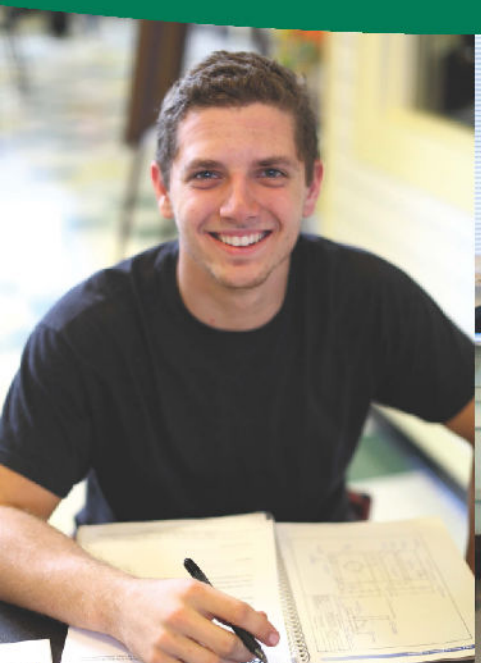
2022-2023 Academic Catalog

White Mountains Community College

Find Your Path . . .



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2022-2023 Academic Catalog

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

Let me be the first to welcome you to White Mountains Community College! The celebration of our 56th 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

White Mountains Community College
2020 Riverside Drive, Berlin, New Hampshire 03570
(603) 752-1113 or 800-445-4525 • FAX (603) 752-6335

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

Visit our website at wmcc.edu • Email: wmcc@ccsnh.edu

General Information

2022-2023 Student Calendar

White Mountains Community College
2022-2023
Student Calendar

August	M	T	W	TH	F
					12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

September	M	T	W	TH	F
				01	02
	05	06	07	08	09
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

October	M	T	W	TH	F
	03	04	05	06	**07**
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

November	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		

December	M	T	W	TH	F
				01	02
	05	06	07	08	09
	12	13	14	15	16
	19	20	21	22	23
	26	**27**	**28**	**29**	**30**

January	M	T	W	TH	F
	02	03	04	05	06
	09	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

February	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			

March	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

April	M	T	W	TH	F
	03	04	05	06	07
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

May	M	T	W	TH	F
	01	02	03	04	05
	08	09	10	11	12
	15	16			

IMPORTANT DATES
BOLD indicates a Holiday or No Classes

August 29	Fall Semester Classes Begin
September 5	Labor Day Holiday – No Classes
September 6	Last Day to Add a Course without Instructor Permission
September 12	Last Day to Drop a Full Semester Course with a Full Refund
September 16	Last Day to Resolve *Summer* Incompletes
October 7	System Symposium-No Classes
November 3	Last Day to Withdraw w/Grade of "W" from a Full Semester Course (60% point)
November 11	Veterans' Day Holiday – No Classes
November 24-25	Thanksgiving Holiday – No Classes
December 17	Last Day of Classes for Fall Semester
December 26	Christmas Day Holiday Observed-No Classes
December 27- 31	Closed for Winter Recess
January 2	New Year's Day Holiday Observed
January 16	Martin Luther King, Jr. Holiday – No Classes
January 17	Spring Semester Classes Begin
January 23	Last Day to Add a Course without Instructor Permission
January 30	Last Day to Drop a Full Semester Course with a Full Refund
February 3	Last Day to Resolve *Fall* Incompletes
February 20	Presidents' Day Holiday – No Classes
March 13-18	Spring Break – No Day or Evening Classes
March 27	Last Day to Withdraw w/Grade of "W" from a Full Semester Course (60% point)
May 6	Spring Day & Evening Classes End
May 12	Commencement Ceremony

07/27/2022

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.

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.

CCSNH Mission Statement

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.

College Directory

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Cook

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Dennis Rineer
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B.A., Converse College.

Suzanne Smith
Welcome Center Assistant

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B.S., Jacksonville State University; MSEd., Walden University.

Tamara Roberge
Coordinator of Workforce Development and Community Education
A.S., New Hampshire Community Technical College-Berlin.

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.

Driving Directions

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.

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.

High School Programs

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 these 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 2021-2022 school year, 476 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/high-school-cte-programs/running-start-program/.

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 Agreements
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.

WMCC has agreements with the following 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

High School/CTE Programs	WMCC Curriculum Areas
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

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-six 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.

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 Academic 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 at the Littleton Academic Center 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 programs. 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, and Human Services. The North Conway Academic Center is home to the Veterinary Assistant and Massage Therapy certificate programs. The Center is open Monday through Thursday. For additional information about the Center, call (603) 356-7926.

Notice 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.

Notice of Non-Discrimination

White Mountains Community College and the Community College System of New Hampshire do not discriminate in the administration of their admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to **Mark Desmarais**, Room 120, (603) 342-3009 at WMCC or **Sara A. Sawyer**, (603) 230-3503, Director of Human Resources for CCSNH, 26 College Drive, Concord, NH 03301.

Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

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 (University of New Hampshire, Plymouth State University, Keene State College, and Granite State College), provided the students meet admission criteria at the USNH institute of their choice.

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

Academic Policies and Procedures

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 environmental that supports the unique learning styles, backgrounds, and needs of every individual.

Academic Advising

Upon acceptance, every matriculated student is assigned an Enrollment Specialist. The Enrollment Specialist facilitates the student's transition to college. Enrollment Specialists also lay the groundwork for academic advising by documenting the student's goals, needs, and preferences and by connecting the students to any resources needed, including, most importantly, their Academic Advisor.

The Academic Advisor is 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, Academic Advisors connect with their advisees to discuss any changes in their advisees' goals, needs, and preferences; to review their advisees' academic performance; and to conduct a degree audit. The purpose of the audit is to identify the student's progress toward program completion and to offer early intervention for necessary schedule changes if the student fails a course or takes a course out of sequence. Ultimately, even with the advisor's guidance, 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.

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.

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
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 complete 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 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.

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 the U.S. Department of Labor 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.
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.

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 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.

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. 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:
    - English Composition (required).
    - Humanities/Fine Arts/Foreign Language (required).
    - Quantitative Reasoning/Mathematics (required).
    - Science (required).
    - Social Science (required).
    - English Elective.

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:
    - English (required).
    - Humanities/Fine Arts/Foreign Language (required).
    - Mathematics (required).
    - Science (required).
    - 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 Arts 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:

1. English Composition (**4 credits)**

2. English Literature, Composition (requiring English Composition as a prerequisite), or Communications **(3 credits)**
3. Quantitative Reasoning/Mathematics **(6-8 credits)**
4. Natural or Physical Science (including at least one laboratory science) **(7-8 credits)**
5. Social Sciences **(9 credits)**
6. 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 and Micro-credentials

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.

Academic Standing

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. Calculation of the cumulative GPA is based on all courses taken at the institution. 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.

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.

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 wen it was previously offered. Barring exceptional circumstances, a Directed Study is not granted for a course currently being offered.

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 day of the semester.

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 WF, the student must have a failing grade at time of drop, as determined by the instructor. A WF 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 responsibilities, 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
PSYC 111W Psychology	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 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 for further information.

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 valid grounds for a grade appeal must use the following process to resolve the issue:

The student:

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 proceeds 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 proceeds 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.

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 degree or certificate 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.

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*.

Liberal Arts Requirements

The following courses satisfy Liberal Arts elective requirements:

English: Courses with ENGL prefix
Humanities: Courses with ANTH, ARTS, ENGL (except ENGL120W, ENGL211W, ENGL225W, and ENGL235W), HIST, HUMA, LANG, and PHIL prefixes.
Literature: ENGL123W, ENGL224W, ENGL243W, ENGL245W, ENGL246W, ENGL250W, and ENGL255W.
Mathematics: Courses with MATH prefix (except MATH220W and MATH222W).
Science: Courses with BIOL, CHEM, ENVS (except ENVS205W and ENVS210W), FRST, GEOL, and PHYS prefixes.
Social Science: Courses with ANTH, ECON, HIST, POLS, PSYC, and SOCI prefixes.

Online/Hyflex 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. In addition, some courses utilize a hyflex modality, allowing students to participate in person, synchronous, or asynchronous anytime throughout the semester.

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 Release of Student Information form, which can be found on our website or obtained from the Welcome Center.

Registration

The advising process helps students decide which courses to register for; accordingly, matriculated students should reach out to their advisor before registering for any course. It is important for students to know that the number of courses they 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 semester, pending available space or instructor approval. Registration is complete when the student satisfies all financial obligations to the College.

When students register for courses at WMCC, they are financially obligated to pay for ALL costs related to the courses for which they have registered. 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. Students 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. To do so, the student must obtain approval from the instructor and faculty advisor. Add/Drop forms are available on the WMCC website, at the Welcome Center in Berlin, or at the Academic Centers in Littleton and North Conway.

Dropping a Course
Students should discuss with their advisor the decision to drop a course. All forms are available on the WMCC website, at the Welcome Center in Berlin, or at the Academic Centers in Littleton and North Conway.

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 will be recorded on the student transcript for students who register but never attend class.
2. No courses or grades will be recorded on the student transcript for students who withdraw from a course during the add/drop period.
3. A grade of W will be awarded to students who withdraw from a course after the add/drop period but during the first 60% of the semester. A grade of W does not affect a student's GPA.
4. A grade of WP or WF will be given to students who withdraw from a course after the first 60% of the semester up until two weeks before the end of the semester.

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).

Prerequisites
Students must successfully complete prerequisite courses successfully before they can enroll in the courses for which the prerequisites are required. The course description section of the *College Catalog* notes prerequisites. A failing grade in a prerequisite prevents a student from taking any course that requires that prerequisite until the student passes that prerequisite. Students may use courses they have passed from other institutions of higher learning to meet prerequisites. The Department Chair or VPAA determines transfer credit. See the section on Transfer Credit for further information.

Residence Requirement

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.

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 2020 is 69% for full-time students and 40% 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 2018 cohort at 150% time (three years) is 54%. The 100% time (two years) graduation rate is 47%.

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 2018, 5% of the cohort transferred without graduating at 150% time.

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 loses 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 ben- efits, insurance discounts, and the like.

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.

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 official copies of their transcript at any time from the National Clearing House. Visit our website for the link.

Withdrawal from the College

Withdrawing from WMCC is a serious step. Students should discuss this process with their instructors and their academic advisors and are encouraged to also discuss this process with the Student Financial Services Office.

To withdraw from the College, a student must complete the Withdrawal Form. 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.

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 Nursing admissions requirements, refer to the Nursing program page.

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. Applicants may need to submit evidence of high school graduation (or HiSET/GED) with an official transcript of courses, grades, and standardized tests. Homeschool students refer to the Admissions Policy for Homeschool Students.
3. Submit an official transcript of all previous postsecondary work with course descriptions.
4. Apprise the College of eligibility for Veterans Administration and other aid programs.

Admissions Policy for Students with Disabilities

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 Student Success Center (SSC), 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.

Admissions Policy for Homeschool Students

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

1. Documentation that the student has completed a homeschool program at the high school level
2. A list of courses taken and grades earned and/or portfolio of work accomplished
3. HiSET/GED or other testing, if applicable

Change of Major & Dual Majors

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 Major-Dual 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 Major-Dual 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.

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.

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 (University of New Hampshire, 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.

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.

New England Regional Student Program (NERSP)

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 rate (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 for 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 rate 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.

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.

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.

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.

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.

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 Students

Transfer Applicants
Applicants to WMCC with previous college credit should submit the following items: Official transcripts and course descriptions from previously attended postsecondary institutions. For an explanation of the way transfer credit is determined, go to the Transfer Credit in the Credit for Prior Learning section.

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.

Business and Community Pathways

WMCC works directly with businesses, organizations, and subject matter experts to design and provide high-quality, targeted training for career and industry advancement. Along with first-rate business training with customized pathways for businesses seeking specialized training for their employees, WMCC also offers a variety of professional development programs on campus in Berlin, online, and at our Academic Centers in Littleton and North Conway. To view the most recent offerings, visit our Business and Community website. To register for courses or to schedule a

session to discuss customized training options for your business, contact Tamara Roberge at (603) 342-3062 or by email at TRoberge@ccsnh.edu.

Career Credentials

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 the 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 programs to prepare students for employment in the transportation industry:
CDL-A: This approximately eight to 10-week program prepares students to driver 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.
CDL Hourly Training: Individuals who possess a B license may also train on an hourly basis to progress to an A license and endorsement.

Certified Clinical Medical Assistant
A Certified Medical Assistant is a non-licensed medical support professional that performs a variety of tasks to assist licensed healthcare providers with the delivery of care in a variety of healthcare settings under the guidance and supervision of a physician. In this certification medical assistant program, the student will have the opportunity to gain fundamental knowledge on basic scientific principles and to practice administrative and preparatory assistive clinical tasks. Units of study include but are not limited to computer skill training, vital signs, EKGs, laboratory testing, blood draws, injections, pharmacology, medical terminology, anatomy and physiology, coding, appointment scheduling, emergency response and first aid, psychology, and electronic medical records with an emphasis on exceptional professionalism and a superb work ethic. At the end of the course, students will be eligible to sit for the CCMA exam. Successful completion of this program can also lead a CCMA on a pathway toward becoming a Licensed Nurse Practitioner to Registered Nurse.

Licensed Nurse Assistant
A Licensed Nurse Assistant (LNA) is a licensed medical professional responsible for providing care to patients in different healthcare settings under the guidance and supervision of a Registered Nurse. In this 120-hour plus program, students will have the opportunity to gain knowledge of health care settings, infection prevention, body mechanics, human needs and development, nutrition, mental health, home care, etc. with an emphasis on exceptional professionalism and a superb work ethic. At the end of the course, students will be eligible to sit for the Board of Nursing LNA exam. Successful completion of this program can also lead an LNA on a pathway toward becoming a Licensed Nurse Practitioner to Registered Nurse.

Phlebotomy Technician
This course is designed to develop an understanding of theory and basic skills in phlebotomy. Emphasis will include anatomy and physiology of the circulatory system, safety, specimen collection techniques, equipment, and the legal ramifications in the practice of phlebotomy.

OSHA 10 and 30, General Industry and Construction
Students will learn to identify common hazards in the workplace, discuss how to abate these hazards, and understand their role in a safe workplace. Topics include introduction to OSHA, fall hazards, electrical hazards, struck-by hazards, caught in/between hazards, and others tailored to the workplace.

Employers and Businesses

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. Training can be customized for a company's specific needs. The following are some examples of customized trainings WMCC has delivered for businesses.

Customized Training and Business Development Options

- Frontline Management Essentials
- Management and Teamwork
- Introduction to Engineering
- OSHA 10 and 30, General Industry and Construction
- Fork Truck Safety and Operation
- Overhead Crane Rigging and Signaling
- Simulated Commercial Driver Trainings
- Business Writing
- Customer Service and Organizational Effectiveness
- Organizational Behavior and Communication
- Courtesy, Civility, and Respect
- Anti-Harassment and Diversity
- Registered Apprenticeship and Youth Apprenticeship Opportunities
- Grant Development for the NHES WorkInvestNH Grant (Save 50% on Employee Training Costs)

To discuss customized training options for your business, contact Tamara Roberge at (603)342-3062 or by email at TRoberge@ccsnh.edu.

