



**NASHUA**  
COMMUNITY COLLEGE



**2019/2020  
CATALOG**



# Course Catalog 2019 - 2020

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Nashua Community College (NCC) is one of the seven colleges in the Community College System of New Hampshire. For more information about CCSNH, call 800.247.3420.

This catalog is a guide to NCC and its contents are subject to revision at any time. The College reserves the right to change tuition, fees, courses, policies, programs, services and personnel as required. *A matriculated student must follow the curriculum of the program at the time of matriculation.*

Nashua Community College is a smoke-free campus.

This catalog is current as of April 10, 2019

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# President's Message

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**Lucille A. Jordan**  
**President**

## **Welcome**

Welcome to Nashua Community College! Our mission is to provide high-quality education to meet the diverse needs of our community, from a traditional student's first experience with college to continuing education for adult learners. Dedicated faculty and staff are here to help you every step of the way, and the student life and sense of community will help you feel at home.

## **Student Life**

Student clubs, special events, and the Student Senate make it easy to network and get engaged in activities on campus. Students who don't see the perfect club for them are encouraged to create their own. The Student Services department and faculty and staff advisors are here to help students get the most out of their extracurricular activities.

We are also truly a community college: Beyond campus life, students benefit from NCC's engagement with the outside community. We keep a close relationship with the United Way of Greater Nashua, and host United Way events throughout the year such as food packing events to help food-insecure families, and overnight fundraisers to address homelessness in Nashua.

## **Access & Affordability**

While maintaining quality faculty and programs, NCC has worked to maintain the lowest tuition rate possible. The NCC Advisory Board is also dedicated to raising scholarship funds for students in need. We encourage any student who needs assistance managing college-related costs to visit the Financial Aid Office.

Through our Purpose First mission, we will guide your academic plan toward the most efficient pathway, saving you money and assisting you in the transition to a career or higher education beyond NCC. Structured schedules are available to help you maximize your time at NCC, and maintain a comfortable work-life-school balance.

We also work to ensure the value and integrity of your education. The NCC Career Coach resource will help you both gauge your academic interests, and provide a constantly updating list of salaries and local job availability for your career path.

## **A Thriving Community**

With the help of experienced faculty and the support of program advisory boards, community partners and fellow students; NCC graduates go on to do great things. Our alumni are entrepreneurs, writers, teachers, scientists, nurses, and engineers. They open their own auto shops, daycares, and restaurants, joined the booming advanced manufacturing industry in New Hampshire, or transferred to more than 500 four-year-colleges and universities nationwide.

Where will your education at NCC take you?

My best,

Lucille A. Jordan

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## Mission

Nashua Community College provides quality, academically rigorous, higher-education programs focused on the diverse needs of students and the community.

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## Vision

Nashua Community College (NCC) will continue to be the preferred provider of two-year, post-secondary education in the Nashua Region and evolve with the educational needs for lifelong learning.

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## Educated Person

Nashua Community College helps students improve their lives and become more responsible as informed citizens and educated persons. The college community has defined a set of essential skills to maximize one's role as a contributing member of society. Among those skills are communications, information literacy, scientific reasoning, quantitative analysis, ethical responsibility, critical thinking, global connectedness, and tolerance for ambiguity.

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## Core Values

The college community endeavors to guide and inspire a mindset of success in our students. Our core values help students to:

Commit to the successful completion of a program at NCC;

Communicate effectively in writing and speaking;

Collaborate with others in group projects;

Create new ideas and works;

Challenge themselves to ask questions and to think critically.

The College fulfills its mission as determined by the extent to which the institution:

1. Engages in programs and activities that expand access to higher education for all members of the community
  2. Provides students with a full range of student development and academic support services
  3. Offers students the opportunity to contribute to the well-being of others through service learning and volunteerism
  4. Prepares individuals for employment in a variety of careers in business, the health sciences, and public service
  5. Serves as an entry-point for bachelor degree programs by providing the first two years of a four-year program
  6. Provides economic development and continuing education activities to meet the needs of business, industry, and government
  7. Collaborates with visual and performing arts organizations in the community to elevate the human spirit.
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## History

Since 1970, Nashua Community College has been successfully meeting the educational needs of the Greater Nashua area. In 1976, the College expanded its facilities to include a separate automotive building. A \$3.6 million addition to the main building was completed in June 1986. This addition featured an expanded science area, general classrooms, a hydraulics/pneumatics/robotics laboratory, photography laboratory and studio, microcomputer laboratories, and an expanded cafeteria. In 1990, renovations were completed to accommodate a new program in Aviation Technology (Airframe and Powerplant). To address regional employment demands, the College implemented new programs such as Human Services, Early Childhood Education, and Computer Science.

