a safe and supportive environment while developing
and exploring their creative expression through the art of dance.

HUMA212W Legal and Ethical Issues   3-0-3
Legal and Ethical Issues introduces concepts of ethics from their
origin in antiquity to their application in today's world. The
course explores morality, moral values, and the codification of
these values into our legal system. It likewise examines major
contemporary ethical issues thereby enabling students to engage
in the process of ethical decision making.

HUMA214W World Religions   3-0-3
World Religions is an introduction to the history and worldviews
of the major world religions. It takes a comparative approach
to present common elements of all religious traditions: rituals,
symbols, founding narratives, the spiritual experience, the nature
of the divine, the place of humans in the world, and the mean-
ing of life after death. The course also examines the ideological
implications of these various religions within a global context.

HUMA228W Special Topics in the Humanities   3-0-3
Special Topics in the Humanities examines a topic of the students'
choice, a prospectus having been approved by the department.
(Prerequisites: ENGL120W and three additional credits in English)

HUMA240W Critical Thinking Seminar   3-0-3
In Critical Thinking Seminar, students 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 critical-
thinking skills. Students then apply these numeric, deductive, and
evaluative strategies to a host of complex, difficult scenarios from
the practical to the abstract. (Prerequisite: ENGL120W)

HUMAN SERVICES

HSV111W   Introduction to Human Services   3-0-3
Introduction to Human Services provides students with the back-
ground material and concepts necessary to understand the theory
and practice of services for people with a variety of challenges.
The course draws information from the disciplines of history,
sociology, and psychology and combines this information with
values-based themes of social-role valorization, ethical behavior,
moral philosophy, and work in human services.

HSV114W   Case Management   3-0-3
Case Management reviews the process for designing and im-
plementing systems of support for human-service consumers.
Students discuss and present current and evolving models for
assessment and planning, as well as issues related to case man-
agement and crisis intervention.

HSV116W   Social and Political Issues in
**   Human Services   3-0-3**
In Social and Political Issues in Human Services, students study
and present information on topics related to social and political
trends. Students learn about forces that profoundly influence
service recipients and service systems.

HSV117W   Crisis Intervention   3-0-3
Crisis Intervention presents information pertaining to the charac-
teristics of crisis and crisis intervention. Students study various
crisis-intervention models and learn basic intervention skills. The
course covers hostage negotiations, disaster response, and crisis
in homes, schools, hospitals, and the workplace.

HSV125W   Trauma Counseling and Self-Care   3-0-3
Trauma Counseling and Self-Care teaches students about various
forms of trauma, about the way symptoms can manifest themselves

following a traumatic event, and about the manner in which one can best support a person experiencing trauma. The course reviews PTSD and Adjustment Disorder, offering recommended treatments for these disorders, along with instruction on good practice for those working with people with these disorders. The course also reviews proper self-care and teaches various coping skills that counselors use to manage stressors both in themselves and in their patients. Additionally, the course reviews Vicarious Trauma, Secondary Trauma, and Compassion Fatigue, offering ways to manage these types of traumas for one's emotional wellbeing.

HSV212W   Supportive Communication Skills   3-0-3
In Supportive Communication Skills, students gain awareness of interactional communication skills expected in a supportive relationship and learn about the general practice of these skills. Through verbal instructions, role playing, class discussions, case studies, and peer and self-assessment, students become familiar with the principles and values of supportive communication.

HSV214W   Issues of Children and Families   3-0-3
Issues of Children and Families covers material related to services provided for children, youth, and their families. Topics include normal development, family issues, family-systems theory, child abuse and neglect, family treatment issues, and service delivery systems.

HSV216W   Internship in Human Services I   1-9-4
Internship in Human Services I offers an in-depth work experience enabling students to apply what they learn in their coursework by working with a specific client population. Learning objectives and specific activities are individualized according to the needs of each student. A minimum of 135 hours is required. (Prerequisites: ENGL120W, HSV111W, 114W, and 212W)

HSV217W   Chemical Dependence   3-0-3
Chemical Dependence introduces concepts relevant to the diagnosis and treatment of chemical dependency. Discussion focuses 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.

HSV221W   Internship in Human Services II   1-9-4
Internship in Human Services II is a continuation of HSV216W. A minimum of 135 hours is required. (Prerequisite: ENGL120W, HSV111W, 114W, 212W, PSYC111W or POI)

HSV223W   Introduction to Counseling   3-0-3
Introduction to Counseling introduces the theory and practice of counseling and the counseling profession. Students explore the foundations of counseling, the counseling process, and theories and techniques used therein. Through lectures, class activities, and role play, students become familiar with career, school, group, individual, family, and substance-abuse counseling. The course also addresses the legal and ethical issues involved. (Prerequisites: ENGL120W, HSV111W, 114W, or POI)

**HSV235W   Fundamentals of Neuroscience and
                Wellness   3-0-3**
Fundamentals of Neuroscience and Wellness explores the relationship between human brains and human behavior. Students learn how brain disorders, mental illnesses, and abuse/misuse issues affect information processing in the brain. The course also examines counseling techniques and other available supportive services.

INFORMATION TECHNOLOGY

IST113W   IT Essentials   3-2-4
Based on the curriculum of Cisco Systems IT Essentials I, IT Essentials exposes students to computer hardware and operating systems. Students learn the functionality of hardware and software components, as well as best practices in maintenance and safety. Through hands-on activities and laboratories, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and

software problems. In addition, the course includes an introduction to networking and helps students prepare for CompTIA's A+ certification.

IST114W   Linux Essentials   3-0-3
Designed for new users, Linux Essentials teaches students how to use the UNIX/Linux operating systems. Students 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   3-2-4**
Object Oriented Programming with Java introduces students to programming using Java. This course introduces them to theories and concepts of computer programming, including loops, arrays, strings, input and output, data structures, structured programming, object-oriented programming, event-driven programming, graphical user interfaces, and the use of variables. (Prerequisite: IST125W strongly recommended)

IST120W   Web Design I   3-0-3
Web Design I is a course in webpage design. It covers layout, image creation and use, tables and forms, presentation of information, and navigation techniques. It provides a survey of tools and an extensive study of CSS.

IST125W   Introduction to Programming   3-2-4
Introduction to programming introduces students to programming using current programming software. Providing an introduction to the theories and concepts of computer programming, the course includes loops, arrays, strings, data structures, input and output, structured programming, objected-oriented programming, event-driven programming, and the use of variables.

IST151W   Computer Networking I   3-0-3
The first course in the CCNAV7 curriculum, Computer Networking I introduces the architectures, models, protocols, and networking elements that connect users, devices, applications, and data through the internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LANs) that integrate IP addressing schemes, ensure foundational network security, and perform basic configurations for routers and switches.