Enrichment

White Mountains Sense of Place
In this three-part series focusing on the natural history of the White Mountains, participants can choose to attend one, two, or all three sessions. Each full day course starts at WMCC's North Conway Academic Center before heading out into the field for experiential learning.

Session I - Geology of the White Mountains
In this session, we will discuss hundreds of millions of years of earth history that led to the development of the White Mountains landscape that we see today. Although we will identify a few of the most common rocks and minerals, we will emphasize how to observe and interpret the White Mountains landscape to understand the dramatic events (volcanoes, mountain uplift, erosion/glaciation) that produced the White Mountains as we see them today. We will begin with a PowerPoint presentation and discussion indoors and then caravan by car to a few geologic stops in the Mount Washington Valley and nearby White Mountains. Students should be prepared to walk on uneven ground for up to one mile while visiting field sites. We will picnic (bring your own lunch) at one of the field stops.

Session II - Forest Ecology: Trees are Talking to Each Other
Have you ever wondered how forests "work"? In this day-long session, we'll visit and explore different forest types (old-growth forest and regrowth forest) in the White Mountains to observe and interact with the living organisms that make up these wild, complex communities. We'll blend modern scientific methods with indigenous wisdom to better understand forest communities. Students should be prepared to walk on uneven ground for up to one mile while visiting field sites. We will picnic (bring your own lunch) at one of the field stops.

Session III - Winter Ecology: How Animals Survive
Have you ever wondered how wildlife can make it through six months of freezing cold snow and ice? In this day-long course, you'll gain insights into the amazing adaptations of wild animals and plants during winter months. Through both classroom discussion and field exploration, we'll better understand the amazing feats of science and the resilience that allow many animals and plants to remain active all winter long. Students should be prepared to walk on uneven ground for up to one mile while visiting field sites. We will picnic (bring your own lunch) at one of the field stops.

Professional Development

Medication Nurse Assistant
The Medication Nurse Assistant (MNA) training advances the LNA to administer medications to patients under the guidance and supervision of a Registered Nurse.

Geographic Information Systems
Geographic Information Systems (GIS) is a computer-based tool that uses spatial geographic data to analyze and solve real-world problems. The introductory course is designed to teach students the basic principles and techniques of GIS before they build upon that knowledge with ESRI ArcMap skills in the GIS Applications course.

Fork Truck Safety and Operation
Offering an overview of safe forklift operation and use, this course encompasses how to properly inspect the forklift for all safety devices and to ensure it meets the criteria for safe operation. Students will learn in a "toolbox talk" style with a PowerPoint presentation followed by practical demonstration of skills and safety.

Frontline Management Essentials
Being a frontline manager is challenging. Meeting organizational demands in an efficient and effective way can be challenging and at times frustrating. To succeed, the frontline manager must not only have the technical skills to do the job but must also have the people skills necessary to cultivate and maintain a culture where employees are recognized as the organization's most important asset and are consistently treated that way. Topics covered include the importance of human factors; making the break from the line to manage; supervisory success steps; courtesy, civility, and respect; and leadership.

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

Organizational Behavior and Communication
This training presents the theory, concepts, and applications of organizational behavior with particular emphasis on the impact that individuals and groups can have on organizational performance and culture. A wide range of practical approaches engage students in entrepreneurial thinking, managing change, using tools/technology, and responsible management practices.

Welding Skill Enhancer - Walking the Cup
Students in this course benefit from instructor guided development of next-level TIG welding skills. From learning the dos and don'ts of how to "walk the cup" with your TIG torch to using different size cups to practice with, students will expand on their experience of this technique, which is best suited for carbon steel and stainless-steel pipe.

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 will complete a sixty-hour people skills training course. The people 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, and
- Business Ethics and Workplace Sensitivity.

For more information on the WorkReadyNH program, contact Angela Kalampalikis at 603-230-3534.

Youth Programs

WMCC offers a variety of youth enrichment programs for the purpose of career exploration and discovery of aptitude. For up-to-date youth program offerings, visit our Business and Community website.

Cost of Attendance

All charges are subject to change without notice.

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.

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 residency

status qualifies a student for the fifty-mile-radius reduced tuition plan, the student should contact the Admissions Office.

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.

Net Price Calculator

WMCC provides the net price calculator as a guide for 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/.

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 online before the published deadline. Never attending does not constitute a formal withdrawal and results in the student being financially responsible for all charges.

New England Regional Student Program (NERSP)

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 rate (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 for 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 rate 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.

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.

Payment of Tuition

Tuition payments are due fourteen days **prior to the start of the semester**. A student's tuition bill for each semester of the academic year, summer term included, is available online through the Student Information System (SIS). Statements can be printed or downloaded in PDF format. Emails or text messages may be sent to students through official college correspondence notifying them of a balance due that is not covered by a guaranteed form of payment. In some instances, students may not receive notification because of the timing of registration and the start of the semester. It is the students' responsibility to check their SIS 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 payment 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.

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.

Senior Citizen Tuition

Senior citizens (65 or older) pay half tuition for credit courses based on available space. 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.

Tuition and Fees

Tuition

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 acceptance letter. 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 makes 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	3	4
			4 - 3 = 1 x 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, or co-op.

Other Fees

Fee	**Amount**
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*

Course Material, Equipment, and Other Fees

Course	**Fee**	**Amount**
AUTO 112W	Automotive Material Fee	$300
AUTO 112W	Automotive Tool Fee	$190
AUTO 112W	Automotive Certification Test	$120
AUTO 113W	Automotive Material Fee	$300
AUTO 114W	Automotive Material Fee	$300
AUTO 115W	Automotive Material Fee	$300
AUTO 115W	Automotive Uniform Fee	$60
AUTO 211W	Automotive Material Fee	$300
AUTO 212W	Automotive Material Fee	$300
AUTO 214W	Automotive Material Fee	$300
AUTO 215W	Automotive Material Fee	$300
AUTO 215W	Automotive Certification Test Fee	$120
AUTO 216W	Automotive Material Fee	$170
CDT 124W	CDT Fuel & Maintenance Fee	$650
CDT 126W	CDT Fuel & Maintenance Fee	$650
CDT 126W	CDT Test Fee	$200
CULA 110W	Culinary Material & Equipment Fee	$848
CULA 110W	Culinary Knife Set Fee	$180
CULA 124W	Baking Material & Equipment Fee	$848
CULA 125W	Culinary Material & Equipment Fee	$848
CULA 208W	Culinary Material & Equipment Fee	$848
CULA 212W	Baking Material & Equipment Fee	$848
CULA 212W	Baking Kit Fee	$105
CULA 243W	Baking Material & Equipment Fee	$848
CULA 244W	Culinary Material & Equipment Fee	$848
DEDI 105W	Driver Education Instructor Maintenance Fee	$150
DSL 102W	Diesel Heavy Equipment Material Fee	$300
DSL 113W	Diesel Heavy Equipment Material Fee	$400
DSL 115W	Diesel Heavy Equipment Material Fee	$300
DSL 117W	Diesel Heavy Equipment Material Fee	$300
DSL 211W	Diesel Heavy Equipment Material Fee	$300
DSL 216W	Diesel Heavy Equipment Material Fee	$300
DSL 222W	Diesel Heavy Equipment Material Fee	$300
DSL 226W	Diesel Heavy Equipment Material Fee	$300
DSL 227W	Diesel Heavy Equipment Material Fee	$300
DSL 227W	Diesel Heavy Equipment Testing Fee	$60
INDM 104W	Industrial Mechanics Material Fee	$600
INDM 106W	Industrial Mechanics Material Fee	$300
INDM 109W	Industrial Mechanics Testing Fee	$50
INDM 226W	Industrial Mechanics Material Fee	$325

Course	Fee	Amount
INDM 228W	Industrial Mechanics Material Fee	$550
INDM 228W	Industrial Mechanics Testing Fee	$300
MASS 108W	Massage Therapy Material & Equipment Fee	$100
MEDA 101W	Medical Assistant Clinical Surcharge	$500
MEDA 101W	Medical Assistant Material Fee	$80
MEDA 201W	Medical Assistant Clinical Surcharge	$500
MEDA 201W	Medical Assistant Material Fee	$80
NURS 111W	Nursing Material Fee	$55
NURS 111W	Nursing Clinical Surcharge	$500
NURS 111W	ATI Nursing Fee	$756
NURS 112W	Nursing Material Fee	$55
NURS 112W	Nursing Clinical Surcharge	$500
NURS 112W	ATI Nursing Fee	$756
NURS 210W	Nursing Material Fee	$55
NURS 210W	Nursing Clinical Surcharge	$500
NURS 210W	ATI Nursing Fee	$613
NURS 214W	Nursing Material Fee	$55
NURS 214W	Nursing Clinical Surcharge	$500
NURS 214W	ATI Nursing Fee	$613
VETA 103W	Veterinary Assistant Material & Equipment Fee	$100
VETA 107W	Veterinary Assistant Material & Equipment Fee	$100
VETA 109W	Veterinary Assistant Material & Equipment Fee	$100
WELD 115W	Welding Material Fee	$1,000
WELD 115W	Welding Testing Fee	$300
WELD 125W	Welding Material Fee	$100
WELD 203W	Welding Material Fee	$150
WELD 213W	Welding Material Fee	$250
WELD 214W	Welding Material Fee	$300
WELD 216W	Welding Material Fee	$250
WELD 221W	Welding Material Fee	$750
WELD 221W	Welding Testing Fee	$300
WELD 228W	Welding Material Fee	$100
WELD 232W	Welding Material Fee	$1,050
WELD 232W	Welding Testing Fee	$550

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

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.

Tuition Refund Policy

All refunds require that students complete an official College Withdrawal form or Course Drop form. Students who officially withdraw from WMCC or drop 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 advanced tuition deposit is a non-refundable fee. All other fees are refundable. These include, but are not limited to, the comprehensive student services fee.

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

Students registered for workshops through system divisions of Community Education or Center for Training and Business Development must withdraw in writing at least three 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.

Credit for Prior Learning

WMCC is committed to providing affordable, accessible, high-quality education to help students achieve their educational and professional goals. Because we believe our learners bring with them a unique body of knowledge and skills developed over time, we provide students the opportunity to demonstrate their acquisition of college-level learning gained outside of the traditional classroom setting.

In accordance with the guidelines established by the Council for Adult and Experiential Learning (CAEL) and the recommendations made by the American Council on Education (ACE), WMCC provides options for students to progress more quickly toward program or degree completion through earning credit for prior learning, including transfer credit, credit by examination, and credit for experiential learning through prior learning portfolio assessment.

Credit by Credential

Military Education and Training
Students who are active duty or retired military may earn credit hours applied to their degree or certificate program for their military training and experience. Credit may be awarded in accordance with the American Council on Education (ACE)'s recommendations, which can be found in the online ACE Military Guide at https://bit.ly/3NQFRIs. Students who are interested in having their military training and experience evaluated for credit should submit the CPL Request Form to the Admissions Office and must log in to the Joint Services Transcript website (https://jst.doded.mil/jst) to request an official Joint Services Transcript be sent directly to the Admissions Office for credential review.

Active-Duty military personnel are also eligible for free CLEP and DSST subject area exams (described in detail in the Credit by Examination section). To take advantage of these free pathways toward college credit, you can find more information at https://bit.ly/3OMB9Nk.

Professional Licensure or Certification
Students who possess professional licensures or industry certifications may be awarded credit for prior learning through department and College approved credit equivalencies outlined in our Credit By Credential Crosswalk. Students who are interested in earning credit for a professional licensure or certification listed on the Credit By Credential Crosswalk should submit the CPL Request Form and official records of professional licensure or industry certification to the Admissions Office.

Credit by Examination

Students may earn credit for prior learning through successful completion of nationally recognized standardized examinations, such as Advanced Placement (AP), College Level Examination Protocol (CLEP), and DANTES Subject Standardized Tests (DSST). For courses where there is no nationally recognized assessment available, students may request to complete a locally developed Challenge Exam prepared and administered by faculty. Below is our Credit by Examination Quick Guide, followed by detailed instructions for each type of credit by examination opportunity.

CREDIT BY EXAMINATION QUICK GUIDE

Examination & Link to Credit Crosswalk	Cost to Student	Score Eligibility
Advanced Placement (AP)	No WMCC Fee	3 or Higher
College Level Examination Protocol (CLEP)	No WMCC Fee	Varies
DANTES Subject Standardized Tests (DSST)	No WMCC Fee	Varies

Advanced Placement (AP)
Students may be awarded credit for prior learning demonstrated through a score of 3 or higher on Advanced Placement (AP) exams that are considered part of a student's degree program. Students should carefully review our WMCC AP Exams Crosswalk, which provides a comprehensive list of AP Exams and the White Mountains Community College courses with which they align. Students who wish to obtain credit for AP exam scores must submit the CPL Request Form to the Admissions Office and request official AP score reports from the College

Board to be sent directly to the White Mountains Community College Admissions Office. The official score reports should be ordered during the summer prior to enrollment. More information about how to order an official score report can be found online at https://apstudents.collegeboard.org/sending-scores, by phone at (609) 771-7300, and by mail at College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671.

College Level Examination Protocol (CLEP)
Students may earn credits toward a degree by passing College Level Examination Program (CLEP) exams in a wide variety of subjects, including English, math, biology, chemistry, psychology, sociology, macroeconomics, accounting, marketing, business law, and other areas. If interested in registering for a CLEP exam, students can view all exam topics, exam content descriptions, and free study resources for each exam at College Board's CLEP exam website: https://clep.collegeboard.org/clep-exams. At the time of the publication of this guide, each exam costs $89.00, and when registering for an exam through the website provided above, students can also elect to purchase study guides with practice exams at an additional cost of $10.00 to $24.99.

Prior to registering for a CLEP exam, students should carefully review the WMCC CLEP Exams Crosswalk to determine the course credit that may be granted for scores of 50 or higher. Credit granted for CLEP exams does not count toward GPA, and no credit will be granted until WMCC receives a completed CPL Request Form and an official score report sent directly to the White Mountains Community College Admissions Office from the College Board. More information about how to send score reports can be found on College Board's Send Scores and Transcripts website https://clep.collegeboard.org/scores/send-scores-transcripts.

To ensure timely credit, students should take the exam at least one semester prior to needing the course to advance in any degree path and send the score report to WMCC as soon as it is available. If a student elects to take a CLEP exam for a course already registered for at WMCC, the course must be dropped during the add/drop period of the semester or term for the student to receive a full refund of course tuition and fees.

Active-duty members of the military and some military spouses are eligible for free CLEP exams, paid for through the Defense Activity for Non-traditional Education Support (DANTES) program. To view eligibility requirements, visit https://bit.ly/3uwpE4s. Additional information, including how to access free CLEP exam preparation online courses, materials, and free score reports, can be found at the DANTES website https://bit.ly/3OMB9Nk.

DANTES Subject Standardized Tests (DSST)
Students may earn credits toward a degree by passing DANTES Subject Standardized Tests (DSST) exams. DANTES, short for Defense Activity for Non-Traditional Educational Support, originally provided these subject-area exams to military personnel only. At the time of the publication of this guide, these exams are available to anyone in the general public for a fee of $100.00 per test.