Funds were approved in Spring 1999 to build a new library and to upgrade science laboratories. The Walter R. Peterson Library & Media Center opened in December 2000. In 2001, the Claremont Nursing Program was brought as a satellite to the Nashua Campus. The College received accreditation through the Commission on Institutions of Higher Education in 2002. Renovations to the main building and to the automotive building were undertaken in 2004 and 2005. In 2004, the Speech Language Pathology Assistant Program was added to address regional employment demands, and in 2005, the College was chosen to be the site for the Honda PACT Program. That same year, a bond was approved to build a Wellness Center.

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The New Hampshire Board of Nursing gave approval to the Nashua Nursing Program in 2006, and the program received National League of Nursing initial accreditation in 2007. Ground was broken in April 2007 for the Wellness Center. In 2007, the New Hampshire Legislature approved money to plan a new health and science academic building. An addition to the Automotive Building was completed in Fall 2012. In January 2008, the New Hampshire Legislature approved a name change to Nashua Community College. The Wellness Center opened in Fall 2008. In June 2009, the New Hampshire Legislature approved capital improvement funds to construct a new health, sciences, and humanities academic building which opened Fall 2010. In July 2011, the HSH building was named Judd Gregg Hall to honor the U.S. Senator's devotion to education reform in New Hampshire. A \$2 million, 17,000 square foot addition to the automotive facility was completed in fall 2012. This expansion was paid for by State Capital funds. In January 2013, the Advanced Machine Tool laboratory renovation was completed. This \$1.6 million project was funded from the U.S. Department of Labor, Employment and Training administration TAACCCT grant. In 2016, a second TAACCCT grant of \$2.5 million enabled the College to expand the lab by an additional 3000 square feet, further enhancing the students' abilities to compete for future careers in manufacturing-related industries. In 2018, Nashua Community College and Community College System of New Hampshire leadership announced that the main building will be renamed "Bernie Streeter Hall" in honor of former Executive Councilor and Mayor of Nashua, Bernie Streeter. Streeter has been a long time advocate for Nashua Community College since its founding.

Throughout its history, Nashua Community College has continually assessed its academic programs and instructional facilities in order to achieve its mission of "providing quality, academically rigorous, higher-education programs focused on the diverse needs of students and the community."

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## Campus Setting

Nashua Community College sits on 66 acres of former farmland on the northwest side of the City of Nashua. The campus is bordered by Amherst Street, also known as 101A, and Thornton Road. Campus buildings connect to comprise a single structure that hosts general and program-specific classrooms and laboratories, student support services, the Wellness Center, the Walter R. Peterson Library & Media Center, the Judd Gregg Hall Auditorium, administrative and faculty offices, cafeteria, the bookstore, and more. Spaces for more than 600 vehicles offer convenient, free parking including designated spaces for people with disabilities. The College is located on the city bus line and Nashua Community College offers free public transportation to students.

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## Regional Accreditation

Nashua Community College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

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

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

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

**New England Commission of Higher Education | 3 Burlington Woods Drive, Suite 100,  
Burlington, MA 01803-4514 | 781-425-7785 | [info@neche.org](mailto:info@neche.org)**

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## Specialized Accreditations

**Automotive Technology and Honda Automotive Technology** – The programs are certified by the ASE Education Foundation and the instructors are certified by the National Institute for Automotive Service Excellence (ASE) Certifications, 101 Blue Seal Drive, Suite 100, Leesburg, VA 20175.

**Aviation Technology Program** – FAA Approved ( FAA Certificate Number NSUT025K )  
**Business Administration Programs** including Accounting, Management, Marketing, and Small Business Entrepreneurship are accredited by the Accreditation Council for Business Schools & Programs (ACBSP), 11520 West 119th Street, Overland Park, KS 66213



**Electronic Engineering Technology** – Accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

**Nursing** – The program has Approval of the New Hampshire Board of Nursing and is accredited by the

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road, Suite 850

Atlanta, GA 30326

404-975-5000

[www.acenursing.org](http://www.acenursing.org)

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## CCSNH Disabilities Services Mission Statement

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

Students requesting accommodations for disabilities must register with the Disabilities Services Coordinator, located in the Academic Success Center, and provide documentation to support the request. In order to receive classroom accommodations a student must meet eligibility requirements and complete the RAP application process. Forms and instructions are available on the NCC website and in the Academic Success Center.