IST153W   Computer Networking II   3-2-4
The second course in the CCNAV7 curriculum, Computer Networking II focuses on switching technologies and router operations that support small-to-medium business networks and include wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. By the end of the course, they can perform basic network configuration and troubleshooting. They can identify and mitigate LAN security threats and can configure and secure a basic WLAN. (Prerequisite: IST151W)

IST200W   IT Internship   0-3-1
Degree candidates in the IT Program undertake an onsite learning opportunity of no fewer than forty hours of onsite work (with or without compensation). They do this internship with a company or organization that is non-profit, governmental, or community based. IT Internship links classroom learning to student interest by allowing students to gain experience in an applied work setting. Through direct work-related experiences, students become acquainted with the internship site's work and mission, as well as the way this work and mission potentially relate to both their academics and the organization's position in the industry or field. Students produce a critical reflection on their internship, explaining how they have addressed specific learning goals. (Prerequisites: IST113W, IST114W, IST151W, IST153W)

IST230W   Network Servers and Security   3-0-3
Network Servers and Security offers a basic introduction to Network Operating Systems, along with an intensive introduction to multi-user, multi-tasking network operating systems. The course

addresses characteristics of the Linux and Windows 200X network operating systems. Students explore a variety of topics, including installation procedures, security issues, back-up procedures, and remote access. (Prerequisites: IST113W, 114W)

IST232W   Computer Security   3-0-3
Computer Security is a course in building safer networks. It identifies vulnerabilities, wireless problems, types of attacks and defenses, technological and personnel solutions to security problems, and encryption techniques, including public-key algorithms. It also prepares students for CompTIA's Security+ certification. (Prerequisites: IST113W, 114W)

IST235W   SQL Databases   3-0-3
SQL Databases uses database tools as subsystems in more complete applications, including three-tier systems. Using Microsoft Access and MySQL, it instructs students about database creations for remote use with ODBC and SQL. (Prerequisite: IST114W)

IST251W   Computer Networking III   3-0-3
The third course in the CCNAv7 curriculum, Computer Networking III describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. ENSA also introduces virtualization, software-defined networking, and automation concepts that support the digitalization of networks. Students learn how to configure and troubleshoot enterprise networks. They learn how to identify cybersecurity threats and protect consumers against these threats. They gain a basic understanding of network-management tools and learn key concepts of software-defined networking, including controller-based architectures and the way application programming interfaces (APIs) enable network automation. (Prerequisite: IST153W)

IST253W   Computer Networking IV   3-0-3
The interconnection of previously unconnected devices to the Internet and analysis of the data generated by these devices are having a transformational effect on industry around the world. IoT is the technology that narrows the distance between the physical world and the digital world, thereby creating unprecedented automation in every industry. Computer Networking IV explores all stages in identifying a problem that IoT can solve and then discusses designing and building an IoT system to solve that problem. Intended for anyone who has an interest in designing and building IoT devices, this course includes activities that enhance the learning of course material. (Prerequisite: IST251W)

INDUSTRIAL MECHANICS

INDM102W Industrial Tools and Workplace Safety   1-0-1
Industrial Tools and Workplace Safety covers workplace safety, hazard identification, and safe use of common hand tools used by industrial mechanics. It likewise covers proper maintenance and storage of these tools. The course teaches how to work safely with power tools, ladders, and scaffolds, and covers fall prevention and protection equipment. It introduces Foreign Material Exclusion (FME), as well. (Co-requisites: INDM104W, INDM106W, INDM 122W, INDM124W)

INDM104W   Industrial Welding and
Cutting Operations   1-12-7
Industrial Welding and Cutting Operations uses a mixture of theory classes and practical laboratory exercises to safely teach students the basics of industrial arc welding and industrial cutting. Students practice all-position welding on carbon steel using various processes, such as shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux core arc welding (FCAW) with electrodes commonly used in industry. The industrial cutting operations include plasma arc cutting and gouging, carbon arc gouging, oxy-fuel cutting and gouging, and saw cutting. The course places special emphasis on cutting safety and on techniques specific to industrial settings, including the removal of nuts from

bolts by gouging. This course prepares students for Advanced Industrial Welding Processes. (Co-requisites: INDM102W, INDM106W, INDM 122W, INDM124W)

INDM106W   Introduction to Industrial Mechanics   3-9-6
Introduction to Industrial Mechanics uses both a classroom and hands-on approach. Students learn about reading and using measuring tools, testing tools, applying different fastening methods, and performing precision measurements. They learn about lubrication and the process of rigging/hoisting. Students apply their knowledge in the laboratory to install, replace, and inspect bearings, flexible drives, mechanical drives, and couplings. (Co-requisites: INDM102W, INDM104W, INDM 122W, INDM124W)

INDM109W   Safety in Industry   3-0-3
Safety in Industry provides information and training on how to identify, abate, avoid, and prevent job-related hazards. It provides information about employee rights and employer responsibilities. Based on OSHA guidelines, the training covers a variety of general-industry safety and health hazards. The course emphasizes hazard identification, avoidance, control, and prevention, not OSHA standards.

INDM122W   Reading Mechanical Prints I   2-0-2
In Reading Mechanical Prints I, students learn how to recognize basic layout, designations, and standards in mechanical prints. They learn print terminology, including terminology related to notes, symbols, dimensioning types, dimensioning methods, and other standard print features. The course also introduces orthographic, isometric, and oblique views. Students practice sketching in each of these views.

INDM124W   Industrial Math   2-0-2
Industrial Math teaches students how to solve basic math problems in an industrial setting. Topics include general math principles in measurement of area and volume, in dividing and multiplying fractions and decimals, in standard and metric systems of measurement, and in fraction-to-decimal conversion.

INDM226W   Mechanical Systems   3-9-6
In Mechanical Systems, students learn how to measure components and parts accurately using precision measuring tools, including rules, protractors, calipers, and micrometers. Students use these tools while learning basic machining processes. They also learn about vibration, alignment, electrical principles and applications, hydraulic principals and applications, pneumatic principals and applications, and preventative maintenance programs. (Pre-requisites: INDM102W, INDM104W, INDM106W, INDM122W, INDM124W; Co-requisites: CAR101W, INDM109W, INDM228, INDM232)

INDM228W   Advanced Industrial Welding
Processes   1-12-5
Advanced Industrial Welding Processes provides students with the skills needed to successfully complete the American Welding Society D 1.5 unlimited thickness structural steel test using E7018 Shielded Metal Arc Welding in the 3G and 4G posi-

tions. The course also introduces students to Gas Tungsten Arc Welding utilizing a mixture of theory and hands-on application. Students safely practice all-position welding with carbon-steel and stainless-steel filler metals commonly used in industrial settings. The course introduces other industrial welding processes, as well. Students continue to practice proper industrial workplace safety procedures. (Pre-requisites: INDM102W, INDM104W, INDM106W, INDM122W, INDM124W; Co-requisites: CAR101W, INDM109W, INDM226, INDM232)

INDM232W   Reading Mechanical Prints II   2-0-2
In Reading Mechanical Prints II, students learn how to interpret information and dimensions on different types of prints. The course covers weld symbols and weldments extensively. Upon successful completion of the course, students can generate a print using proper weld symbols, dimensioning, and other pertinent print information.