DSST exams cover a broad range of subject areas, and each exam can be taken in paper-based or digital format at an authorized testing center. You also have the option to take most DSST exams online via a Remote Proctor. To register for an exam at a nearby testing center, visit https://getcollegecredit.com/search/. To register for an online exam, visit https://www.prometric.com/test-takers/search/dantes. Students who wish to take an online DSST exam at White Mountains Community College should contact the Student Success Center to coordinate the date and time and should register through the Prometric website listed above.

Prior to registering for a DSST exam, students should carefully review the WMCC DSST Exams Crosswalk to determine the course credit that may be granted for acceptable scores. To view a list of all DSST exams available, their exam content outlines, and sample questions and answers, visit the DSST website https://bit.ly/3yOo6FB.

Active-duty members of the military and some military spouses are eligible for free DSST exams, paid for through the DANTES program. For additional information, including eligibility requirements and how to access free online preparation courses, materials, and free score reports, can be found at the DANTES website https://bit.ly/3OMB9Nk.

Credit granted for DSST exams does not count toward GPA, and no credit will be granted until WMCC receives a completed CPL Request Form and an official score report sent directly to the White

Mountains Community College Admissions Office. More information about how to send score reports can be found online at https://bit.ly/3am4qPX.

Challenge Exam
Students who wish to earn credit for prior learning in a course for which there is no other available credit by examination may have the opportunity to complete a Challenge Exam created and administered by WMCC faculty. The availability of a Challenge Exam varies across programs and courses, and students who are interested should complete the CPL Request Form and submit it to the Admissions Office. If an exam is available, a fee of $25.00 per credit hour will be assessed prior to the scheduling of the exam. Any additional direct costs for a laboratory exam will also be incurred by the student. Students earning a grade of C or better on the exam will receive the corresponding credits for the course they challenged. Only students currently enrolled in a certificate or degree program may request a Challenge Exam, and students may not request an exam for a course in which they were previously or are currently enrolled.

Credit Through a Prior Learning Assessment (PLA) Portfolio

Students may earn credit through a formal portfolio assessment of the knowledge, skills, and experience gained through work, life experiences, and lifelong learning. The Prior Learning Assessment (PLA) Portfolio is a formal academic framework for students to demonstrate direct alignment between their prior learning and the learning outcomes of a WMCC course in their degree or certificate program. The PLA Portfolio framework requires students to demonstrate their prior acquisition of each of the learning outcomes for a course with a detailed narrative and supporting documentation. The completed PLA Portfolio is then evaluated by the course program area department chair and the Vice President of Academic Affairs or designee(s). It is important to note that credit is not awarded for experience; it is awarded for clearly aligned demonstration of prior learning gained through career and life experiences. No portfolios will be accepted for courses that have a Credit by Examination (CBE) equivalency.

Guide for Determining PLA Portfolio Feasibility

1. Utilizing the courses outlined in your certificate or degree plan in Navigate, identify the courses you believe align with the knowledge, skills, and experience you have acquired through prior learning.
2. Examine the WMCC CBE Direct Equivalencies to determine if there are credit by exam equivalencies for the courses you have identified.
    1. If there ARE exams that align with the courses you have selected, follow the guidance in the Credit By Examination section of this guide to register for and to take the exams. If you meet the score requirements for credit, follow the instructions in the Credit By Examination section to order your score reports and have them sent directly to the Admissions Office. It is important to note that if an exam exists for the course you are requesting credit, you must pass the exam to be granted credit. **No portfolio assessments will be completed for courses that have a Credit By Examination direct equivalency.**
3. If the courses you have identified as a potential match for your knowledge, skills, and experience are NOT listed on the WMCC CBE Direct Equivalencies list, then you may choose to request a Challenge Exam (described in the Credit By Examination section), or you may choose to develop a Prior Learning Assessment (PLA) portfolio.

Quick Guide for Developing a PLA Portfolio

1. Review the PLA Framework outline of required contents for the PLA Portfolio.
2. Complete the CPL Request Form and meet with your faculty advisor to discuss your desire to submit a Prior Learning Assessment Portfolio.
3. When the start date of your portfolio compilation has been set with your faculty advisor, you will be added to the Credit for Prior Learning course in Canvas and must complete every module of the PLA Portfolio course, the contents of which are considered your Prior Learning Assessment (PLA) Portfolio.
4. When your Canvas course is complete, the contents of your portfolio will be made available to Academic Affairs for evaluation.

Submission and Assessment of the PLA Portfolio
All completed PLA Portfolios submitted via the PLA Portfolio Canvas course are routed to the Academic

Affairs Office. The program area department chair and the Vice President of Academic Affairs or designee(s) will assess the portfolio and evaluate the number of credits that may be awarded. If the evaluation process results in credit for prior learning, the student's transcript will note TR (Course Transfer) for the credits awarded. Students may be awarded a maximum of 24 credits for the sum total of all portfolio submissions, and fees may apply.

Credit for Prior Learning Policy

The following are important considerations prior to pursuing credit for prior learning (CPL):

- Students are responsible for submitting a completed CPL Request Form and must provide the College with timely official documentation, score reports, and/or transcripts before any credits will be evaluated or awarded.
- In order to be eligible to earn credit for prior learning, students must be enrolled at WMCC, and the credit must be applicable to students' declared certificate or degree program.
- Credits earned will not apply to a student's Grade Point Average (GPA), nor will they satisfy WMCC's residency requirements. All students must earn a minimum of 25% of all credits required for any degree or certificate through successful completion of WMCC courses.
- A reduction in course load could potentially impact financial aid if lessening the number of courses taken in a single semester results in a change of full-time student status.
- Credits earned for prior learning granted by WMCC are not guaranteed to be recognized by other colleges students may want to transfer to for four-year degree completion. Students are advised to contact those institutions directly to determine eligibility for transfer.

Transfer Credit

Credits earned through other regionally accredited institutions may be transferred to WMCC if students earned a grade of C or better and if the credits are equivalent to WMCC courses in the students' degree or certificate program. For Nursing/Health Science required lab courses, students must have earned a C+ or better to receive credit. To apply for transfer credit, students must contact their former college to arrange for official transcripts and course descriptions to be sent to the Admissions Office for review. Upon receipt of all documentation, the Vice President of Academic Affairs or designee will coordinate with appropriate department chairs to determine eligibility and acceptability of transfer credits. If transfer credit is granted, it is important to note that grades received for courses completed at any institution other than WMCC will not be utilized for calculating a student's cumulative Grade Point Average (GPA).

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 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.

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 $14 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.

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 2022-2023, the maximum Pell Grant is $10,342.00. 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 Education Opportunity Grant Program (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 31 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 in fewer than six credits. Students with more than 30 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 in 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 beginning six months after the student leaves college or if the student is enrolled in 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. Pre-approval applications are required. Parents interested in this loan option should visit 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/.

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.

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.

Satisfactory Academic Progress (SAP) Policy

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; 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, are included in the quantitative calculation. For example, students who have attempted 36 credits at WMCC must earn at least 24 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 60-credit degree program must complete the program before exceeding 90 attempted credits. For a student who changes majors, only coursework attempted that is applicable to the new program of study is counted in the maximum timeframe. Developmental and remedial classes may be excluded from the 150% calculation. 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, the 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 they may 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, students 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 self-paying for one's classes nor sitting out a semester affects a student's SAP standing; therefore, 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 aid for up to 24 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 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 incomplete grades 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 incomplete grades are resolved.

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 scholarship 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, then 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, by visiting https://www.wmcc.edu/affordability/scholarship-resources.

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.

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.

Veterans Administration (VA)

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, which can be found on our website. 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, certification of semester course load, and other VA needs.

Student Services

Mission Statement

Student Services provides high-quality, student-focused support, assistance, and services responsive to individual needs in a caring environment that enhances success and empowers students to maximize their potential. The administration, faculty, and staff regard student services as an integral part of the total educational program at this college. A wide range of student service programs helps to meet the needs and interests of the student body. Every effort is made to know students as individuals and to serve their individual needs.

Academic 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.

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 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 they might have a disability, should contact the Accessibility Services Coordinator at (603) 342-3059 to discuss support-service options.

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 supplemental financial assistance 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 be available in the form of tuition, textbooks, childcare, or travel 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, 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 https://www.bkstr.com/whitemountainsccstore/home.

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 that is not limited by their disabilities. Assistance is collaborative, developing strong, effective, independent learning and self-advocacy skills. The students assume responsibility for reaching their own academic goals.

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 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.

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

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. As part of WMCC's "Meals IncludED", free breakfast and lunch are available for students at the Berlin, Littleton, and North Conway locations.

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 12 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.

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. The library is open to alumni and community members.

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.

Navigate

Navigate is an application and online account students access to create an academic plan, register for courses, view schedules, receive messages, 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, students 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.

Peer Mentoring

Many students supplement their studies by taking advantage of the College's free coaching/peer-mentoring service located in the SSC. 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.

Placement

Among the graduates of 2020, 81 percent of them indicated they had found employment in their field of study 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.

Student Information System

The Student Information System (SIS) allows students to access their college information online, including their tuition balance, payments, final grades, and financial aid information.

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 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 fulfillment of leadership roles and responsibility working 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.

Student Success Center

Available to all students, the Student Success Center (SSC) supports the College's mission by providing peer and professional 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 SSC. Staff members at the SSC provide assistance and the resources available to satisfy individual needs.

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 Alert 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 M365 Student Mail account from Rave Wireless, which gives them a link to access and add personal information.

Degrees & Certificates

Advanced Welding Technology

Program
Welding
Degree Type
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.

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.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**7**	**24**	**18**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**7**	**23**	**18**
	Total Credits			**36**

Automotive Technology

Program
Automotive
Degree Type
Associate in Applied Science

There are over 253 million vehicles on U.S. roads today with an average age of over 11 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. Students can choose between an Associate in Applied Science degree or a two-year certificate in Automotive Technology which combine 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, multimeters, engine analyzers, scan tools, torches and welders, computerized alignment systems, brake lathes, and emissions analyzers. Students also learn to utilize the ALLDATA 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 counterperson, assistant service manager, or service manager.

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 $1800-$3500 for tools and uniforms.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**12**	**9**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
AUTO113W	Automotive Power Trains	4	6	6
AUTO114W	Automotive Electricity II	3	3	4
PHYS113W	Electricity and Electronics	3	2	4
	Mathematics	4	0	4
	Sub-Total Credits	**14**	**11**	**18**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Social Science	3	0	3
	Sub-Total Credits	**8**	**13**	**13**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
AUTO214W	Computerized Diagnostic Service and Air Conditioning	3	8	6
AUTO215W	Automotive Suspension and Brakes	3	3	4
AUTO216W	Electric Vehicle Technology	2	5	4
	Humanities	3	0	3
	Sub-Total Credits	**11**	**16**	**17**
	Total Credits			**63**

Automotive Technology

Program
Automotive
Degree Type
Certificate

There are over 253 million vehicles on U.S. roads today with an average age of over 11 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. Students can choose between an Associate in Applied Science degree or a two-year certificate in Automotive Technology which combine 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, multimeters, engine analyzers, scan tools, torches and welders, computerized alignment systems, brake lathes, and emissions analyzers. Students also learn to utilize the ALLDATA 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 counterperson, assistant service manager, or service manager.

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 $1800-$3500 for tools and uniforms.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**8**	**9**	**11**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
AUTO113W	Automotive Power Trains	4	6	6
AUTO114W	Automotive Electricity II	3	3	4
	Sub-Total Credits	**7**	**9**	**10**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**5**	**13**	**10**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
AUTO214W	Computerized Diagnostic Service and Air Conditioning	3	8	6
AUTO215W	Automotive Suspension and Brakes	3	3	4
AUTO216W	Electric Vehicle Technology	2	5	4
	Sub-Total Credits	**8**	**16**	**14**
	Total Credits			**45**

Baking and Pastry Arts

Program
Culinary Arts/Baking and Pastry Arts
Degree Type
Associate in Applied Science

White Mountains Community College is proud to offer a two-year Associate in Applied 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 and pastry. Baking and Pastry Arts graduates are trained to work as bakers, confectioners, 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 Baking and Pastry Arts program courses cover all areas of baking from basic bread making to advanced artisan bread making. Chocolates and confections, cake decorating and design, decorative centerpieces, sugar art, and petit fours are among the many focus areas that students enrolled in this program study. In addition to the comprehensive lab courses, students receive a broad education in baking and pastry arts that includes baking theory, management courses, food service management strategies, table service skills, food nutrition principles, menu construction, restaurant design, and food safety. Students will also develop critical thinking and communication skills necessary for long-term career success in the food service industry. In addition to taking traditional culinary classes, students will gain additional industry experience by working at a college approved co-op site. To gain a more complete understanding of the way restaurants and hotels operate, students also train in basic food production and foundational culinary arts skills to further prepare them for entry into the workforce and diversify their professional abilities. We are also very proud to offer students the ability to earn a dual degree in both Culinary Arts and Baking and Pastry Arts which only requires those interested to attend WMCC for one additional year on a part time basis.

Students will receive a set of professional knives, the cost of which is included in the first semester's lab expense. Students will also receive a set of tools specifically designed for those specializing in the baking and pastry arts field at the beginning of their senior year. Students are expected to purchase three sets of uniforms and tools not included in the provided tool kits. Additional information is emailed to students prior to the start of the semester.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACAD105W	Academic Readiness	1	0	1
CULA110W	Culinary Foundations and Food Preparation Techniques	1	15	6
CULA115W	Food Theory and Meat Fabrication	3	0	3
CULA120W	Food Service Sanitation	2	0	2
	Mathematics	3	0	3-4
	Sub-Total Credits	**10-11**	**15**	**15-16**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
CULA121W	Baking Theory	3	0	3
CULA123W	Table Service and Mixology	3	0	3
CULA124W	Baking Fundamentals, Introduction to Cakes, and Plated Desserts	1	15	6
ENGL225W	Oral Communication	3	0	3
	Sub-Total Credits	**10**	**15**	**15**

Summer Semester

Course Number	Title	Lecture	Lab	Credits
CULA210W	Baking and Pastry Arts Co-op	0	9	3
	Sub-Total Credits	**0**	**9**	**3**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
CULA212W	Artisan Breads, Buffets, Petit Fours, and Confections	1	15	6
CULA216W	Menu Analysis and Restaurant Design	3	0	3
CULA227W	Product Purchasing and Marketing	2	0	2
HUMA212W	Legal and Ethical Issues	3	0	3
PSYC111W	Psychology	3	0	3
	Sub-Total Credits	**12**	**15**	**17**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
BIOL112W	Nutrition	3	0	3
CULA218W	Food and Beverage Operations	3	0	3
CULA222W	Food Service Management	3	0	3
CULA243W	Advanced Showpieces, Cakes, Plated Desserts, and Practicum	1	15	6
	Sub-Total Credits	**10**	**15**	**15**
	Total Credits			**65-66**

Business Administration

Program
Business Administration
Degree Type
Associate in Science

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, Plymouth State University, and Southern New Hampshire 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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**0**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
ACCT114W	Financial Accounting	3	0	3
BUS114W	Introduction to Business Logic and Ethics	3	0	3
COMP110W	Business Computer Applications	3	0	3
ECON112W	Principles of Microeconomics	3	0	3
MATH214W	Statistics	4	0	4
	Sub-Total Credits	**16**	**0**	**16**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACCT214W	Managerial Finance and Accounting	3	0	3
BUS201W	Introduction to Human Resources	3	0	3
BUS214W	Management and Teamwork	3	0	3
ECON111W	Principles of Macroeconomics	3	0	3
ENGL211W	Professional Writing	3	0	3
	Sub-Total Credits	**15**	**0**	**15**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
BUS212W	Marketing	3	0	3
BUS215W	Business Law	3	0	3
BUS216W	Business Plan Development	3	0	3
BUS220W	Business Internship	0	3	1
	Humanities	3	0	3
	Science	3	0	3
	Sub-Total Credits	**15**	**3**	**16**
	Total Credits			**62**

Career and Technical Education

Program
Education
Degree Type
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 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 in the description for Teacher Education.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**13**	**0**	**13**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**12**	**0**	**12**
	Total Credits			**25**

Commercial Driver Training

Program
Commercial Driver Training
Degree Type
Certificate

Take advantage of the national shortage of commercial drivers and obtain a commercial driver's 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 and 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.