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## Notice of Nondiscrimination

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of New Hampshire and Nashua Community College 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, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

Inquiries regarding discrimination may be directed to the Equity/Human Rights Committee, Title IX Coordinator, or Human Resources office at Nashua Community College at 603.578.8900 or to the Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, 603.230.3503. Inquiries may also be directed to the Office for Civil Rights, Boston Office, US Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110 Tel: 617.289.0222, FAX: 617.289.0150, TDD 617.223.9695, e-mail [OCRBoston@ed.gov](mailto:OCRBoston@ed.gov); the Equal Employment Commission, John F. Kennedy Federal Building, Government Center, 4th Floor, Room 475, Boston, MA 02203, 617.565.3200, TTY 617.565.3204.

To be automatically connected with the nearest EEOC field office, call 1.800.669.6820, TTY 1.800.669.6820; and/or the New Hampshire Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, 603.271.2767.



# Admissions

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Admission to Nashua Community College is open to all applicants who are qualified according to the admissions standards of respective programs, and applicants will not be barred from admission because of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. First priority for admission will be given to New Hampshire residents, second priority will be given to students qualifying under the New England Regional Student Program (NERSP) and third priority will be given to students not qualifying under the New England Regional Student Program or those not domiciled in the state of New Hampshire. However, in highly competitive programs with limited enrollment, the Admissions Office, while working as much as possible within the above parameters, may exercise discretion in admitting those applicants who best fit the needs and expectations of the department, the College and the local community.

In an effort to assist students on reaching their educational goals, NCC has partnered with the Adult Learning Center (ALC) to offer the preparatory coursework not offered by the College through a College Transitions Program at NCC. Students whose college placement test results indicate enrollment in these preparatory courses is necessary will be referred to the College Transitions Coordinator.

The facilities and services of the College will be available to all enrolled students, day and evening (except when restricted by judicial action).

## Admissions Procedures

Applications for admission can be completed [online](#), downloaded as a [PDF](#) from our website or obtained from the Admissions Office. The application can be mailed to: Admissions Office, Nashua Community College, 505 Amherst Street, Nashua, NH 03063.

Once applications are received, the applicant will be informed of any additional information or procedures necessary for acceptance to Nashua Community College. Some programs will require additional items such as letters of reference, driving records or an entrance exam. Please see program descriptions for details. It is the responsibility of the applicant to ensure that all documents requested by the College are received. **All documents submitted to the College become the property of NCC and will not be returned or sent to other organizations.**

## General Admissions Requirements

1. File a Nashua Community College Application for Admission. Students need to reapply after non-attendance to start in a new academic year. If reapplication is necessary, the applicant must submit a new application.
2. Present evidence of graduation from an approved high school (transcript with date of graduation or high school diploma) or possess a General Equivalency Diploma (GED), High School Equivalency Test (HiSET) or satisfactory equivalent. Transcripts and any satisfactory equivalents must be submitted in a sealed envelope.
3. The ACCUPLACER college placement test is required for all associate degree and certificate programs that require math and/or English. If you have earned college credits, taken AP courses, CLEP tests in math and/or English or scored high enough on your SAT's, the ACCUPLACER test may not be required (see College Placement Test section). Inquire with an Enrollment Specialist to be certain you don't need to take the ACCUPLACER test.
4. Transfer students may submit official transcripts of all previous college work. Courses successfully completed prior to admission will be considered for transfer.

Nashua Community College encourages students to apply for Federal Student Aid by completing the Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](http://fafsa.gov). NCC school code is 009236. See Financial Aid section for additional information.

## Homeschooled Students

Nashua Community College encourages applications from students who are homeschooled. While the nature of home schooling is inherently unique to each student, the College requires appropriate documentation to determine admission. Applicants are expected to meet the same general and specific admission requirements (or their equivalent) as other

applicants and to document the academic work they have accomplished. Documents to be submitted may include one of the following:

1. A letter or other documentation from the student's local school district stating the student has completed a home school program at the high school level.
2. A list of course completed and grades earned
3. GED or other testing, if applicable.
4. A letter or other appropriate record indicating the student has completed a home school program in accordance with their State regulations.