LANGUAGE

LANG111W   Sign Language I   3-0-3
Sign Language I teaches students basic conversational skills in American Sign Language (ASL). It includes basic grammatical structures, non-verbal signals, sign vocabulary, and conversation regulators. It likewise addresses cultural aspects of the deaf community. The course emphasizes students using ASL in one-to-one small-group conversations.

LIBRARY TECHNOLOGY

LIB101W   Foundations in Library Service   3-0-3
Foundations in Library Service introduces library public-services operations. It introduces student to multiple library types and explains the services they provide. The course explores general customer-service techniques and the degree to which physical space impacts service, emphasizing public relations, problem solving, communication skills, and library policies and procedures. It also introduces programming and program design.

LIB104W   Introduction to Technical Services   3-0-3
Introduction to Technical Services introduces students to the elements of technical services with print and non-print items, including selection, acquisitions, assessment, preservation, review sources, and collection development and management. The course also examines current trends and issues as they relate to these services.

**LIB108W   Introduction to Reference and
                 Information Sources   3-0-3**
Introduction to Reference and Information Sources introduces the various print and digital-information sources commonly used in libraries. Students learn how to conduct a reference interview to determine the information needs of a patron. They learn basic skills for selecting and using specialized information sources. Upon successful completion of the course, students can determine patron needs and can use a variety of sources to answer questions. Students also recognize the reference professional's vital community role in connecting library users to outside resources and organizations.

LIB111W   Technology and Media in Libraries   3-0-3
Technology and Media in Libraries introduces students to a variety of digital-media forms used in the library and information-service fields. Students explore current web and multimedia tools, focusing on issues, trends, and current uses of technology and media.

LIB114W   Library Internship   1-6-3
Library Internship gives students hands-on, real-world experience in a library of their choosing. Students must complete ninety hours in the field. The student, employer, and instructor determine by consensus the library competencies.

**LIB116W   Introduction to Cataloging and
                 Classification   3-0-3**
Introduction to Cataloging and Classification introduces the systems of information organization and retrieval. Topics include the organization of print and non-print collections, RDA and MARC records, Anglo-American Cataloging Rules, the Dewey Decimal Classification, the Library of Congress Classification, and the Library of Congress and Sears Subject Headings. The course also covers trends in technology and library automation systems and their management.

**LIB118W   The Dynamics of Rural and
                 Small-Town Libraries   3-0-3**
The Dynamics of Rural and Small-Town Libraries examines the dynamics of libraries in rural and small-town communities. These communities face barriers to effective library services, including staffing, healthcare, resource sharing, community engagement, technological infrastructure, postsecondary educational opportunities, and state and local funding. For their culminating research project, students conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) of a library and its community. Leading up to this project, students engage in activities related to it: e.g., writing reflection papers, reading scholarly and other sources, participating in online discussions.

MASSAGE THERAPY

MASS101W Swedish Massage I   2-3-3
Swedish Massage I introduces the study of therapeutic massage. Students 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. The course consists of lecture, demonstration, and hands-on treatment. During the course, students learn and practice on each other the five basic Swedish strokes of effleurage, petrissage, friction, tapotement, and vibration. (Co-requisite: BIOL114W)

MASS104W Massage Business Practices   1-0-1
Massage Business Practices provides specific information for those wishing to build a massage business and apply strategies for career planning and development. Students learn about marketing, employment choices, office procedures, and methods for building a successful massage-therapy practice or working within an existing practice. The course covers the ethics of massage therapy, as well.

MASS106W Oriental Theory   1-2-2
Based on Oriental thought and bodywork practices, Oriental Theory introduces the theory, practice, and locations of structured touch, including the twelve organ meridians and the five elements. Students also learn about energy in its various forms. (Co-requisite: MASS101W or POI)

MASS108W Spa Techniques   1-2-2
Spa Techniques familiarizes students with the various techniques used in spas. These include wraps, scrubs, aromatherapy, and hot stone, in addition to massage. (Prerequisite: MASS101W)

MASS110W Swedish Massage II   2-3-3
Swedish Massage II continues and completes Swedish massage. Students concentrate on self-injury prevention, the creation of a professional environment, advanced use of the basic strokes, and the incorporation of a personal style during the massage session. (Prerequisite: MASS101W)

MASS122W Musculo-Skeletal Studies   3-2-4
Adding to the information provided in Human Biology, Musculo-Skeletal Studies concentrates on the body's muscular and skeletal systems. Upon successful completion of the course, students can identify, locate, and explain the function of each muscle and bone that the course covers, and describe how each one relates to the rest of human body. (Co-requisite: BIOL114W)

MASS125W Pathology for the Massage Therapist   3-0-3
In Pathology for the Massage Therapist, students learn about the pathological conditions of the musculo-skeletal system and joints, as well as the pathological conditions of each anatomical system.

The course covers communicable diseases and hygiene, as well as indication and contraindications of massage. (Prerequisites: BIOL114W and BIOL115W)

MASS135W Deep Tissue Massage 2-2-3
A hands-on course, Deep Tissue Massage teaches the use of deeper strokes in massage therapy, including trigger point, myofascial release, and cross-fiber friction. Students learn how to apply deeper pressure without straining their bodies. (Prerequisite: MASS110W)

MASS201W Kinesiology 3-0-3
Kinesiology provides an in-depth analysis of the anatomical, physiological, and neuromuscular principles of human movement as they apply to massage therapy. (Prerequisite: MASS101W)

MASS212W Special Populations Massage 0-2-1
Special Populations Massage examines ways that the massage professional can help clients with special needs. Topics include prenatal massage, infant and child massage, geriatric massage, medical massage, and massage for physically and psychologically challenged individuals. (Prerequisite: MASS110W)