Summer/Fall Semester

Course Number	Title	Lecture	Lab	Credits
CDT122W	Commercial Driver Training - Theory	6	0	6
CDT124W	Commercial Driver Training - Behind the Wheel Range	1	6	4
CDT126W	Commercial Driver Training - Practicum	0	6	3
INDM109W	Safety in Industry	3	0	3
	Sub-Total Credits	**10**	**12**	**16**
	Total Credits			**16**

Conservation Law Enforcement

Program
Conservation Law Enforcement
Degree Type
Associate in Science

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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
BIOL111W	Biology	3	3	4
CRMJ101W	Introduction to Criminal Justice	3	0	3
ENGL120W	College Composition	4	0	4
HUMA120W	Environmental Issues	3	0	3
	Sub-Total Credits	**13**	**3**	**14**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
ENGL211W	Professional Writing	3	0	3
ENVS110W	Introduction to Environmental Science	3	2	4
FRST205W	Forestry Resources	3	2	4
PHYS122W	Forensic Science	3	2	4
	Mathematics	4	0	4
	Sub-Total Credits	**16**	**6**	**19**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**4**	**17**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
CLAW140W	Wildlife and Outdoor Identification	2	3	4
CLAW208W	Conservation Law Project	1	4	3
GEOL112W	Geology and Soils	3	2	4
	Social Science	3	0	3
	Sub-Total Credits	**9**	**9**	**14**
	Total Credits			**64**

Criminal Justice

Program
Criminal Justice
Degree Type
Associate in Science

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 credits)
CRMJ201W Criminal Procedures (3 credits)
CRMJ230W Justice and the Community (3 credits)
CRMJ270W Criminal Justice Internship (3 credits)
Liberal Arts (3 credits)
General Elective* (3 credits)

Full-time State Corrections Academy graduate will receive credit for the following:
CRMJ101W Introduction to Criminal Justice (3 credits)
CRMJ215W Corrections Operations (3 credits)
CRMJ270W Criminal Justice Internship (3 credits)
Liberal Arts Elective (3 credits)
General Elective* (3 credits)

Additional credits may be awarded for in-service courses at New Hampshire Police Standards and Training Academy on a case-by-case basis.
*Subject to review

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**16**	**2**	**17**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
CRMJ105W	Introduction to Homeland Security	3	0	3
CRMJ123W	Criminal Law	4	0	4
PHYS122W	Forensic Science	3	2	4
	Mathematics	4	0	4
	Sub-Total Credits	**14**	**2**	**15**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**0**	**15**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
CRMJ201W	Criminal Procedures	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
	Sub-Total Credits	**12**	**9**	**15**
	Total Credits			**62**

Culinary Arts

Program
Culinary Arts/Baking and Pastry Arts
Degree Type
Associate in Applied Science

White Mountains Community College is proud to offer a two-year Associate in Applied Science degree in Culinary Arts in addition to its degree in Baking and Pastry Arts. The Culinary Arts degree trains students in a wide range of traditional and modern culinary skills and techniques. Students learn introductory core culinary foundational skills including the production of soups and sauces, hot food techniques, Garde Manger, yeast bread production, and patisserie. Upon successfully mastering the core foundational skills, students will study advanced techniques in Regional American, Classical, and International cuisines. Charcuterie, buffet, and banquet production are also addressed in this degree program. Students receive training in ice and edible food carvings while studying theory related to food and baking. Students will demonstrate professionalism, food service management strategies, table service skills, food nutrition principles, menu construction, restaurant design, and food safety. Students will develop critical thinking and communication skills necessary for long-term career success in the food service industry. Graduates of the Associate in Applied Science degree in Culinary Arts will have the skills required to hold a variety of positions in the food service industry, such as chefs, sous chefs, bakers, food production supervisors, food purchasing agents, food service instructors, and restaurant owners.

In addition to taking traditional culinary classes, students will gain additional industry experience by working at a college approved co-op site. As a requirement for graduation, students must also successfully complete a final practical exam during their senior year. We are also very proud to offer students the ability to earn a dual degree in both Culinary Arts and Baking and Pastry Arts which only requires those interested to attend WMCC for one additional year on a part-time basis.

Students must purchase three sets of uniforms prior to the start of the semester. Information on the uniforms, as well as a list of any additional items and materials students will need to purchase, will be provided by email. Included in the cost of tuition is a set of professional chef knives, which will be distributed on the first day of class.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACAD105W	Academic Readiness	1	0	1
CULA110W	Culinary Foundations and Food Preparation Techniques	1	15	6
CULA115W	Food Theory and Meat Fabrication	3	0	3
CULA120W	Food Service Sanitation	2	0	2
	Mathematics	3	0	3-4
	Sub-Total Credits	**10-11**	**15**	**15-16**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
CULA121W	Baking Theory	3	0	3
CULA123W	Table Service and Mixology	3	0	3
CULA125W	Baking Fundamentals, Breakfast Cookery, and Hot Food Plating	1	15	6
ENGL225W	Oral Communication	3	0	3
	Sub-Total Credits	**10**	**15**	**15**

Summer Semester

Course Number	Title	Lecture	Lab	Credits
CULA200W	Culinary Arts Co-op	0	9	3
	Sub-Total Credits	**0**	**9**	**3**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
CULA208W	Charcuterie, Buffet Production, and Design	1	15	6
CULA216W	Menu Analysis and Restaurant Design	3	0	3
CULA227W	Product Purchasing and Marketing	2	0	2
HUMA212W	Legal and Ethical Issues	3	0	3
PSYC111W	Psychology	3	0	3
	Sub-Total Credits	**12**	**15**	**17**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
BIOL112W	Nutrition	3	0	3
CULA218W	Food and Beverage Operations	3	0	3
CULA222W	Food Service Management	3	0	3
CULA244W	International Cuisines, Regional American Cuisines, and Practicum	1	15	6
	Sub-Total Credits	**10**	**15**	**15**
	Total Credits			**65-66**

Diesel Heavy Equipment Technology

Program
Diesel Heavy Equipment Technology
Degree Type
Associate in Science

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, trucking, recreation, marine service, power generation, and other industries that use diesel-powered units.

The Diesel Heavy Equipment Technology 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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACAD105W	Academic Readiness	1	0	1
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
	Sub-Total Credits	**13**	**5**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**11**	**19**

Summer Term

Course Number	Title	Lecture	Lab	Credits
DSL119W	Cooperative Education	0	3	1
	Sub-Total Credits	**0**	**3**	**1**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**11**	**10**	**15**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
DSL227W	Heavy-Duty Chassis, Brake, and Climate Control Systems	4	3	5
WELD214W	Introduction to Arc Welding and Cutting Processes	1	4	3
	Humanities	3	0	3
	Social Science	3	0	3
	Sub-Total Credits	**11**	**7**	**14**
	Total Credits			**64**

Diesel Heavy Equipment Technology

Program
Diesel Heavy Equipment Technology
Degree Type
Certificate

The Certificate 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. 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, trucking, recreation, marine service, power generation, and other industries that use diesel-powered units.

The Diesel Heavy Equipment Technology 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.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**10**	**9**	**13**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**11**	**13**	**16**
	Total Credits			**29**

Driver Education Instructor

Program
Driver Education Instructor
Degree Type
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 60 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.

DEDI101W, DEDI103W, and DEDI105W are offered Fall, Spring, and Summer at WMCC.

Applicants must:

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

Fall Semester

Course Number	Title	Lecture	Lab	Credits
DEDI101W	Introduction to Traffic Safety	3	0	3
DEDI103W	Driver Education Classroom Methods	3	0	3
DEDI105W	In-Vehicle Driver Education Methods	3	0	3
	Sub-Total Credits	**9**	**0**	**9**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**8**	**0**	**8**
	Total Credits			**17**

Early Childhood Education

Program
Early Childhood Education
Degree Type
Associate in Science

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 preschools, 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 or 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 fingerprinting 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 person.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**16**	**0**	**16**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**16**	**0**	**16**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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	0	3-4
	Liberal Arts	3	0	3
	Sub-Total Credits	**15-16**	**0**	**15-16**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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	0	3-4
	Sub-Total Credits	**14-15**	**6-8**	**16-17**
	Total Credits			**63-65**

Early Childhood Education

Program
Early Childhood Education
Degree Type
Certificate

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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 Programs	3	0	3
ECE218W	Promoting Cognitive and Executive Functioning Skills	3	0	3
	Sub-Total Credits	**15**	**0**	**15**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**14**	**6**	**16**
	Total Credits			**31**

Early Childhood Education Associate Teacher Credential

Program
Early Childhood Education
Degree Type
Certificate

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

Course Number	Title	Lecture	Lab	Credits
ECE112W	Child Growth and Development	3	0	3
ECE114W	Health, Safety, and Nutrition for the Young Child	3	0	3
ECE115W	Positive Guidance Techniques	3	0	3
	Sub-Total Credits	**9**	**0**	**9**
	Total Credits			**9**

Electric Vehicle Technician

Program
Automotive
Degree Type
Certificate

Since the inception of the electric vehicle in 1996, a total of 5,803,917 hybrid electric automobiles and sport utility vehicles have been sold in the country! The industry has made great strides in both alternative fuel and electric vehicle manufacturing. Recently, significant emphasis has been placed on working towards eliminating dependence on petroleum and protecting the environment. Major vehicle manufacturing companies have made commitments to have all electric vehicles in their fleet as early as 2025. The increased production and commitment to electric automobiles by major manufacturers provide employment opportunities in various positions throughout the industry.

Automotive repair professionals need to have up-to-date technical information at their command. The Electronic Vehicle Technician certificate prepares students to be proficient technicians in both basic automobile technology and electronic vehicle components. The certificate combines in-depth theory with extensive practical training in a well-equipped lab with state-of-the-art training equipment and curriculum developed in collaboration Switch Lab.

The certificate can easily be completed in conjunction with the Automotive Technology Associate in Applied Science degree, providing versatile skill sets to enhance a graduate's career prospects. Upon graduation, students are prepared to apply for positions as service technicians, but can also enter careers in sales, parts, and management.

Students are required to spend an additional $1800-$3500 for tools and uniforms.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
AUTO101W	Introduction to Automotive Service	2	3	3
AUTO112W	Automotive Electricity I	3	3	4
AUTO212W	Chassis Service and Alignment Procedures	2	8	5
INDM109W	Safety in Industry	3	0	3
	Sub-Total Credits	**10**	**14**	**15**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
AUTO114W	Automotive Electricity II	3	3	4
AUTO216W	Electric Vehicle Technology	2	5	4
AUTO218W	Working with High Voltage Batteries	3	0	3
AUTO220W	Electric Vehicle Propulsion Systems	3	1	4
	Sub-Total Credits	**11**	**9**	**15**
	Total Credits			**30**

Entry-Level Criminal Justice

Program
Criminal Justice
Degree Type
Certificate

Fall Semester

Course Number	Title	Lecture	Lab	Credits
CRMJ101W	Introduction to Criminal Justice	3	0	3
CRMJ150W	Criminology	3	0	3
ENGL120W	College Composition	4	0	4
	Sub-Total Credits	**10**	**0**	**10**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
CRMJ105W	Introduction to Homeland Security	3	0	3
PSYC111W	Psychology	3	0	3
	Mathematics/Science	3	0	3-4
	Sub-Total Credits	**9-10**	**0-2**	**9-10**
	Total Credits			**19-20**

Environmental Science

Program
Environmental Science
Degree Type
Associate in 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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
BIOL111W	Biology	3	3	4
ENGL120W	College Composition	4	0	4
FRST101W	Dendrology and Introduction to Tree and Shrub Identification	3	2	4
GIS112W	Introduction to Geographic Information Systems	2	2	3
	Sub-Total Credits	**12**	**7**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**17**	**6**	**20**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**6**	**18**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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:	3	0	3
	Sub-Total Credits	**10**	**8**	**14**
	Total Credits			**67**

Food Service Essentials

Program
Culinary Arts/Baking and Pastry Arts
Degree Type
Certificate

White Mountains Community College is proud to offer a one-year certificate in Food Service Essentials. This program trains students in a wide range of traditional culinary and baking techniques. Students learn introductory core culinary foundational skills including the production of soups and sauces, hot food techniques, yeast bread production, and patisserie. Upon successfully mastering core foundational skills, students will have the opportunity to focus further in either culinary arts or baking and pastry arts.

Students will demonstrate professionalism, kitchen safety, table service skills, and food safety. Students will also develop critical thinking and communication skills necessary for long-term career success in the foodservice industry. Graduates of the certificate program have the option to seamlessly transfer into either, or both, of our Culinary Arts and Baking and Pastry Arts degree programs.

Students must purchase three sets of uniforms prior to the start of the semester. Information on the uniforms, as well as a list of any additional items and materials students will need to purchase, will be provided by email. Included in the cost of tuition is a set of professional chef knives, which will be distributed on the first day of class.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
CULA110W	Culinary Foundations and Food Preparation Techniques	1	15	6
CULA115W	Food Theory and Meat Fabrication	3	0	3
CULA120W	Food Service Sanitation	2	0	2
	Mathematics	4	0	4
	Sub-Total Credits	**10**	**15**	**15**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
CULA121W	Baking Theory	3	0	3
CULA123W	Table Service and Mixology	3	0	3
	Baking and Pastry Arts or Culinary Arts	1	15	6
	Sub-Total Credits	**7**	**15**	**12**
	Total Credits			**27**

Health Science

Program
Health Science
Degree Type
Associate in 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.