### **International Students: Application Material Required**

In addition to the admissions requirements, international students must submit the following:

1. A \$100 non-refundable International Admissions fee.
2. Official English translation of all secondary and postsecondary academic records.
3. If your native language is not English, you must take the Test of English as a Foreign Language (TOEFL) exam and earn a score of 500 or higher; a score of 173 or higher on the computer-based test; or a score of 61 or higher on the internet-based TOEFL. Please visit the Education Testing Service website. For inquiries, contact TOEFL Services at [Education Testing Service](#) website for more information on the exam and where the TOEFL exam is given in your country. For inquiries, contact TOEFL Services at Education Testing Service (ETS) by phone at 877.863.3546 or by mail at ETS Ewing Office; 225 Phillips Boulevard Ewing, NJ 08618. If you are currently in the United States seeking a student visa, NCC may waive the TOEFL requirement and administer the Accuplacer Placement Test.
4. An Affidavit of Financial Support form from the person(s) who will be financially responsible for the student. Forms and instructions can be printed from our website. Please follow instructions for the form and state all funds in US dollars. All supporting documentation must be included.
5. Copies of current passport and immigration documents including current visa and Duration of Status (D/S) card.

Dollar amounts promised by the sponsor and available in the sponsor's bank account should be sufficient to cover a minimum of two years expenses (out-of-state tuition, fees, room and board, books, and miscellaneous expenses). Before a Certificate of Eligibility for an F-1 visa (I-20) can be issued, applicants must have submitted all documents required and be accepted into a full-time program (12 credits or more per semester).

Please note: On-campus housing is not available.

### **Early College**

The Early College Program provides a pathway for current New Hampshire high school students to take college courses at NCC while still in high school. Early College students pay 50 percent of the cost of the NCC tuition until high school graduation. High school students have the opportunity to start college core curriculum, start courses in a major, and request dual credit with their high school. Early College students are welcomed into the NCC community and the student body as a whole, offering the high school student a full and authentic college experience. The reduced tuition for high school students offers an incentive to start college in high school for a fraction of the tuition compared with post high school graduation. Early College is designed for juniors and seniors, although exceptions are made in unique circumstances. Contact Admissions for further information.

### **Residency Status**

A student will be classified as in-state or out-of-state for tuition purposes at the time of admission. The Admissions Office will make the decision based on information furnished by the student's application and other relevant and available information. To qualify for in-state tuition, a student must have been domiciled in New Hampshire continuously for at least 12 months immediately prior to registration for the term for which in-state status is claimed. Students living within a 50-mile radius of the NCC campus also qualify for in-state tuition. A member of the active duty U.S. Armed Forces stationed in this state under military orders, or stationed in a contiguous state but temporarily living in New Hampshire, shall be entitled to classification for himself/herself, spouse and dependent children as "in-state" for tuition purposes so long as said orders remain in effect and residence in this state is continued. Also, military personnel who are residents of another state but choose this state as their residence within 90 days of being discharged from the military will be considered residents and charged in-state tuition. Refer to the "Veterans' Assistance" Section in this catalog for more information.

Residents of the other five New England states are eligible to pay a lower, regional tuition (instead of the out-of-state) when enrolled in associate degree programs approved under the New England Regional Student Program (NERSP). The College allows additional eligibility to include all associate degree and certificate programs.

International Students are not eligible for in-state or New England Regional tuition rates for day courses at any time while enrolled at NCC.

Any student who has, on his/her first admission to the College, been classified as New England Regional or out-of-state for tuition purposes, may apply to the Admissions Office for a change of status on or before September 1 for the subsequent fall semester, on or before January 1 for the subsequent spring semester, and on or before June 1 for the subsequent summer term.

Any student who is aggrieved by the decision of the Admissions Office may appeal in writing to the Vice President of Student and Community Affairs. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant.

## **College Placement Test**

The college placement test utilized is Accuplacer. Accuplacer is a set of computerized tests that determines a student's skill level in math and/or English. Accuplacer testing is required for all associate degree programs and certificate programs that require math and/or English. The results of the assessment enable us to provide students with crucial early guidance in course placement/selection. Students can schedule the Accuplacer assessment and access the practice materials online. There is a \$20 fee for the Accuplacer Assessment test which must be paid in the NCC Business Office prior to testing.

A math SAT score of 530 or higher is required for placement in college level math (a score of 460-529 can be used for placement in college level math with a co-requisite workshop) and a Critical Reading and Writing score of 470 or higher is required for placement in college-level English (a score of 401-469 can be used for placement in college level English with a co-requisite workshop). See Admissions for course placement information.

## **Academic Amnesty**

A student who has previously attended NCC and is admitted at a later time, may be eligible for Academic Amnesty, which provides for the following:

1. All grades taken during the student's previous time at the College will no longer be used to calculate the student's new cumulative GPA. However, grades C- and above taken during the student's previous time at the Institute/College will be used to meet course requirements (where appropriate), subject to the approval of the Vice President of Academic Affairs.
2. Even though previous grades will not be used to calculate the new cumulative GPA, all previous grades will remain on the student's transcript.