MASS230W Clinical Internship I 1-3-2
Clinical Internship I, combined with MASS235W, fulfills the State of NH's requirement that students have 125 hours of hands-on experience in approved programs of massage therapy. Students must arrange for their own massage sessions (schedule and clients). Forty-five of those hours are to be completed in this internship. Students must fully document their independent work under the supervision of a Licensed Massage Therapist and must have the Internship Coordinator's approval. (Prerequisite: Successful completion of all previous Massage Therapy courses)

MASS240W Clinical Internship II 1-3-2
Clinical Internship II, combined with MASS230W, fulfills the State of NH's requirement that students have 125 hours of hands-on experience in approved programs of massage therapy. Students must arrange for their own massage sessions (schedule and clients). Eighty of those hours are to be completed in this internship. Students must fully document their independent work under the supervision of a Licensed Massage Therapist and must have the Internship Coordinator's approval. (Prerequisite: Successful completion of all previous Massage Therapy courses)

MATHEMATICS

MATH120W Quantitative Reasoning 4-0-4
Quantitative Reasoning exposes students to a wide range of general mathematics. The course emphasizes and reinforces problem solving and critical thinking, along with the use of technology, as students become actively involved in solving applied problems. Topics include geometry, measurement, probability, statistics, finance, number theory and systems, functions and modeling, and selected subtopics related to the students' majors. The course has transfer course equivalency with corresponding courses at NHTI-Concord's Community College, Lakes Region Community College, and Great Bay Community College. (Co-requisite: Math laboratory)

MATH124W College Algebra 4-0-4
In College Algebra, 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 and conic sections; sequences and series; and trigonometry. The course has transfer course equivalency with corresponding courses at NHTI-Concord's Community College, Lakes Region Community College, and Great Bay Community College.

MATH180W Pre-Calculus 4-0-4
Pre-Calculus covers the following topics: complex numbers, analytic geometry, trigonometric identities, triangles and vectors, equations and graphs, sequences and series, exponential and logarithmic functions and equations.

MATH214W Statistics 4-0-4
Statistics includes the following topics: elementary probability, probability distributions, confidence intervals, simulation techniques, hypothesis testing, linear regression and correlation, ANOVA, non-parametric tests, and methods of obtaining, analyzing, and presenting data. (Prerequisite: C- or better in MATH120W or higher course strongly recommended or POI)

MATH215W Calculus I 4-0-4
Calculus I concentrates on limits, differentiation, and integration. It includes exponential, trigonometric, and logarithmic functions. Students apply their learning to sketching curves, finding areas and volumes, and solving problems in the physical sciences and other fields. If time permits, the course introduces differential equations. (Prerequisites: MATH180W or POI)

MATH220W Math in Our World I 4-0-4
Designed for Teacher Education students, Math in Our World I introduces mathematical thought through activities and discussions of several mathematical topics, including problem solving, various number systems (Egyptian, Roman, Babylonian, Mayan), arithmetic in different bases, properties of real numbers, and operations on rational numbers. The course also covers some geometry, measurement, data, and chance. These topics give students a greater understanding of and appreciation for mathematics, especially the mathematics involved in teaching elementary school. (For Teacher Education students only, not a Liberal Arts Elective)

MATH222W Math in Our World II 4-0-4
Math in Our World II uses MATH220W as its basis for further investigation into mathematical discourse. Students engage in various activities and discussions with an emphasis on communication, problem solving, cooperative learning, and activity-based learning. The course covers mathematical content for levels K-8, with a focus on grades 4, 5, and 6. Topics include algebra, statistics, probability, and two- and three-dimensional geometry. Students solve problems using creative approaches and learn how to apply these approaches as future teachers. (Prerequisite: MATH220W)

MEDICAL ASSISTANT

MEDA101W Clinical Procedures I 3-5-5
Clinical Procedures I introduces students to the clinical skills required of the medical assistant. It covers the disease processes, as well as preparation and assistance in selected diagnostic studies, including treatment protocols, as well as drug and diet therapies, involved in various systems of the human body. It also stresses professionalism and teamwork. Instruction includes theory, principles, infection control, client/patient care, client/patient teaching, professionalism and skills related to documentation, and the operation and maintenance of clinical equipment.

MEDA201W Clinical Procedures II 3-5-5
The second of a two-course sequence, Clinical Procedures II builds on the clinical skills learned in MEDA101W required for medical assisting. This course covers the disease processes, as well as preparation and assistance in selected diagnostic studies, including laboratory tests, treatment protocols, and drug and diet therapies as they relate to the various systems of the human body. The course also emphasizes professionalism and teamwork. Instruction includes theory and principles of ECGs, spirometry, medication administration, diagnostic imaging test preparation, and a variety of Clia-waived laboratory testing for urinalysis, hematology, immunology, microbiology, and blood chemistry. Students also learn responses to medical office emergencies. They progress and gain confidence in communication, documentation, patient teaching, patient-care skills, and the operation and maintenance of clinical equipment.

MEDA203W Medical Assistant Internship 0-18-6
In Medical Assistant Internship, students perform administrative and clinical skills and demonstrate professionalism under the supervision of qualified staff members. During the internship,

students work in a physician's office and clinical laboratory, as available, adhering to the assigned agency's working hours and policies. The student is not paid for the internship. (Prerequisites: Successful completion of all required courses)

MEDA211W Pharmacology   3-0-3
Pharmacology introduces the principles of pharmacology, focusing on the knowledge and skills required for safe and effective drug therapy. The course emphasizes the following pharmacologic information: sources of drugs, sources of drug information, drug legislation and standards, classification of drugs, drug calculation, drug action, factors affecting drug action, adverse effects of drugs, administration of drugs, recordkeeping, abbreviations and symbols, and the medical assistant's responsibilities in drug therapy. Specific drugs and the procedures for administering drugs are integrated into Clinical Procedures I and II. (Prerequisites: BIOL120W or BIOL114W or POI)

OTM117W Medical Terminology   3-0-3
Medical Terminology applies a system's approach to teaching the vocabulary necessary for people employed in the allied-health professions. Topics include medical vocabulary, medical history, physical examination, an introduction to anatomy, and all body systems, including eye, ear, nose, and throat. Topics also include surgery, pathology, discharge summaries, mental health, and autopsies.

OTM126W Office Systems and Procedures   3-0-3
Office Systems and Procedures provides a realistic approach for students to learn the skills required in a medical office, including scheduling, terminology, communications, telecommunications, records management, administrative functions, protective practices, and legal and ethical considerations.

OTM220W Medical Billing   3-0-3
Medical Billing is designed for students interested in working in a medical office. It covers the insurance billing process; fees, coding, managed care, source documents, insurance programs, and the insurance claim cycle. (Prerequisites: OTM224W or POI)

OTM 224W Physician Coding   4-0-4
Physician Coding incorporates Evaluation and Management (E/M), Modifiers, HCPCS, and ICD-10-CM to the surgery section of CPT, which includes 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 develop the skill set needed to sit for the CPC examination.