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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ENGL120W	College Composition	4	0	4
OTM117W	Medical Terminology	3	0	3
	Lab Science	3	3	4
	Mathematics	4	0	4
	Sub-Total Credits	**14**	**3**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
HUMA212W	Legal and Ethical Issues	3	0	3
PSYC111W	Psychology	3	0	3
PSYC112W	Human Growth and Development	3	0	3
	Lab Science	3	3	4
	Liberal Arts	3	0	3
	Sub-Total Credits	**15**	**3**	**16**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
BIOL112W	Nutrition	3	0	3
BIOL113W	Nutrition Lab	0	2	1
	HSV 111W OR SOCI 111W	3	0	3
	Lab Science	3	3	4
	Mathematics/Science	3	0	4
	Sub-Total Credits	**12-13**	**5-8**	**15**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
ENGL235W	Advanced Research Writing	4	0	4
MEDA211W	Pharmacology	3	0	3
	Open Electives	7	0	7-8
	Sub-Total Credits	**14-15**	**0**	**14-15**

Total Credits	**60-61**

Human Services

Program
Human Services
Degree Type
Associate in Science

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 program 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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**17**	**0**	**17**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**0**	**15**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**13**	**9**	**16**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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	0	3-4
	Science	3	2	4
	Sub-Total Credits	**13-14**	**11**	**17-18**
	Total Credits			**65-66**

Human Services

Program
Human Services
Degree Type
Certificate

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 program 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.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**16**	**0**	**16**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**12**	**0**	**12**
	Total Credits			**28**

Industrial Mechanics

Program
Industrial Mechanics
Degree Type
Certificate

The Industrial Mechanics program is not accepting students for 2022-2023 year.

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 program 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

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**9**	**21**	**18**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**11**	**21**	**18**
	Total Credits			**36**

Information Technology

Program
Information Technology
Degree Type
Associate in Science

This associate degree is under revision and is not currently accepting new students.

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 CCNA Version 7.0 curriculum. The courses in the CCNAv7 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, Java and SQL 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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**13**	**4**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
IST114W	Linux Essentials	3	0	3
IST153W	Computer Networking II	3	2	4
PHYS118W	The Physics Raspberry Pi	2	2	3
	Mathematics	3	0	3-4
	Sub-Total Credits	**11-12**	**4**	**14**

Summer Semester

Course Number	Title	Lecture	Lab	Credits
IST200W	IT Internship	0	3	1
	Sub-Total Credits	**0**	**3**	**1**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ENGL211W	Professional Writing	3	0	3
IST232W	Computer Security	3	0	3
IST251W	Computer Networking III	3	0	3
	Humanities	3	0	3
	Mathematics	3	0	3-4
	Sub-Total Credits	**15-16**	**0**	**16**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**2**	**16**
	Total Credits			**62**

Information Technology

Program
Information Technology
Degree Type
Certificate

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 certificate program in IT designed to provide specific skills and competencies for the computer user.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**12**	**4**	**14**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**12**	**0**	**12**
	Total Credits			**26**

Interdisciplinary Studies

Program
Interdisciplinary Studies
Degree Type
Associate in Science

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 60 credits, 33 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 33 credit Area of Concentration. This Area of Concentration must consist of at least 15 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 33 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

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACAD105W	Academic Readiness	1	0	1
ENGL120W	College Composition	4	0	4
	Area of Concentration (6 Credits)	6	0	6
	Mathematics	4	0	4
	Sub-Total Credits	**15**	**0**	**15**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
	Area of Concentration (9 Credits)	9	0	9
	English	3	0	3
	Science	3	0	3-4
	Sub-Total Credits	**15-16**	**0-2**	**15-16**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
	Area of Concentration (9 Credits)	9	0	9
	Liberal Arts	3	0	3
	Social Science	3	0	3
	Sub-Total Credits	**15**	**0**	**15**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
	Area of Concentration (9 Credits)	9	0	9
	Humanities/Fine Arts/Foreign Language	3	0	3
	Liberal Arts	3	0	3
	Sub-Total Credits	**15**	**0**	**15**
	Total Credits			**60-61**

Liberal Arts

Program
Liberal Arts
Degree Type
Associate in 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
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)
Total = 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.

*Depending on the course chosen, open electives may require permission of instructor in the program.
**Literature courses include: ENGL123W, 224W, 243W, 245W, 246W, 250W, and 255W.
***As needed to satisfy 12-15 Liberal Arts Elective credits.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACAD105W	Academic Readiness	1	0	1
ENGL120W	College Composition	4	0	4
	Humanities/Fine Arts/Foreign Language	3	0	3
	Mathematics	3	0	3-4
	Social Science	3	0	3
	Sub-Total Credits	**14-15**	**0**	**14-15**

First Year, Spring Semester

.

Course Number	Title	Lecture	Lab	Credits
	Humanities/Fine Arts/Foreign Language	3	0	3
	Liberal Arts	3	0	3-4
	Open Elective*	3	0	3
	Science	3	0	3
	Social Science	3	0	3
	Sub-Total Credits	**15-16**	**0**	**15-16**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
	Humanities/Fine Arts/Foreign Language	3	0	3
	Liberal Arts	3	0	3-4
	Literature**	3	0	3-4
	Mathematics	3	0	3-4
	Open Elective*	3	0	3
	Sub-Total Credits	**15-18**	**0**	**15-18**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
	Liberal Arts ***	3	0	3-4
	Liberal Arts ***	3	0	3-4
	Open Elective*	3	0	3
	Science	3	2	4
	Social Science	3	0	3
	Sub-Total Credits	**15-17**	**2**	**16-18**
	Total Credits			**60-67**

Library Technology

Program
Library Technology
Degree Type
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 program, 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

Course Number	Title	Lecture	Lab	Credits
BUS214W	Management and Teamwork	3	0	3
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
	Sub-Total Credits	**16**	**0**	**16**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
	ENGL214W or LIB114W	1	0	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
	Sub-Total Credits	**10-12**	**0-6**	**12**
	Total Credits			**28**

Massage Therapy

Program
Massage Therapy
Degree Type
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 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 internships; provide proof of health insurance or acceptance into a sliding-scale fee for a primary care provider and hospital coverage; and 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 minimum grade of C in all courses offered as part of this certificate. If a grade of C or higher 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 semester.

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.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
BIOL112W	Nutrition	3	0	3
BIOL114W	Human Anatomy and Physiology I	3	3	4
MASS101W	Swedish Massage I	2	3	3
MASS104W	Massage Business Practices	1	0	1
MASS106W	Oriental Theory	1	2	2
	Sub-Total Credits	**10**	**8**	**13**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
BIOL115W	Human Anatomy and Physiology II	3	3	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
	Sub-Total Credits	**10**	**13**	**15**

Summer Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**9**	**7**	**12**
	Total Credits			**40**

Medical Assistant

Program
Medical Assistant
Degree Type
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 program, 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+ or above is not maintained, students may repeat the course only once. Students who do not earn a minimum grade of C+ or above 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 2019 Medical Assistant class cohort averages:

Job Placement: 100%

Student Retention: 100%

CMA National Examination Pass Rate: 85.71%

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

Course Number	Title	Lecture	Lab	Credits
BIOL120W	Human Biology	3	3	4
MEDA101W	Clinical Procedures I	3	5	5
OTM117W	Medical Terminology	3	0	3
OTM224W	Physician Coding	4	0	4
	Sub-Total Credits	**13**	**8**	**16**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**12**	**5**	**14**

Summer Semester

Course Number	Title	Lecture	Lab	Credits
MEDA203W	Medical Assistant Internship	0	18	6
	Sub-Total Credits	**0**	**18**	**6**
	Total Credits			**36**

Medical Coding

Program
Medical Coding
Degree Type
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 program 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 straightforward and clearly defined and when the diagnosis is known. Instruction in basic coding includes locating codes, selecting the most appropriate codes, and performing 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+ or above. The program content also provides students with basic medical office skills, including HIPAA regulations, health information management, and patient scheduling. The certificate program prepares students to work with hospitals, clinics, and health insurance 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 diagnosis 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

Course Number	Title	Lecture	Lab	Credits
BIOL120W	Human Biology	3	3	4
OTM117W	Medical Terminology	3	0	3
OTM224W	Physician Coding	4	0	4
	Sub-Total Credits	**10**	**3**	**11**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
OTM126W	Office Systems and Procedures	3	0	3
OTM220W	Medical Billing	3	0	3
OTM227W	Advanced Coding	4	0	4
	Sub-Total Credits	**10**	**0**	**10**
	Total Credits			**21**

NH Professional Education Competencies

Program
Education
Degree Type
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 program, 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

Course Number	Title	Lecture	Lab	Credits
EDU101W	Introduction to Exceptionalities	3	0	3
EDU104W	Foundations of Education	3	0	3
PSYC200W	Educational Psychology	3	0	3
	Sub-Total Credits	**9**	**0**	**9**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
EDU204W	Instructional Technology	3	0	3
EDU215W	Assessment of Student Learning	3	0	3
EDU218W	Design of Instruction	3	0	3
	Sub-Total Credits	**9**	**0**	**9**
	Total Credits			**18**

Nursing

Program
Nursing
Degree Type
Associate in Science

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 three 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 courses 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 March 15th.

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 requests 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
https://www.oplc.nh.gov/new-hampshire-board-nursing

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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
BIOL114W	Human Anatomy and Physiology I	3	3	4
NURS110W	Nursing Success Seminar	1	0	1
NURS111W	Nursing I	4	12	8
PSYC112W	Human Growth and Development	3	0	3
	Sub-Total Credits	**11**	**15**	**16**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
BIOL115W	Human Anatomy and Physiology II	3	3	4
ENGL120W	College Composition	4	0	4
NURS112W	Nursing II	5	12	9
	Sub-Total Credits	**12**	**15**	**17**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
BIOL211W	Microbiology	3	3	4
NURS210W	Nursing III	5	15	10
PSYC111W	Psychology	3	0	3
	Sub-Total Credits	**11**	**18**	**17**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
HUMA212W	Legal and Ethical Issues	3	0	3
NURS214W	Nursing IV	4	15	9
	English	3	0	3
	Mathematics	4	0	4
	Sub-Total Credits	**14**	**15**	**19**
	Total Credits			**69**

Pipe Welding

Program
Welding
Degree Type
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 Technology certificate or the Industrial Mechanics certificate and have also passed the American Welding Society (AWS) certifications. Admission can also be achieved through instructor permission.

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.

Summer Semester

Course Number	Title	Lecture	Lab	Credits
WELD232W	Pipe Welding Skills and Principles in Industrial Safety	2	34	19
	Sub-Total Credits	**2**	**34**	**19**
	Total Credits			**19**

Special Education

Program
Education
Degree Type
Certificate

Today's integrated classrooms require teachers and paraprofessionals to have strategies to address the needs of the students. 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 for Teacher Education.

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

Summer Semester

Course Number	Title	Lecture	Lab	Credits
EDU200W	Supporting Students with Challenging Behaviors	4	0	4
EDU201W	Legal Issues in Education	3	0	3
	Sub-Total Credits	**7**	**0**	**7**

Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**9**	**0**	**9**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
ECE213W	Sociology of Children and Families	3	0	3
EDU210W	Foundations of Diversity	3	0	3
ENGL120W	College Composition	4	0	4
	Sub-Total Credits	**10**	**0**	**10**
	Total Credits			**26**

Teacher Education

Program
Education
Degree Type
Associate in Arts

The Associate in Arts degree in Teacher Education provides students with the skills needed to become effective educators. Students learn about the functions of schools, the processes in teaching, and many effective teaching strategies. Using a well-balanced, hands-on approach, this degree prepares its majors to teach and assess students at all ability levels. Furthermore, it prepares its majors either to work in the educational field as paraeducators or to transfer to a four-year degree program to become a teacher. The most popular transfer option is through a partnership between WMCC and PSU called the North Country Teacher Certification Program.

Praxis Core
Students looking to transfer to a college or university must achieve a passing score on all three Praxis Core Skills exams (reading, writing, math). Students must also maintain a GPA of 2.7 or 3.0 depending on the college or university to which they transfer. Therefore, they should reach out to the college or university in advance.

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 Accessibility Services Coordinator to discuss available services.

Character Expectations
Because the health and safety of children, adolescents, and other learners are of paramount concern to the program, applicants for teaching positions in public and private schools in New Hampshire must, prior to employment, undergo background checks through the New Hampshire Department of Safety at https://www.nhsp.dos.nh.gov/our-services/criminal-records/criminal-history-record-requests

For state certification as an educator in New Hampshire, students should review the information on the NH Department of Education's website or contact them directly at https://www.education.nh.gov/

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 consider 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.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**16**	**0**	**16**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
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
	Sub-Total Credits	**15**	**2**	**16**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
EDU209W	Integrated Arts	3	0	3
MATH220W	Math in Our World I	4	0	4
PSYC200W	Educational Psychology	3	0	3
	English	3	0	3-4
	Humanities	3	0	3
	Sub-Total Credits	**16-17**	**0**	**16-17**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
EDU207W	Teaching and Learning	3	0	3
EDU210W	Foundations of Diversity	3	0	3
MATH222W	Math in Our World II	4	0	4
	Science	3	2	4
	Social Science	3	0	3
	Sub-Total Credits	**16**	**2**	**17**
	Total Credits			**65-66**

Trades Management

Program
Trades Management
Degree Type
Associate in Science

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 24 to 32 credits of trade or technical courses, combined with general education courses, business courses, and computer-skills courses so 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 earn a certificate and begin work immediately can complete the Trades Management degree without disruption in their work schedule.

First Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
COMP110W	Business Computer Applications	3	0	3
ENGL120W	College Composition	4	0	4
	Humanities	3	0	3
	Trade/Technical	0	0	6-8
	Sub-Total Credits	**10**	**0**	**16-18**

First Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
BUS214W	Management and Teamwork	3	0	3
	Liberal Arts	3	0	3
	Mathematics	4	0	4
	Trade/Technical	0	0	6-8
	Sub-Total Credits	**10**	**0**	**16-18**

Second Year, Fall Semester

Course Number	Title	Lecture	Lab	Credits
COMP120W	Quantitative Decision Making	3	0	3
ENGL211W	Professional Writing	3	0	3
	Social Science	3	0	3
	Trade/Technical	0	0	6-8
	Sub-Total Credits	**9**	**0**	**15-17**

Second Year, Spring Semester

Course Number	Title	Lecture	Lab	Credits
BUS201W	Introduction to Human Resources	3	0	3
	Liberal Arts	3	0	3
	Science	3	2	4
	Trade/Technical	0	0	6-8
	Sub-Total Credits	**9**	**2**	**15-17**
	Total Credits			**62-70**

Veterinary Assistant

Program
Veterinary Assistant
Degree Type
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 lab tests, nutrition, critical care, animal husbandry, surgical assistance, and patient 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, so it is recommended that students apply in the spring to increase the chance of securing a place in the program.

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

Course Number	Title	Lecture	Lab	Credits
VETA101W	Introduction to Veterinary Assisting	1	2	2
VETA103W	Veterinary Assistant Small Animal Nursing I	2	2	3
VETA105W	Veterinary Assistant Office Procedures and Practice Management	1	2	2
	Sub-Total Credits	**4**	**6**	**7**

Fall Semester: Second Eight Weeks

Course Number	Title	Lecture	Lab	Credits
VETA107W	Veterinary Assistant Small Animal Nursing II	2	2	3
VETA109W	Veterinary Assistant Laboratory and Diagnostic Skills	2	2	3
	Sub-Total Credits	**4**	**4**	**6**

Spring Semester

Course Number	Title	Lecture	Lab	Credits
VETA111W	Veterinary Assistant Clinical	0	8	4
VETA113W	Veterinary Assistant Clinical Seminar	2	0	2
	Sub-Total Credits	**2**	**8**	**6**
	Total Credits			**19**

Courses

Academic Readiness

ACAD105W : Academic Readiness

Academic Readiness is 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, financial literacy, and appreciation of diversity. The course like wise helps students map individual educational and career goals. Instruction includes class discussion, assigned readings, lectures, journal entries, group activities, and online assignments.
Lecture Hours 1

Lab Hours 0 **Credits** 1

Accounting

ACCT111W : Accounting I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ACCT114W : Financial Accounting

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ACCT111W

ACCT213W : Taxation

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ACCT214W : Managerial Finance and Accounting

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ACCT111W
COMP110W

ACCT222W : Intermediate Accounting I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ACCT114W

ACCT250W : Intermediate Accounting II

Intermediate Accounting II is a continuation of Intermediate Accounting I with a concentration on investing, financing, and financial reporting.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ACCT222W

Anthropology

ANTH101W : Cultural Anthropology: Faces of Culture

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Art

ARTS130W : Introduction to Drawing

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3

ARTS135W : Plein Air Drawing

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3

ARTS140W : Drawing with Color

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3
Prerequisites
ARTS130W Recommended

ARTS145W : Sculpture and the 3-D World

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3

Automotive

AUTO101W : Introduction to Automotive Service

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.
Lecture Hours 2

Lab Hours 3 **Credits** 3

AUTO112W : Automotive Electricity I

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.
Lecture Hours 3

Lab Hours 3 **Credits** 4
Corequisite Courses
AUTO101W

AUTO113W : Automotive Power Trains

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.
Lecture Hours 4

Lab Hours 6 **Credits** 6
Prerequisite Courses
AUTO101W
AUTO115W

AUTO114W : Automotive Electricity II

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.
Lecture Hours 3

Lab Hours 3 **Credits** 4
Prerequisite Courses
AUTO112W

AUTO115W : Automotive Engines and Related Systems

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.

Lecture Hours 2

Lab Hours 3 **Credits** 3
Corequisite Courses
AUTO101W

AUTO211W : Automotive Electronics

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.
Lecture Hours 2

Lab Hours 3 **Credits** 3
Prerequisite Courses
AUTO114W

AUTO212W : Chassis Service and Alignment Procedures

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 perform two- and four-wheel alignments with a computerized alignment system.
Lecture Hours 2

Lab Hours 8 **Credits** 5
Prerequisite Courses
AUTO101W
AUTO115W

AUTO214W : Computerized Diagnostic Service and Air Conditioning

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.
Lecture Hours 3

Lab Hours 8 **Credits** 6
Prerequisite Courses
AUTO211W

AUTO215W : Automotive Suspension and Brakes

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.
Lecture Hours 3

Lab Hours 3 **Credits** 4
Prerequisite Courses
AUTO101W
AUTO212W

AUTO216W : Electric Vehicle Technology

Electric Vehicle Technology focuses on theory, operation, construction, and diagnostics of electric passenger vehicles. Students learn proper safety procedures and techniques using actual electric vehicle components. This course includes constructions of a drivable, street-legal electric vehicle that is built from a bare chassis and will be driven by students at the end of the semester.
Lecture Hours 2

Lab Hours 5 **Credits** 4
Prerequisite Courses
AUTO101W
AUTO112W

AUTO218W : Working with High Voltage Batteries

Working with High Voltage Batteries is designed to educate potential Electric Vehicle Technicians on how to safely handle high voltage batteries found in hybrid and electric vehicles. Students learn about best practices to prevent incidents and reduce risks associated with handling, storing, and transporting high-voltage batteries.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
AUTO101W
AUTO112W

AUTO220W : Electric Vehicle Propulsion Systems

Electric Vehicle Propulsion Systems provides practical training in the basic theory and design aspects of the electric vehicle propulsion system. Topics discussed and applied in the lab include the rationale for electric vehicles, basic battery technologies and battery testing, electric motor types and operation, power management, power inverters, DC to DC converters, accessory systems, and future technologies.
Lecture Hours 3

Lab Hours 1 **Credits** 4
Prerequisite Courses
AUTO101W
AUTO112W

Biology

BIOL111W : Biology

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.
Lecture Hours 3

Lab Hours 3 **Credits** 4

BIOL112W : Nutrition

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BIOL113W : Nutrition Lab

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.
Lecture Hours 0

Lab Hours 2 **Credits** 1
Corequisite Courses
BIOL112W

BIOL114W : Human Anatomy and Physiology I

Human Anatomy and Physiology I offers students in Health or Medical Science a thorough background in anatomy and physiology. 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.
Lecture Hours 3

Lab Hours 3 **Credits** 4

BIOL115W : Human Anatomy and Physiology II

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 the exercises in human physiology.
Lecture Hours 3

Lab Hours 3 **Credits** 4
Prerequisite Courses
BIOL114W

BIOL120W : Human Biology

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, circulatory, 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.
Lecture Hours 3

Lab Hours 3 **Credits** 4

BIOL211W : Microbiology

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.
Lecture Hours 3

Lab Hours 3 **Credits** 4
Prerequisite Courses
BIOL114W
BIOL115W

Business Administration

BUS112W : Introduction to Business Administration

In Introduction to Business Administration, students learn about business fundamentals through real-world case studies, application-focused content, and examples that prepare them for the business program and workforce. Students learn the functions of modern business with an emphasis on how these functions interact in a shifting business landscape. Key topics include ethics, marketing, accounting and finance, the role of business, managing processes and operations, and the global economic and legal environment.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BUS114W : Introduction to Business Logic and Ethics

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BUS201W : Introduction to Human Resources

While many tasks associate with human-resources 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BUS212W : Marketing

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BUS214W : Management and Teamwork

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BUS215W : Business Law

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

BUS216W : Business Plan Development

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ENGL120W

BUS220W : Business Internship

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.
Lecture Hours 0

Lab Hours 3 **Credits** 1

COMP110W : Business Computer Applications

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Career Readiness

CAR101W : Career Readiness

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 resume 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, resumes, and cover letters.
Lecture Hours 2

Lab Hours 0 **Credits** 2

Chemistry

CHEM111W : Chemistry

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)
Lecture Hours 3

Lab Hours 2 **Credits** 4

CHEM113W : Environmental Sampling and Analysis

Environmental Sampling and Analysis introduces students to common techniques in sampling and analysis used in environmental data gathering.
Lecture Hours 3

Lab Hours 2 **Credits** 4

Commercial Driver Training

CDT122W : Commercial Driver Training - Theory

Commercial Driver Training Theory can be taken online. It is a practical course that provides a comprehensive study of the basics and application of Commercial Driving, with a focus on the required theory curriculum of safe, legal, and professional operation of Class A Commercial Motor Vehicles for which commercial licensure is a prerequisite. This course also focuses on the skills and behavioral characteristics of a professional commercial driver. Specific instructions are provided to prepare students for learner's permit testing.
Lecture Hours 6

Lab Hours 0 **Credits** 6

CDT124W : Commercial Driver Training - Behind the Wheel Range

Commercial Driver Training Behind the Wheel Range is a hands-on, comprehensive lab study where students learn and practice the physical operation of Class A, Commercial Motor Vehicle, Behind-the-Wheel "Range" skills and knowledge. The course focuses on the safe, legal, and professional operation of a variety of vehicles for which commercial licensure is a prerequisite. This course also focuses on the skills and behavioral characteristics of a professional commercial driver. Specific instructions are provided to prepare students for learner's permit testing. The course also covers preparation and the study for additional endorsements.
Lecture Hours 1

Lab Hours 6 **Credits** 4

CDT126W : Commercial Driver Training - Practicum

Commercial Driver Training Practicum provides actual Commercial Motor Vehicle Class A drive time on public roads. Combined with CDT122W and CDT124W, this course is a comprehensive study of the basics and application of Commercial Driving, 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. Specific instructions are provided to prepare students for learner's permit testing. The course also covers preparation and the study for additional endorsements.
Lecture Hours 0

Lab Hours 6 **Credits** 3

Computer Technology

COMP110W : Business Computer Applications

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

COMP120W : Quantitative Decision Making

Quantitative Decision Making is designed for majors in Accounting and Business Administration. 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Conservation Law Enforcement

CLAW140W : Wildlife and Outdoor Identification

Wildlife and Outdoor Identification teaches wildlife identification by tracks, calls, and sight. The term wildlife includes common species of mammals, birds, fish, waterfowl, reptiles, and amphibians. This course also gives students the ability to identify other outdoor species, including plants, fungi, common trees and ocean organisms, as well as knowledge about equipment and tools used in the outdoors for recreation or commercial use. All identification is specific to northeastern United States.
Lecture Hours 2

Lab Hours 3 **Credits** 4

CLAW208W : Conservation Law Project

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 a Hunter Education course, a

Trapper Education course, and a Boater Safety Education course. They also have to complete 12 job shadows and/or ride along with six different law-enforcement agencies and six outdoor-related business and/or regulated activities (e.g. shadowing a trapper/forager/hunter/guide or observing criminal court proceedings). Conservation Law majors work with their advisor to complete a total of 96 hours to meet these requirements.
Lecture Hours 1

Lab Hours 4 **Credits** 3
Prerequisite Courses
CRMJ101W
ENVS110W

Cooperative Education

COOP150W : Internship

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1-3
Prerequisites
Completion of at least one semester of coursework. Approval of academic advisor and VPAA.

Criminal Justice

CRMJ101W : Introduction to Criminal Justice

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
ENGL120W

CRMJ105W : Introduction to Homeland Security

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CRMJ123W : Criminal Law

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4

CRMJ150W : Criminology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CRMJ201W : Criminal Procedures

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
CRMJ123W

CRMJ210W : Juvenile Justice Administration

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CRMJ215W : Corrections Operations

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CRMJ225W : Drug Abuse and the Law

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CRMJ230W : Justice and the Community

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
CRMJ123W

CRMJ270W : Criminal Justice Internship

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 resume.
Lecture Hours 0

Lab Hours 9 **Credits** 3

Culinary Arts/Baking and Pastry Arts

CULA110W : Culinary Foundations and Food Preparation Techniques

Culinary Foundations and Food Preparation Techniques provides students with the essential knowledge of kitchen equipment, knife skills, and basic principles of food preparation. Students prepare various meats, vegetables, and starches, which will form the basis for all future culinary and baking production lab courses. Students also demonstrate short-order cooking techniques, as well as the artistic presentation of hot and cold foods. Students must demonstrate proficiency in each of the four focus areas to successfully complete this course.
Lecture Hours 1

Lab Hours 15 **Credits** 6
Corequisite Courses
CULA115W

CULA115W : Food Theory and Meat Fabrication

Food Theory and Meat Fabrication covers the fundamental theories in food production principles and techniques associated with the cookery of stocks, soups, sauces, meats, fish, vegetables, and starches. The course emphasizes organization, food science, cookery methods, and meat fabrication.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
CULA110W

CULA120W : Food Service Sanitation

Food Service Sanitation focuses on all related areas of food safety and sanitation: i.e., poisons, hygiene, life cycles, and food-borne illnesses. It provides a comprehensive understanding of microbiology and covers the proper control of rodents and insects. Students take the NRA ServSafe Food Protection Manager Certification Exam prior to the completion of this course.
Lecture Hours 2

Lab Hours 0 **Credits** 2
Corequisite Courses
CULA110W

CULA121W : Baking Theory

Baking Theory provides an understanding of baking principles and theory and the way these principles and theory apply to hands-on work in the bakeshop.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisites
CULA124W: Baking Fundamentals, Introduction to Cakes, and Plated Desserts
OR
CULA125W: Baking Fundamentals, Breakfast Cookery, and Hot Food Plating

CULA123W : Table Service and Mixology

Table Service and Mixology covers food service and alcoholic-beverage regulations, mixology, and skills in table service. The course also addresses labor and employment regulations.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CULA124W : Baking Fundamentals, Introduction to Cakes, and Plated Desserts

The baking fundamentals section of this course covers quick and yeast breads at an introductory level. After which, students prepare a variety of pastry items, including cookies, pies, tarts, phyllo, sweet doughs, and laminated doughs. Students also prepare meringues, pastry cream, and other fillings. The fundamentals focus area of this course provides a basis for more advanced bakery techniques that follow in the second half of the semester. Students

become familiar with conversions, weights and measures, and bakeshop equipment related to production. Upon completion of the baking fundamentals focus area, students learn methods and techniques to mix and bake cakes that will be decorated with various frostings and icings. This course culminates with students learning to prepare dessert sauces and pastries, which are served to the public in a restaurant style setting. Students must demonstrate proficiency in each of the four focus areas to successfully complete this course.
Lecture Hours 1

Lab Hours 15 **Credits** 6

CULA125W : Baking Fundamentals, Breakfast Cookery, and Hot Food Plating

Baking Fundamentals, Breakfast Cookery, and Hot Food Plating covers quick breads, yeast breads, and baking fundamentals which will be covered at an introductory level. Students will also become familiar with conversions, weights and measures, and bakeshop equipment related to production. Students will also produce a variety of pastry items to include cookies, pies, tarts, laminated doughs, sweet doughs, and phyllo are prepared in this course, as well as meringues, pastry cream and other fillings forming the basis for more advanced bakery techniques. Students will also produce breakfast items, have the opportunity to expand on the cooking principles learned in Introductory Food Production and experience serving food to the public.
Lecture Hours 1

Lab Hours 15 **Credits** 6

CULA200W : Culinary Arts Co-op

Culinary Arts Co-op is for degree candidates in the Culinary Arts curriculum. They are required to complete 300 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.

(students must have completed the prerequisites listed below or have permission of the instructor to register)
Lecture Hours 0

Lab Hours 9 **Credits** 3
Prerequisite Courses
CULA110W
CULA115W
CULA120W
CULA121W
CULA125W

CULA208W : Charcuterie, Buffet Production, and Design

Charcuterie, Buffet Production, and Design expands on Garde Manger and develops its relationship with forced and cured meats. Students organize, plan, and produce a variety of themed buffets. They also expand on the artistic presentation of cold and hot foods, advanced meat fabrication, and platter presentation. This course also explores the elements of design and expression through the production of edible table centerpieces, including hands-on work in ice, fruit, vegetable carvings, and other edible forms of art.
Lecture Hours 1

Lab Hours 15 **Credits** 6

CULA210W : Baking and Pastry Arts Co-op

Degree candidates in the Baking and Pastry Arts curriculum are required to complete three-hundred hours of on-the-job experience for which they are paid by their respective employers. The students are required to work in some type of approved food service operation (bakery, restaurant, hotel, inn, or country club) and must be engaged in food preparation tasks that enable them to utilize the skills learned as students in the Baking and Pastry Arts program.