OTM227W Advanced Coding   4-0-4
In Advanced Coding, students apply what they learned in the previous coding classes to analyze the reports to determine the diagnoses and the procedural codes. The course gives students practice in what they will do in an actual medical office setting. (Prerequisites: BIOL120W, OTM117W, OTM224W, or POI)

NURSING

NURS110W Nursing Success Seminar   1-0-1
Introducing concepts basic to nursing education and practice, Nursing Success Seminar facilitates students' success in the Nursing program and the nursing profession. 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 that support nursing practice and examines the New Hampshire Nurse Practice Acts. The course also introduces students to the National Council Licensing Examination (NCLEX) test plan for registered nurses as it relates to WMCC's Nurs-

ing program. Advocating evidence-based practice, it supports nursing research and encourages continuous nursing inquiry. (Co-requisites: BIOL114W; NURS111W; PSYC112W)

NURS111W Nursing I   4-12-8
Nursing I prepares students to deliver patient-centered holistic, safe, effective, and culturally appropriate care though the nursing process with shared decision making to a diverse population throughout the life span. Students develop a foundational 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. The course introduces therapeutic and professional-communication techniques, including the use of SBAR, multicultural practice, and levels of prevention in healthcare. Within the contemporary context of professional nursing, they learn how to meet basic human needs across the life span. Simulation laboratory and clinical reinforce concepts from lecture and develop critical-thinking and clinical-reasoning skills. (Co-requisites: BIOL114W; NURS110W; PSYC112W)

NURS112W Nursing II   5-12-9
Nursing II expands on the previous concepts and competencies introduced in NURS111W. Students develop 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. The course covers the holistic nursing care of patients and families during childbearing years, selected alterations in health across the life span, and the concepts of infection, immunity, and inflammation. Students develop increasing complexity in their abilities to critically think and clinically reason using the program's conceptual framework as a guide for practice. Simulation laboratory and clinical reinforce concepts from lecture and facilitate the continued development of critical-thinking and clinical-reasoning skills. (Prerequisite: BIOL114W; NURS110W; NURS111W; PSYC112W; Co-requisites: BIOL115W)

NURS210W Nursing III   5-15-10
Nursing III expands on the previous concepts and competencies introduced in NURS111W and NURS112W. Nursing III examines the theoretical concepts related to the delivery of comprehensive nursing care to patients experiencing multiple health problems across the life span. Applying evidence-based practice, critical thinking, and clinical reasoning, the course uses the nursing process as the framework for nursing care, which aims to support and promote effective adaptations in individuals confronted with complex illness. The course examines principles of mental-health nursing and community nursing as they apply to individuals, families, and groups across the life span. Clinical experiences allow students to integrate theoretical concepts into practice within a structured setting. (Prerequisite: NURS112W; Co-requisites: BIOL211W, PSYC111W)

NURS214W Nursing IV   4-15-9
Nursing IV expands on the previous concepts and competencies introduced in NURS111W, NURS112W, and NURS210W. Nursing IV analyzes and applies the theoretical concepts related to the role of the professional nurse and examines comprehensive nursing care for patients across the life span who experience critical complex health problems. Applying evidence-based practice, critical thinking, and clinical reasoning, the course continues to utilize the nursing process as the framework for nursing care. Nursing IV also examines healthcare delivery and infrastructure as students consolidate their role as professional nurses. Clinical experiences allow students to integrate the theoretical concepts into practice within a structured setting. (Prerequisite: NURS210W; Co-requisites: HUMA212W)

PHILOSOPHY

**PHIL101W   Introduction to Philosophy
                    (The Examined Life)   3-0-3**
Introduction to Philosophy traces the history of Western philosophy from its beginnings in ancient Greece to contemporary developments in the modern world. The course treats philosophy as distinct from religion and science, while at the same time shows how all three disciplines interrelate. The course leaves students with a clear notion of philosophy as a unique and critically important discourse.

PHYSICS

PHYS111W   Survey of Physical Science   3-2-4
Survey of Physical Science is a concept-based course primarily designed for students in non-science majors. The goal of the course is to help students 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 rigorous mathematical treatment. The course examines many of the great achievements in the physical sciences and discusses their impact upon the world.

PHYS112W   Physics I   3-2-4
Physics I introduces the laws of classical physics. Topics include work, momentum, rotational motion, Newton's laws of motion, kinetic and potential energy, the conservation laws of energy and momentum, and kinematics and dynamics in one and two dimensions. Additional topics include sound, fluids, bodies in equilibrium, and vibrations and waves. The course finishes with a study of heat, temperature and kinetic theory, and the laws of thermodynamics. The course introduces and explores these topics through a series of microcomputer-based laboratories (MBL) using PASCO's DataStudio software, and 750 Interface. Additionally, 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. Students use Microsoft's Excel to analyze data and produce charts and graphs of experimental results. (Prerequisite: MATH120W or POI)

PHYS113W   Electricity and Electronics   3-2-4
Electricity and Electronics introduces the fundamental laws of electricity and electronics. The course places significant emphasis on laws, units, components, basic circuit analysis, and troubleshooting circuits with DMMs. It also covers the application of these fundamentals to fields such as IT, welding, automotive, and mobile equipment. In the laboratory, students perform hands-on experiments to master basic concepts and troubleshooting techniques.

PHYS115W   Technical Physics   3-2-4
Similar in content to PHYS112 but more concept based, Technical Physics is primarily designed for students in non-science majors. The goal of the course is to provide students with an integrated view of the basic concepts of physics, particularly of the way 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   2-2-3
The Physics of Raspberry Pi explains the physics of Raspberry Pi: that's Pi, not Pie. Raspberry Pie is a wonderful dessert; Raspberry Pi is a device used to connect or control just about anything. The course starts with an introduction to the physics of electricity and waves. It proceeds with an explanation of how we use these forces to communicate with machines and ultimately with each other. It concludes by covering the Internet of Things. Topics include basic electricity and circuits, waves and signals, micro-controllers and/or single-board computers, and the use of sensors and other components to communicate. Students may use actual Raspberry Pi's or its cousin, the Arduino. If lucky, they might even find an actual Raspberry Pie.

PHYS120W   Astronomy   3-2-4
For students curious about the universe, Astronomy offers a glimpse into the fundamentals. It does not require a strong background in algebra or trigonometry. Instead, it uses an activity-based approach that teaches students the basic laws of astronomy and explores the locations of planets, stars, and other astronomical units as seen on earth: past, present, or future. Students do not need a telescope. To facilitate learning, the course includes numerous demonstrations and hands-on activities.