(students must have completed the prerequisites listed below or have permission of the instructor to register)
Lecture Hours 0

Lab Hours 9 **Credits** 3

Prerequisite Courses
CULA110W
CULA115W
CULA120W
CULA121W
CULA124W

CULA212W : Artisan Breads, Buffets, Petit Fours, and Confections

For Artisan Breads, Buffets, Petit Fours, and Confections, the fall semester begins with students learning advanced level skills in the art of creating artisan breads. Following the focus on breads, students showcase their baking skills by preparing and displaying a wide variety of bakery products in differing buffet styles. The second half of the semester focuses on the production of petit fours, chocolates, and confectionary products. Students must demonstrate proficiency in each of the four focus areas to successfully complete this course.
Lecture Hours 1

Lab Hours 15 **Credits** 6

CULA216W : Menu Analysis and Restaurant Design

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

Lab Hours 0 **Credits** 3

CULA218W : Food and Beverage Operations

In Food and Beverage Operations, students learn how food-service professionals create and deliver guest-driven service, enhance value, build guest loyalty, and continuously improve the process of providing excellent service.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CULA222W : Food Service Management

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

CULA227W : Product Purchasing and Marketing

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2

CULA243W : Advanced Showpieces, Cakes, Plated Desserts, and Practicum

In Advanced Showpieces, Cakes, Plated Desserts, and Practicum, the semester begins with students focusing on the creation of edible centerpieces utilizing pastillage, pulled, blown, and poured sugar. Some of the centerpiece techniques are then utilized in the finishing of multi-tiered occasion cakes as the course focus switches towards more advanced cake decorating skills such as those utilized in wedding and occasion cakes. During the second half of the semester, students again focus on the service and production of plated desserts, a focus that allows for a review of many the techniques and methods that will be addressed in the baking practicum. The baking and pastry practicum assesses each student's ability to use the most important baking techniques covered during

the entire program. Students must demonstrate proficiency in each of the three focus areas and pass the practicum to successfully complete this course.
Lecture Hours 1

Lab Hours 15 **Credits** 6

CULA244W : International Cuisines, Regional American Cuisines, and Practicum

International Cuisines and American Cuisines involves the focus on cooking for the customer's health. Students explore vegetarian, low fat, and other diets, as well as modified traditional diets. Students learn about both the influences and the ingredients that create the unique character of selected cuisines from around the world, producing New England, Cajun/Creole, West Coast, and Southwestern cuisines. The culinary practicum assesses each student's ability to use the most important culinary techniques covered during the entire program. Students must demonstrate proficiency in each of the three focus areas and pass the practicum to successfully complete this course.
Lecture Hours 1

Lab Hours 15 **Credits** 6

Diesel Heavy Equipment Technology

DSL102W : Applied Hydraulics

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.
Lecture Hours 2

Lab Hours 3 **Credits** 3

DSL111W : Introduction to Diesel Heavy Equipment Technology

Introduction to Diesel Heavy Equipment Technology presents students with the terminology, processes, and expectations of the diesel industry. The course covers workplace safety, etiquette, forklift training, tools and usage, fasteners, and general maintenance practices. Students are presented an overall view of the industry and introduced to the many career opportunities in this industry. In addition, students explore strategies for critical reading of service reference material.
Lecture Hours 2

Lab Hours 0 **Credits** 2

DSL113W : Heavy-Duty Electrical Systems

Heavy-Duty Electrical Systems introduces students to the fundamentals of electrical systems common to diesel-powered equipment. The course covers electrical theory, Ohm's law, circuit protection and control, along with electrical schematics reading. Students learn about electrical circuit function, circuit construction, testing, and multimeter usage. Students are also introduced to electronic control modules, data communication, and the use of manufacturer software. Laboratory work supports a hands-on approach to classroom theory. Students work individually or as teams where they apply theory and the operating principles of common electrical systems.
Lecture Hours 3

Lab Hours 3 **Credits** 4

DSL115W : Diesel Power Systems

Diesel Power Systems introduces students to the fundamentals of diesel engines. The course covers theory and operation, nomenclature, maintenance, overhaul, and troubleshooting techniques. Students learn about various secondary diesel engine systems such as exhaust, cooling, lubrication, fuel injection, and air induction. Laboratory work supports a hands-on approach to classroom theory. Students

work individually or as teams where they apply theory and operating principles and identify the components of the diesel engine.
Lecture Hours 3

Lab Hours 3 **Credits** 4

DSL117W : Fuel and Emission Systems

Fuel and Emission Systems introduces students to the fundamentals of fuel-injection and emission-control systems for diesel engines. The course covers theory and operation, maintenance, testing, and troubleshooting techniques. Students learn about the fuel systems, their individual components, and their function. They also learn about the causes of emissions and their aftertreatment systems in current heavy-duty trucks and equipment. Laboratory work supports a hands-on approach to classroom theory. Students work individually or as teams where they apply theory and operating principles and identify the components of the fuel and emission systems.
Lecture Hours 3

Lab Hours 3 **Credits** 4

DSL119W : Cooperative Education

In Cooperative Education, students gain employment within the industry working a minimum of 400 hours while doing an academic assignment. Students are assisted in finding an industry partner with whom to work. This course enables students to apply learned course competencies in a real-life setting. The course provides supplemental laboratory experience on an extensive array of equipment, processes, and repair situations.
Lecture Hours 0

Lab Hours 3 **Credits** 1
Prerequisite Courses
DSL111W
DSL115W
DSL117W

DSL211W : Heavy-Duty Power Trains

Heavy-Duty Power Trains introduces students to the theory and operation of heavy-duty driveline systems. The course covers theory and operation, nomenclature, maintenance, repair, and troubleshooting techniques. It also explores the principles of torque multiplication in transmissions, differential carriers, and final drives. Students learn about clutches, manual transmissions, powershift transmissions, torque converters, and related components. Laboratory work supports a hands-on approach to classroom theory. Students work individually or as teams where they apply theory and operating principles of power-train components.
Lecture Hours 3

Lab Hours 3 **Credits** 4

DSL216W : Mobile Hydraulics I

Mobile Hydraulics I provides students with an in-depth study of hydraulic components and the way they are linked together to create the various systems used in mobile equipment today. Students first explore graphic symbols and schematics, as well as the type and functionality of various hydraulic system components. Then they look at various hydraulic systems: how they work and how to troubleshoot them.
Lecture Hours 2

Lab Hours 3 **Credits** 3
Prerequisite Courses
PHYS215W

DSL219W : Failure Analysis

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

DSL222W : Mobile Hydraulics II

Mobile Hydraulics II focuses on advanced hydraulic systems, problem solving, troubleshooting, and testing. Students explore load-sensing pressure-compensated systems, proportional-priority pressure-compensated systems, pilot and electrohydraulic control systems, hydrostatic systems, and excavator hydraulic systems. The course places special attention on hydraulic pump control in each of these systems. Students also explore advanced diagnostic techniques using schematics. Students are expected to solve technical problems and write a technical report outlining their procedures and results.

Lecture Hours 2

Lab Hours 3 **Credits** 3
Prerequisite Courses
DSL216W
PHYS215W

DSL226W : Electronic Troubleshooting

Electronic Troubleshooting is an in-depth study of electronic troubleshooting techniques on various electrical systems including transmission, hydraulic, engine, emission, and climate-control systems. Students utilize digital multimeters, basic hand tools, and specialized diagnostic tools 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. The course emphasizes schematic reading throughout the semester.
Lecture Hours 0

Lab Hours 4 **Credits** 2

DSL227W : Heavy-Duty Chassis, Brake, and Climate Control Systems

Heavy-Duty Chassis, Brake, and Climate Control Systems explores chassis frame, suspension, and undercarriage systems utilized in both on- and off-highway equipment. Students learn how undercarriage components are measured ultrasonically and view many different wear patterns. They study brake theory, along with basic brake foundation, antilock, 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 and explores aspects of climate control, including operating theory, maintenance, testing, and troubleshooting techniques of HVAC. Students learn to use testing equipment safely to diagnose and recharge A/C systems.
Lecture Hours 4

Lab Hours 3 **Credits** 5

Driver Education Instructor

DEDI101W : Introduction to Traffic Safety

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

DEDI103W : Driver Education Classroom Methods

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.

Lecture Hours 3

Lab Hours 0 **Credits** 3

DEDI105W : In-Vehicle Driver Education Methods

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

DEDI109W : Alcohol, Drugs, and Driving

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

DEDI111W : Zone Control

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2

EDU130W : Adolescent Growth and Development in DEI

Adolescent Growth and Development in DEI is a survey of adolescent and growth development focusing on the physical, cognitive, social, and emotional domains.
Lecture Hours 1

Lab Hours 0 **Credits** 1

EDU132W : Learning and Teaching Styles in DEI

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1

EDU134W : Special Education in the School in DEI

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1

Early Childhood Education

ECE111W : Foundations of Early Childhood Education

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 resume 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 emphasizes 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE112W : Child Growth and Development

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE114W : Health, Safety, and Nutrition for the Young Child

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE115W : Positive Guidance Techniques

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE118W : Infant, Toddler, and Preschool Curriculum

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE119W : Promoting Language and Literacy

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ECE118W

ECE120W : Introduction to Early Intervention

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE211W : Organization and Management of Early Childhood Programs

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE213W : Sociology of Children and Families

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE216W : Understanding Young Children with Special Needs

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ECE218W : Promoting Cognitive and Executive Functioning Skills

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ECE118W

ECE219W : Early Childhood Education Practicum

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.
Lecture Hours 2

Lab Hours 6 **Credits** 4

Economics

ECON111W : Principles of Macroeconomics

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
ENGL120W

ECON112W : Principles of Microeconomics

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
ENGL120W

Education

EDU101W : Introduction to Exceptionalities

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

EDU104W : Foundations of Education

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. This course includes field study.
Lecture Hours 3

Lab Hours 0 **Credits** 3

EDU200W : Supporting Students with Challenging Behaviors

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Corequisite Courses
EDU101W

EDU201W : Legal Issues in Education

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
EDU101W

EDU203W : Teaching Strategies for Students with Disabilities

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
EDU101W

EDU204W : Instructional Technology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

EDU207W : Teaching and Learning

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
EDU101W
Corequisite Courses
ENGL120W

EDU209W : Integrated Arts

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

EDU210W : Foundations of Diversity

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

EDU215W : Assessment of Student Learning

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

EDU218W : Design of Instruction

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
EDU101W

EDU230W : Essentials of Career and Technical Curriculum and Instruction

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

English

ENGL120W : College Composition

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4

ENGL123W : Writing about Literature

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL211W : Professional Writing

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, resumes, 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ENGL120W

ENGL214W : Children's Language and Literature

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL220W : Writing the Short Story

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.

Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL224W : The Short Story

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL225W : Oral Communication

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL229W : Media and Society

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL230W : Creative Writing Workshop

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL235W : Advanced Research Writing

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Prerequisite Courses
ENGL120W

ENGL243W : The Graphic Novel

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL245W : Survey of British Literature I: 700 CE - 1800 CE

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL246W : Survey of American Literature

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL250W : Survey of British Literature II: 1800 CE - 21st Century

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

ENGL255W : Poetry: A Study of a Literary Form

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Environmental Science

ENVS110W : Introduction to Environmental Science

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

ENVS202W : Water Resources and Hydrology

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Prerequisite Courses
BIOL111W
CHEM111W
ENVS110W

ENVS205W : Conservation Biology

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Prerequisite Courses
BIOL111W
ENVS110W

ENVS210W : Environmental Project

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.
Lecture Hours 1

Lab Hours 4 **Credits** 3
Prerequisite Courses
CHEM113W
ENVS110W
GIS112W

Experiential Learning

EELX101W : Evaluation of Experiential Learning

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 resume; 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.
Lecture Hours 1

Lab Hours 0 **Credits** 1

Forestry

FRST101W : Dendrology and Introduction to Tree and Shrub Identification

Dendrology is the study of trees and other woody plants. In Dendrology and Introduction to Tree and Shrub Identification, 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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

FRST205W : Forestry Resources

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Prerequisites
FRST101W Recommended

Geographic Information Systems

GIS112W : Introduction to Geographic Information Systems

Introduction to Geographic Information Systems introduces 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.
Lecture Hours 2

Lab Hours 2 **Credits** 3

GIS211W : Geographic Information Systems Applications

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3
Prerequisite Courses
GIS112W

Geology

GEOL111W : Physical Geology

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

GEOL112W : Geology and Soils

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

History

HIST120W : Contemporary World Issues

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 advances.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
ENGL120W strongly recommended

HIST211W : America in the 20th Century

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisites
ENGL120W strongly recommended

HIST213W : United States in the Great Depression

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 and 1941. The course places special emphasis on the relationships between corporate and governmental institutions as these relationships emerged, developed, and affected the United States.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisites
ENGL120W strongly recommended

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

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, readings, class discussions, and video presentations. Using a cultural approach, the course analyzes these formative centuries up to the year 1500.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Corequisites
ENGL120W strongly recommended

HIST215W : Modern Western Civilization (1500 to Present)

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisites
ENGL120W strongly recommended

HIST216W : United States History to 1877

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisites
ENGL120W strongly recommended

HIST220W : Liberty and Tyranny

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisites
ENGL120W strongly recommended

Human Services

HSV111W : Introduction to Human Services

Introduction to Human Services provides students with the background 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV114W : Case Management

Case Management reviews the process for designing and implementing 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 management and crisis intervention.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV116W : Social and Political Issues in Human Services

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV117W : Crisis Intervention

Crisis Intervention presents information pertaining to the characteristics 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV125W : Trauma Counseling and Self-Care

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV212W : Supportive Communication Skills

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV214W : Issues of Children and Families

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV216W : Internship in Human Services I

Internship in Human Services I offers an in-depth work experience enabling students to apply what they have 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.
Lecture Hours 1

Lab Hours 9 **Credits** 4
Prerequisite Courses
ENGL120W
HSV111W
HSV114W
HSV212W

HSV217W : Chemical Dependence

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HSV221W : Internship in Human Services II

Internship in Human Services II is a continuation of HSV216W. A minimum of 135 hours is required.
Lecture Hours 1

Lab Hours 9 **Credits** 4
Prerequisite Courses
ENGL120W
HSV111W
HSV114W
HSV212W
PSYC111W

HSV223W : Introduction to Counseling

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ENGL120W
HSV111W
HSV114W

HSV235W : Fundamentals of Neuroscience and Wellness

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Humanities

HUMA106W : Basic Music Theory Applied to Beginner Guitar

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HUMA110W : Basic Music Theory Applied to Keyboard

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HUMA120W : Environmental Issues

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 environment and what their responsibility is as part of the biosphere. Topics include politics, regulations, constraints, change, environmental 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Corequisite Courses
ENGL120W

HUMA126W : The Cinema: History and Art (American Cinema)

The Cinema: History and Art explores Hollywood film as an industry, art form, means of communication, and system of representatives. 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 reinforce America's national self-image.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HUMA187W : World Music Drumming

World Music Drumming offers a fundamental approach to world music drumming primarily based on the traditions of West Africa 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HUMA212W : Legal and Ethical Issues

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HUMA214W : World Religions

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 meaning of life after death. The course also examines the ideological implications of these various religions within a global context.
Lecture Hours 3

Lab Hours 0 **Credits** 3

HUMA228W : Special Topics in the Humanities

Special Topics in the Humanities examines a topic of the students' choice, a prospectus having been approved by the department.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
ENGL120W and three additional credits in English

HUMA240W : Critical Thinking Seminar

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ENGL120W

LANG111W : Sign Language I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG181W : Spanish I

Spanish I develops the students' fundamental ability to both comprehend and converse in Spanish. It introduces early reading and writing skills and acquaints students with the customs and cultures of the Spanish-speaking world.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG182W : Spanish II

A continuation of LANG181W, Spanish II involves intensive oral practice, combined with the study of grammar and composition. Students also read basic Spanish texts.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG183W : French I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG184W : French II