PHYS122W   Forensic Science   3-2-4
Forensic Science provides an overview of the broad scope of forensic science, addressing various issues concerning forensic science and the law. The course covers forensic pathology, forensic engineering, cyber technology, forensic science in the laboratory (virtual laboratories included), evaluation of the crime scene, and legal and ethical issues in forensic science. (Co-requisite: ENGL120W)

PHYS125W   Meteorology   3-0-3
Meteorology introduces students to the study of weather. Topics include air pressure; atmospheric optics; weather monitoring; wind and weather; thunderstorms and tornadoes; tropical weather systems; weather analysis and forecasting; climate and climate change; humidity, saturation, and stability; the atmosphere's planetary circulation; solar and terrestrial radiation; clouds, precipitation, and weather radar; weather systems of middle latitudes; heat, temperature, and atmospheric circulation; and the origin, composition, and structure of our atmosphere. The course includes two online observations that students must complete each week by visiting the American Meteorological Society's Online Weather Studies' website.

PHYS215W   Fluid Power   3-2-4
Fluid Power introduces students to fluid power systems and their components. It asks students to analyze these systems through mathematical analysis (including conversions and equations) and schematic analysis through diagrams and graphic symbols. The course also provides an overview of common actuators and control systems, emphasizing the operating principles of the various components.

POLITICAL SCIENCE

POLS220W   Public Administration   3-0-3
Public Administration discusses the growth of the public sector and the methods by which this sector can be managed. Topics include budgeting, civil service, public organizations, public-management techniques, effective decision making, and the politics of public-sector administration.

**POLS231W   American Government:
                    A Republic, If You Can Keep It   3-0-3**
American Government examines key political issues from the founding of the nation to the present, examining why the government was established as it was, how it has changed, and how those changes affect the lives of its citizens today, including their civil liberties and political rights. The class focuses on the changing roles of political institutions, such as the presidency, Congress, and the courts, but also covers the media, interest groups, and polling and campaign finance.

PSYCHOLOGY

PSYC111W   Psychology   3-0-3
Psychology is an introductory course that surveys the behavioral science of psychology. Students explore personal and social behaviors through topics that include consciousness, memory, learning, perception, physiology, sexuality, cognition, abnormal

behavior, and developmental processes. Applied research projects are an integral component of the course, which emphasizes the analysis of data, along with the theories and trends in the field. (Prerequisite: ENGL120W strongly recommended)

PSYC112W Human Growth and Development 3-0-3
Human Growth and Development explores human development from a psychological point of view. The course emphasizes cognitive growth patterns, along with the developmental stages of the lifespan. (Prerequisite: ENGL120W strongly recommended)

PSYC118W Introduction to Behavioral Psychology 3-0-3
Behavioral Psychology is sometimes referred to as Behaviorism and is the study of the connections between behaviors and the mind. Behaviorists believe that all behaviors occur through interactions with our environment. This course looks at patterns in behavior and actions through the study of the physical, cognitive, linguistic, emotional, social, and personality development of children and adolescents.

PSYC200W Educational Psychology 3-0-3
Educational Psychology covers five broad topics: development, learning, assessment, characteristics of learners, and lesson and classroom management. 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 critical reasoning. The classroom-management component focuses on the evaluation of learner characteristics to include ethnically diverse learners and learners with disabilities.

PSYC205W Abnormal Psychology 3-0-3
Abnormal Psychology surveys abnormal psychology and mental illness. The course involves presentation and discussion of topics such as major disorders, mental illnesses, and the psychological, social, and cultural impact of mental disorders. The course also covers the use of diagnostic criteria, recent developments in treatment, and legal and ethical issues. (Prerequisites: ENGL120W, PSYC111W or POI)

RESORT AND RECREATION MANAGEMENT

RRM105W Wilderness Prep/Mountain Leadership 2-4-4
Wilderness Prep/Mountain Leadership is an experiential outdoor leadership training program that trains participants to lead high quality, safety-focused excursions with minimal impact on the backcountry. The course focuses on the needs of those outdoor leaders who primarily lead day hikes. Students participate in the AMC's Mountain Leadership School (MLS), a program that has been offered for over fifty years to train leaders in outdoor adventure. As part of the course, students have the opportunity to complete a Wilderness First Aid course. There are laboratory fees for both the Wilderness First Aid course and the MLS course. (This class is held during the summer months at the AMC Highland Facility. Students must commit to attend one week day-long sessions).

RRM110W Recreation Facility Management 3-0-3
Recreation Facility Management offers practicing or future recreation professionals a practical introduction to facility design, management, and maintenance. The course provides the knowledge and skills necessary to become a successful facility manager in any recreation setting.

RRM113W Theories in Adventure Leadership 3-0-3
Theories in Adventure Leadership is the first of two courses designed to prepare students to be effective leaders in adventure programming. This course focuses on the history, theories, and philosophy of adventure programming. It emphasizes technical skills, risk management, trip planning, group dynamics, motivation of participants, and the legal issues that surround adventure programming.

RRM115W Facilitation in Adventure Leadership 1-7-4
Facilitation in Adventure Leadership is the second of two courses designed to prepare students to be effective leaders in adventure programming. This course focuses on communication, leadership

style, decision making, problem solving, professional ethics, and trends and issues in adventure programming. This is a four-credit course that includes an outdoor laboratory where students practice safe and effective outdoor adventure leadership.

RRM201W Introduction to Human Resources 3-0-3
While many tasks associated with human-resource management are centered in an organization's HR Department, all managers have HR responsibilities. This course covers a broad range of topics associated with HR management, including those from the perspective of HR professionals, managers, and employees. The course also familiarizes students who hope to become managers or team leaders with strategies to deal with staffing issues.

RRM211W Conference Planning and Group Sales 3-0-3
Conference Planning and Group Sales focuses on the meeting and event sector of the hospitality industry. Students learn and apply the logistics of building a meeting plan to gain an overall understanding of budgeting, contract negotiation, menu planning site selection, and onsite management.

RRM214W Hospitality Marketing 3-0-3
In Hospitality Marketing, students learn how marketing impacts every member of a hospitality team. The course includes an experiential-learning component that entails database marketing, marketing on social-networking sites, and revenue management. In the world of technology, students learn how searches, customer online ratings, and vacation advisory websites influence the consumer's decision-making process.

RRM217W Front Office and Room Operations 3-0-3
Front Office and Room Operations provides students with an in-depth look at the interactions between the front office and room services (i.e. housekeeping).

RRM220W Food and Beverage Operations 3-0-3
In Food and Beverage Operations, students learn how food-service professionals create and deliver guest-driven services, enhance value, build guest loyalty, and continuously improve the process of providing excellent service.

RRM225W Resort and Recreation Management Internship 0-18-6
In Resort and Recreation Management Internship, students participate in a 225-hour internship within their area of concentration. This internship is a co-requisite with RRM220W and reinforces the correlation between theory and business practices.

SOCIOLOGY

SOCI111W Sociology 3-0-3
Sociology introduces students to the scientific study of society and social life. It focuses on the ways that societies develop, persist, and change. The course places particular emphasis on group processes. (Prerequisite: ENGL120W strongly recommended)

SOCI115W Gangs: Theory, Impact, Prevention and Intervention 3-0-3
Gangs: Theory, Impact, Prevention, and Intervention provides a basic understanding of gangs (street and prison) and core issues related to them. The course offers an historical perspective on gangs (their formation, dynamics, and structure), the societal impacts of gangs, and theoretical explanation for the causes of gangs. The class also covers prevention and intervention theories. (Prerequisite: ENGL120W strongly recommended)

SOCI120W Introduction to Economics and Sustainability 3-0-3
Introduction to Economics and Sustainability introduces students to microeconomics, applying economic theory to issues regarding resource use and sustainability. The course examines the global impacts of present-day human lifestyles, identifying changes that society can make to develop a personal and consumer ethic that is both economically viable and environmentally sustain-

able. Topics include transportation, land use, water conservation, agricultural practices, energy policy, renewable energies, solid waste, and recycling.

SOCI125W   Ethnography of Work   3-0-3
Ethnography of Work introduces students to anthropological perspectives and social-science research methods as these students investigate a range of careers. The course approaches work as a cultural system invested with meanings, norms, values, customs, hierarchies, and behavioral expectations. Through ethnographic techniques, students evaluate the myths and stereotypes about work, as well as gain insight into how and why work matters to people. The course examines work life in the context of contemporary dynamics: disruptions, uncertainties, innovations, and diversity. Assignments encourage students to draw connections between themselves and work so that they can make informed decisions about majors and career paths. (Prerequisite: ENGL120W)

SOCI201W   Sociology of Rural America   3-0-3
Sociology of Rural America focuses on the challenges faced in rural America by examining institutions, communities, culture, and social structures. Students explore issues and problems related to economic and population shifts, rural values in American culture, and the social and economic importance of farming. (Prerequisite: SOCI111W)

VETERINARY ASSISTANT

VETA101W   Introduction to Veterinary Assisting   1-2-2
Introduction to Veterinary Assisting introduces students to veterinary medical terminology and to animal anatomy, physiology, behavior, and breeds. It trains students in safe animal restraint and handling while covering basic veterinary care procedures in the examination room and treatment area. It provides experience in several common clinical procedures, including nail trimming, recording patient history, assessing vital signs, preparing vaccines for administration, and performing basic medication administration techniques.

**VETA103W   Veterinary Assistant Small Animal
                    Nursing I   2-2-3**
Veterinary Assistant Small Animal Nursing I gives students the knowledge and skills required to perform basic small-animal nursing in a veterinary setting. Topics include record keeping, safety concerns, monitoring hospitalized animals, and basic animal-care skills. Students learn about euthanasia procedures and post-mortem care. They acquire basic pharmacy skills and learn about legal issues involving drugs in the workplace. The course covers medication, delivery methods, and therapeutic diet inventory, with emphasis on assisting veterinarians and/or veterinary technicians with procedures. (Co-Requisite: VETA101W)

**VETA105W   Veterinary Assistant Office Procedures
                    and Practice Management   1-2-2**
Veterinary Assistant Office Procedures and Practice Management presents commonly encountered clinical procedures, emphasizing the veterinary assistant's role in managing veterinary patients and records. The course highlights client communications and professional conduct. The course also introduces veterinary-management software and online veterinary services. (Co-Requisite: VETA101W)

**VETA107W   Veterinary Assistant Small Animal
                    Nursing II   2-2-3**
Veterinary Assistant Small Animal Nursing II introduces surgical assistance of the veterinarian and/or the veterinary technician, providing basic information on surgical instruments and surgery-room hygiene. The course covers selected skills, including bandaging, basic grooming, preparing surgical patients, maintaining nursing and surgical equipment, and monitoring post-surgical patients. The course emphasizes 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   2-2-3**
Veterinary Assistant Laboratory and Diagnostic Skills provides students with the skills needed to assist in the veterinary laboratory and with laboratory record keeping. Students learn the basics of assisting with radiology and ultrasound imaging, as well as caring for and maintaining diagnostic equipment. Students learn how to recognize and manage common diseases and isolation procedures. They learn how to assist in the laboratory with necropsy procedures, external-parasite identification, laboratory sample collection and handling, and laboratory inventory and reports. (Prerequisite: VETA101W, 103W, 105W with a grade of C or better)

VETA111W   Veterinary Assistant Clinical   0-8-4
Veterinary Assistant Clinical allows students to supplement coursework with practical work experience related to their educational program. Students work at a veterinary hospital under the immediate supervision of experienced personnel and with direct guidance from the instructor. This clinical experience provides students with practical day-to-day experience in handling and restraining animals, assisting with office procedures, performing clinical laboratory techniques, and undertaking surgical preparation. (Prerequisite: VETA101W, 103W, 105W, 107W and 109W with a grade of C or better; Co-requisite: VETA113W)

VETA113W   Veterinary Assistant Clinical Seminar   2-0-2
Veterinary Assistant Clinical Seminar supports students through their clinical requirements. With guidance, students complete essential skills, tracking and recording the completion of these skills, as required by the clinical portion of the program. Weekly progress reviews of skill completion ensure that students are mastering these skills. (Prerequisite: VETA101W, 103W, 105W, 107W and 109W with a grade of C or better; Co-requisite: VETA111W)

WELDING

WELD106W Blueprint Reading I   2-0-2
Blueprint Reading I introduces the different lines, dimensions, and symbols used in blueprints. The course covers orthographic, isometric, and oblique views, and reviews standard shapes for structural steel and pipes. It also covers standard machining information that can be shown on drawings and includes detail assembly drawings and subassembly drawings. In addition, the course covers welding symbols and basic joints for weldments. Upon successful completion of the course, students can generate a bill of materials. (Co-requisites: WELD110W, WELD115W, WELD125W, WELD203W or POI)