A continuation of LANG183W, 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PHIL101W : Introduction to Philosophy (The Examined Life)

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PHIL130W : Philosophy for Modern Times

Philosophy for Modern Times addresses several of the "big questions" 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PHIL140W : Science Fiction and Philosophy

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 intelligence, gods and aliens, paranormal phenomena, and the nature of humans and their minds.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Industrial Mechanics

INDM102W : Industrial Tools and Workplace Safety

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1
Corequisite Courses
INDM104W
INDM106W
INDM122W
INDM124W

INDM104W : Industrial Welding and Cutting Operations

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.
Lecture Hours 1

Lab Hours 12 **Credits** 7
Corequisite Courses
INDM102W
INDM106W
INDM122W
INDM124W

INDM106W : Introduction to Industrial Mechanics

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.
Lecture Hours 3

Lab Hours 9 **Credits** 6
Corequisite Courses
INDM102W
INDM104W
INDM122W
INDM124W

INDM109W : Safety in Industry

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

INDM122W : Reading Mechanical Prints I

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2

INDM124W : Industrial Math

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2

INDM226W : Mechanical Systems

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.
Lecture Hours 3

Lab Hours 9 **Credits** 6
Prerequisite Courses
INDM102W
INDM104W
INDM106W
INDM122W
INDM124W
Corequisite Courses
CAR101W
INDM109W
INDM228W
INDM232W

INDM228W : Advanced Industrial Welding Processes

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 positions. 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.
Lecture Hours 1

Lab Hours 12 **Credits** 5
Prerequisite Courses
INDM102W
INDM104W
INDM106W
INDM122W
INDM124W
Corequisite Courses
CAR101W
INDM109W
INDM226W
INDM232W

INDM232W : Reading Mechanical Prints II

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2

Information Technology

IST113W : IT Essentials

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

IST114W : Linux Essentials

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

IST115W : Object Oriented Programming with Java

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Prerequisites
IST125W strongly recommended

IST125W : Introduction to Programming

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, object oriented programming, event-driven programming, and the use of variables.
Lecture Hours 3

Lab Hours 2 **Credits** 4

IST151W : Computer Networking I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

IST153W : Computer Networking II

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Prerequisite Courses
IST151W

IST200W : IT Internship

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.
Lecture Hours 0

Lab Hours 3 **Credits** 1
Prerequisite Courses
IST113W
IST114W
IST151W
IST153W

IST230W : Network Servers and Security

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

IST232W : Computer Security

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

IST235W : SQL Databases

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

IST251W : Computer Networking III

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
IST153W

IST253W : Computer Networking IV

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses

IST251W

Language

LANG111W : Sign Language I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG181W : Spanish I

Spanish I develops the students' fundamental ability to both comprehend and converse in Spanish. It introduces early reading and writing skills and acquaints students with the customs and cultures of the Spanish-speaking world.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG182W : Spanish II

A continuation of LANG181W, Spanish II involves intensive oral practice, combined with the study of grammar and composition. Students also read basic Spanish texts.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG183W : French I

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LANG184W : French II

A continuation of LANG183W, 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Library Technology

LIB101W : Foundations in Library Service

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LIB104W : Introduction to Technical Services

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LIB108W : Introduction to Reference and Information Sources

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LIB111W : Technology and Media in Libraries

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LIB114W : Library Internship

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.
Lecture Hours 1

Lab Hours 6 **Credits** 3

LIB116W : Introduction to Cataloging and Classification

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, 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

LIB118W : The Dynamics of Rural and Small-Town Libraries

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, and participating in online discussions.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Massage Therapy

MASS101W : Swedish Massage I

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.
Lecture Hours 2

Lab Hours 3 **Credits** 3
Corequisite Courses
BIOL114W

MASS104W : Massage Business Practices

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1

MASS106W : Oriental Theory

Based on Oriental thought and bodywork practices, Oriental Therapy 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.
Lecture Hours 1

Lab Hours 2 **Credits** 2
Corequisite Courses
MASS101W

MASS108W : Spa Techniques

Spa Techniques familiarizes students with the various techniques used in spas. These include wraps, scrubs, aromatherapy, and hot stone, in addition to massage.
Lecture Hours 1

Lab Hours 2 **Credits** 2
Prerequisite Courses
MASS101W

MASS110W : Swedish Massage II

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.
Lecture Hours 2

Lab Hours 3 **Credits** 3
Prerequisite Courses
MASS101W

MASS122W : Musculo-Skeletal Studies

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 the human body.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Corequisite Courses
BIOL114W

MASS125W : Pathology for the Massage Therapist

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
BIOL114W
BIOL115W

MASS135W : Deep Tissue Massage

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3
Prerequisite Courses
MASS110W

MASS201W : Kinesiology

Kinesiology provides an in-depth analysis of the anatomical, physiological, and neuromuscular principles of human movement as they apply to massage therapy.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
MASS101W

MASS212W : Special Populations Massage

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.
Lecture Hours 0

Lab Hours 2 **Credits** 1
Prerequisite Courses
MASS110W

MASS230W : Clinical Internship I

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.
Lecture Hours 1

Lab Hours 3 **Credits** 2
Prerequisites
Successful completion of all previous Massage Therapy courses

MASS240W : Clinical Internship II

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.
Lecture Hours 1

Lab Hours 3 **Credits** 2
Prerequisites
Successful completion of all previous Massage Therapy courses

Mathematics

MATH120W : Quantitative Reasoning

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Corequisites
Math laboratory

MATH124W : College Algebra

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4

MATH180W : Pre-Calculus

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4

MATH214W : Statistics

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Prerequisites
C- or better in MATH120W or higher course strongly recommended or POI

MATH215W : Calculus I

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Prerequisite Courses
MATH180W

MATH220W : Math in Our World I

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)
Lecture Hours 4

Lab Hours 0 **Credits** 4

MATH222W : Math in Our World II

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Prerequisite Courses
MATH220W

Medical Assistant

MEDA101W : Clinical Procedures I

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.
Lecture Hours 3

Lab Hours 5 **Credits** 5

MEDA201W : Clinical Procedures II

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.
Lecture Hours 3

Lab Hours 5 **Credits** 5

MEDA203W : Medical Assistant Internship

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.
Lecture Hours 0

Lab Hours 18 **Credits** 6
Prerequisites
Successful completion of all required courses

MEDA211W : Pharmacology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
BIOL120W or BIOL114W or POI

OTM117W : Medical Terminology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

OTM126W : Office Systems and Procedures

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

OTM220W : Medical Billing

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
OTM224W

OTM224W : Physician Coding

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4

OTM227W : Advanced Coding

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.
Lecture Hours 4

Lab Hours 0 **Credits** 4
Prerequisite Courses
BIOL120W
OTM117W
OTM224W

Nursing

NURS110W : Nursing Success Seminar

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 Nursing program. Advocating evidence-based practice, it supports nursing research and encourages continuous nursing inquiry.
Lecture Hours 1

Lab Hours 0 **Credits** 1
Corequisite Courses
BIOL114W
NURS111W
PSYC112W

NURS111W : Nursing I

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.
Lecture Hours 4

Lab Hours 12 **Credits** 8
Corequisite Courses
BIOL114W
NURS110W
PSYC112W

NURS112W : Nursing II

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.
Lecture Hours 5

Lab Hours 12 **Credits** 9
Prerequisite Courses
BIOL114W
NURS110W
NURS111W
PSYC112W
Corequisite Courses
BIOL115W

NURS210W : Nursing III

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.
Lecture Hours 5

Lab Hours 15 **Credits** 10
Prerequisite Courses
NURS112W
Corequisite Courses
BIOL211W
PSYC111W

NURS214W : Nursing IV

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.
Lecture Hours 4

Lab Hours 15 **Credits** 9
Prerequisite Courses
NURS210W
Corequisite Courses
HUMA212W

Philosophy

PHIL101W : Introduction to Philosophy (The Examined Life)

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PHIL130W : Philosophy for Modern Times

Philosophy for Modern Times addresses several of the "big questions" 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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PHIL140W : Science Fiction and Philosophy

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 intelligence, gods and aliens, paranormal phenomena, and the nature of humans and their minds.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Physics

PHYS111W : Survey of Physical Science

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

PHYS112W : Physics I

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Prerequisites
MATH120W or POI

PHYS113W : Electricity and Electronics

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

PHYS114W : Bitcoin, Blockchains, and Energy

Bitcoin, Blockchains and Energy provides a foundation in blockchain technology and its complex interactions with the energy grid. It is designed for those with little to no experience in the field and starts at the very beginning exploring why and how the first blockchain currency (Bitcoin) was created. It follows with an analysis of the various interweaving technologies, in addition to the blockchain that make it viable: decentralization, open-source software, encryption, and proof-of-work. It includes a discussion of energy production and consumption and the environmental impacts that various forms of energy production have on both the planet and our energy grid. Students also explore how “mining” impacts innovation and energy grid stability. The course finishes with a practical overview of how all this technology works today and what impacts it might have on the future.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PHYS115W : Technical Physics

Similar in content to PHYS112W 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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

PHYS118W : The Physics Raspberry Pi

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3

PHYS120W : Astronomy

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

PHYS122W : Forensic Science

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.
Lecture Hours 3

Lab Hours 2 **Credits** 4
Corequisite Courses
ENGL120W

PHYS215W : Fluid Power

Fluid Power introduces students to fluid power system 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.
Lecture Hours 3

Lab Hours 2 **Credits** 4

Political Science

POLS231W : American Government: A Republic, If You Can Keep It

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Psychology

PSYC111W : Psychology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
ENGL120W strongly recommended

PSYC112W : Human Growth and Development

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
ENGL120W strongly recommended

PSYC118W : Introduction to Behavioral Psychology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PSYC200W : Educational Psychology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3

PSYC205W : Abnormal Psychology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisite Courses
ENGL120W
PSYC111W

Sociology

SOCI111W : Sociology

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
ENGL120W strongly recommended

SOCI115W : Gangs: Theory, Impact, Prevention, and Intervention

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.
Lecture Hours 3

Lab Hours 0 **Credits** 3
Prerequisites
ENGL120W strongly recommended

SOCI120W : Introduction to Economics and Sustainability

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 sustainable. Topics include transportation, land use, water conservation, agricultural practices, energy policy, renewable energies, solid waste, and recycling.
Lecture Hours 3

Lab Hours 0 **Credits** 3

Veterinary Assistant

VETA101W : Introduction to Veterinary Assisting

Introduction to Veterinary Assisting introduces students to veterinary medical terminology and to

animal anatomy, physiology, behavior, and identification of animal breeds and gender. 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.
Lecture Hours 1

Lab Hours 2 **Credits** 2

VETA103W : Veterinary Assistant Small Animal Nursing I

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, vital signs, monitoring hospitalized animals, nutrition, first aid, CPR and basic animal-care skills such as bathing, ear care, and nail trimming. 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 drug categories, medication delivery methods, preparation of dispenses drugs, and therapeutic diet inventory. Students will learn of animal diseases and zoonoses with core vaccine recommendations for small animals. Emphasis is placed on assisting veterinarians and/or veterinary technicians with procedures.
Lecture Hours 2

Lab Hours 2 **Credits** 3
Corequisite Courses
VETA101W

VETA105W : Veterinary Assistant Office Procedures and Practice Management

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, front desk and phone skills, and professional conduct. Safety measures and OSHA requirements as well as basic math skills are covered. Students will learn about the human-animal bond and the grieving process that occurs upon loss of a pet. The course also introduces veterinary-management software and online veterinary services.
Lecture Hours 1

Lab Hours 2 **Credits** 2
Corequisite Courses
VETA101W

VETA107W : Veterinary Assistant Small Animal Nursing II

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3
Prerequisites
VETA101W, 103W, 105W with a grade of C or better

VETA109W : Veterinary Assistant Laboratory and Diagnostic Skills

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.
Lecture Hours 2

Lab Hours 2 **Credits** 3

Prerequisites
VETA101W, 103W, 105W with a grade of C or better

VETA111W : Veterinary Assistant Clinical

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.
Lecture Hours 0

Lab Hours 8 **Credits** 4
Prerequisites
VETA101W, 103W, 105W, 107W and 109W with a grade of C or better
Corequisite Courses
VETA113W

VETA113W : Veterinary Assistant Clinical Seminar

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2
Prerequisites
VETA101W, 103W, 105W, 107W and 109W with a grade of C or better
Corequisite Courses
VETA111W

Welding

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.

WELD106W : Blueprint Reading I

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2
Corequisite Courses
WELD110W
WELD115W
WELD125W
WELD203W

WELD110W : Math for Welders

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2
Corequisite Courses
WELD106W
WELD115W
WELD125W
WELD203W

WELD115W : Fundamental Welding Skills and Principles

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.
Lecture Hours 2

Lab Hours 22 **Credits** 12
Corequisite Courses
WELD106W
WELD110W
WELD125W
WELD203W

WELD125W : Introduction to Metallurgy

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1
Corequisite Courses
WELD106W
WELD110W
WELD115W
WELD203W

WELD203W : Tools and Tool Safety

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.
Lecture Hours 0

Lab Hours 2 **Credits** 1
Corequisite Courses
WELD106W
WELD110W
WELD115W
WELD125W

WELD206W : Blueprint Reading II

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.
Lecture Hours 2

Lab Hours 0 **Credits** 2
Prerequisite Courses
WELD106W

WELD110W
WELD115W
WELD125W
WELD203W
Corequisite Courses
CAR101W
WELD216W
WELD221W
WELD226W
WELD228W

WELD213W : Introduction to Wire-Fed Welding and Cutting Processes

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.
Lecture Hours 1

Lab Hours 2 **Credits** 2

WELD214W : Introduction to Arc Welding and Cutting Processes

Introduction to 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
Lecture Hours 1

Lab Hours 4 **Credits** 3

WELD216W : Plasma Cutting Technology

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.
Lecture Hours 0

Lab Hours 2 **Credits** 1
Prerequisite Courses
WELD106W
WELD110W
WELD115W
WELD125W
WELD203W
Corequisite Courses
CAR101W
WELD206W
WELD221W
WELD226W
WELD228W

WELD221W : Advanced Welding Skills and Principles

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.
Lecture Hours 1

Lab Hours 21 **Credits** 11
Prerequisite Courses
WELD106W
WELD110W
WELD115W
WELD125W
WELD203W
Corequisite Courses
CAR101W
WELD206W
WELD216W
WELD226W

WELD228W

WELD226W : Welding Hazard Identification and Assessment

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1
Prerequisite Courses
WELD106W
WELD110W
WELD115W
WELD125W
WELD203W
Corequisite Courses
CAR101W
WELD206W
WELD216W
WELD221W
WELD228W

WELD228W : Survey in Nondestructive Examination

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.
Lecture Hours 1

Lab Hours 0 **Credits** 1
Prerequisite Courses
WELD106W
WELD110W
WELD115W
WELD125W
WELD203W
Corequisite Courses
CAR101W
WELD206W
WELD216W
WELD221W
WELD226W

WELD232W : Pipe Welding Skills and Principles in Industrial Safety

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.
Lecture Hours 2

Lab Hours 34 **Credits** 19
Prerequisites
Advanced Welding Technology Certificate, Industrial Mechanics Certificate or POI

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