WELD110W Math for Welders   2-0-2
Math for Welders covers basic mathematical concepts as they apply to welding and basic layout. The course is designed to improve the students' analytical thinking skills, showing them how to solve problems and encouraging them to verbalize their problem-solving strategies. Topics include whole numbers, fractions, decimals, percentages, and the SI metric system. (Co-requisites: WELD106W, WELD115W, WELD125W, WELD203W or POI)

**WELD115W Fundamental Welding Skills and
                    Principles   2-22-12**
Fundamental Welding Skills and Principles combines practical application and welding theory to cover the fundamental welding skills and principles for the Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Oxy-Fuel Cutting, and Carbon Arc Cutting (CAC-A) processes. It also covers AWS basic joint designs with weld joints completed in multiple positions. Students gain the necessary FCAW skills and can test these skills in the vertical position according to the AWS D1.1 and D1.5 codes. Hazard identification and safe work practices are essential elements of this course. (Co-requisites: WELD106W, WELD110W, WELD125W, WELD203W or POI)

WELD125W Introduction to Metallurgy   1-0-1
Metallurgy is the science that explains the properties, behavior, and internal structures of metals. In Introduction to Metallurgy, students become familiar with the metallurgical changes that occur during the heating, cutting, and welding processes. They learn how these changes affect the properties of the final weldment, as well as the base metal surrounding it. This course serves as a basic introduction to metallurgy. (Co-requisites: WELD106W, WELD110W, WELD115W, WELD203W or POI)

WELD203W Tools and Tool Safety   0-2-1
In Tools and Tool Safety, students become familiar with different tools used in welding. In addition to teaching the proper use and application of tools, the course places a premium on safety and safe practice. To achieve competency on safe tool and equipment use, students learn through instructor demonstrations and individual supervised use (Prerequisites: WELD106W, WELD110W, WELD115W, WELD125W or POI)

WELD206W Blueprint Reading II   2-0-2
Blueprint Reading II completes coverage of basic welding joints started in WELD106W. The course covers welding symbols for all types of welding. Upon successful completion of the course, students can read a welding symbol, generate a welding symbol, and apply this information to the drawing of a weldment. The course concludes with an introduction to pipe fittings, pipe welding symbols, and pipe welding joints. (Prerequisites: WELD106W, WELD110W, WELD115W, WELD125W, WELD203W or POI; Co-requisites: CAR101W, WELD216W, WELD221W WELD226, WELD228 or POI)

WELD213W Introduction to Wire-Fed Welding
**   and Cutting Processes   1-2-2**
Introduction to Wire-Fed Welding and Cutting Processes covers the introductory skills and theory of the Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) processes. Students learn applications in all position welding of thinner metals. Additionally, students are introduced to cutting and heating processes using oxy-fuel. Safety in welding and cutting is an essential element of the course.

WELD214W Introduction to Arc Welding and
**   Cutting Processes   1-4-3**
Arc Welding and Cutting Processes covers the introductory skills and theory of the Shielded Metal Arc Welding (SMAW) process. Students learn applications in all position welding using various joint configurations. Additionally, students are introduced to cutting and gouging processes using oxy-fuel. Safety in welding and cutting is an essential element of this course

WELD216W Plasma Cutting Technology   0-2-1
Plasma Cutting Technology introduces students to what plasma is, how it works, and how industry uses it today. The course covers the safe operation of the plasma machine, along with critical safety precautions one must take in the presence of gases, pressures, and consumables used in the cutting process. After drafting blueprints, students complete their own plasma projects. (Prerequisites: WELD106W, WELD110W, WELD115W, WELD125W, WELD203W or POI; Co-requisites: CAR101W, WELD206W, WELD221W WELD226, WELD228 or POI)

WELD221W Advanced Welding Skills and
**   Principles   1-21-11**
Advanced Welding Skills and Principles combines practical application and advanced welding theory to build on the fundamental welding skills and principles students learned in previous courses. In addition to other advanced welding processes, the course covers Gas Tungsten Arc Welding (GTAW), Advanced Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), and Submerged Arc Welding (SAW). Students acquire additional FCAW skills to test in the overhead position according to the AWS D1.1 and D1.5 codes. Students also become proficient in SMAW structural welding and have the opportunity to certify in the AWS D1.1 and D1.5 codes in all positions. Hazard identification and safe work practices are essential elements of this course. (Prerequisites: WELD106W, WELD110W, WELD115W, WELD125W, WELD203W or POI; Co-requisites: CAR101W, WELD206W, WELD216W WELD226, WELD228 or POI)

WELD226W Welding Hazard Identification and
**   Assessment   1-0-1**
Welding Hazard Identification and Assessment teaches students how to identify and assess hazards in the welding workplace. Training in identification of hazards aims to prevent accidents and injuries and to protect workers from exposure. Practicing safe work habits is critical to employment in industry. Students must take this course concurrently with welding courses. (Prerequisites: WELD106W, WELD110W, WELD115W, WELD125W, WELD203W or POI; Co-requisites: CAR101W, WELD206W, WELD216W WELD221, WELD228 or POI)

WELD228W Survey in Nondestructive Examination   1-0-1
In Survey in Nondestructive Examination, students explore the methods of examining welds utilizing nondestructive techniques. Welders apply these methods to find discontinuities within welded material and to determine if a weld is structurally sound. The testing and examination methods that students explore include visual testing (VT), ultrasonic testing (UT), radiographic testing (RT), electromagnetic testing (ET), liquid penetrant testing (PT), and magnetic particle testing (MT). Students become familiar with the application and suitability of each of these methods in the various sectors of the welding industry. (Pre- requisites: WELD106W, WELD110W, WELD115W, WELD125W, WELD203W or POI; Co-requisites: CAR101W, WELD206W, WELD216W WELD221, WELD226 or POI)

WELD 232W Pipe Welding Skills and
**   Principles in Industrial Safety   2-34-19**
Building on the Advanced Welding Technology Certificate, Pipe Welding Skills and Principles in Industrial Safety combines practical application with industrial safety. Besides becoming proficient in pipe welding in all positions on a wide range of pipe sizes in a variety of environments, students learn multiple methods to cut, bevel, and prepare pipe for welding. Students gain the necessary skills and have the opportunity to certify in three separate ASME Pipe Welding 6G Certifications ranging from 2-inch to 6-inch pipe in the GTAW and SMAW processes. Additionally, students receive information and training on how to identify, abate, avoid, and prevent work-related hazards on a job site, as well as information about their rights as employees and employer responsibilities. Based on OSHA CFR 1910 guidelines, the training covers a variety of general industry safety and health hazards that a worker may encounter. The course emphasizes hazard identification, avoidance, control, and prevention. (Prerequisites: Advanced Welding Technology Certificate, Industrial Mechanics Certificate or POI)

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