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

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

Please be aware that while you have been granted academic amnesty your previous grades are not used to calculate your new grade point average, they will however be used to evaluate "satisfactory academic progress" for financial aid purposes in accordance with Federal Financial Aid Regulations.

## **Insurance**

We encourage students needing health insurance to review the Companies licensed to sell health insurance in NH at <http://www.nh.gov/insurance/consumers/healthinscos.htm> to identify a provider that best meets their needs. The list includes companies that could provide either individual health insurance or short term (six months) health insurance. Please note that NCC is providing this link as a resource to our students and it should not be viewed as an endorsement of any of the companies or their plans. Government information on health insurance can be found at [www.healthcare.gov](http://www.healthcare.gov).

Proof of health insurance is required for students enrolled in the Nursing Program and those who participate in athletic activities. Some additional College related activities may require proof of health insurance, which will be requested as needed.

## Expenses for 2019-2020

Students will pay tuition on a per credit basis:

<b>RESIDENT STATUS</b>	<b>PER CREDIT</b>
NH Resident	\$215.00
New England Regional Student Program	\$323.00
Nonresident	\$490.00
Comprehensive Fee (per credit)*	\$23.00
Academic Instruction Fee (per Lab credit)**	\$110.00
Diploma Replacement Fee	\$20.00
ACCUPLACER® Placement Test Re-take Fee	\$20.00
Mechanical Aptitude Test Fee (for Automotive majors only, beginning Fall 2019)	\$30.00
Tuition Deposit: Day matriculated nursing students*** (non refundable)	\$100.00
Culinary Arts - Sanitation Course Fee	\$39

### Individual course fees for the following programs:

Automotive Technology, Aviation Technology, Collision Repair Technology, Electronic Engineering, Honda Automotive Technology, Mechanical Design Technology, Cybersecurity & Networking, Precision Manufacturing	\$50
Culinary Arts - Food Preparation fee	\$100

\* Supports Student Activities and the Wellness Center.

\*\*An Academic Instruction Fee will be charged for all Laboratory or other similar experiences. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$110 for each course. This will be added to the normal tuition charge for that course

Example:

	CL	LAB	CR
BIOL215N Microbiology	3	3	4
	<hr/>		
	$4 - 3 = 1 \times 110 = \$110$		

This fee will be charged to all students with no exceptions. No other academic instruction fees are permitted without the written authorization of the Chancellor of the Community College System of New Hampshire.

\*\*\*A non-refundable tuition deposit of \$100 will be required from all students matriculated in Nursing. A matriculated student is defined as one who has been formally accepted into a degree or certificate program. The President or his/her designee reserves the right to waive the fee in circumstances where the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid).

The deposit will be applied to the tuition for the semester immediately following the student's matriculation and will not be refunded even if the student withdraws during the designated full refund period or if the student fails to attend. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee.

Some programs at NCC require the use of equipment and supplies which must be purchased by the student. These materials are necessary for career entry upon graduation and are important for the student to receive a high quality, hands on college education.

For information regarding estimated costs and requirements, please refer to the desired degree program within this publication.

## **Nursing Clinical Fee**

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$500 per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee and comprehensive fee.

## **Tuition**

Tuition is due two weeks prior to the start of the semester and can be paid in the Business Office, by mail, or online by accessing QuickPay through the Student Information System (SIS) at [www.nashuacc.edu](http://www.nashuacc.edu).

When tuition is not fully covered by financial aid and/or a payment plan, it is the student's responsibility to pay the difference two weeks prior to the start of classes. A \$50 late fee will be charged to students who do not comply.

Students who have not accepted their financial aid award (signed and returned the award letter to financial aid), established a payment plan, or paid in full two weeks prior to the start of classes could be in jeopardy of being deregistered from classes.

Students will not receive bills in the mail; all billing statements will be viewable in the Student Information System (SIS). Students will receive an e-mail notification (sent to their @students.ccsnh.edu e-mail address) advising them that their current billing statement is available for viewing on the SIS. The statements can be printed or downloaded to PDF format. After viewing their statements online; students may choose to pay online, via phone 603.578.8902 or by visiting the Business Office. If the student would like someone else to receive or pay the bill, the student must designate this person as an "Authorized Payer".

## **Monthly Payment Plan**

To assist students with tuition charges, the College offers an interest-free monthly payment plan administered by Nelnet Business Solutions. The plan allows students to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the "Pay for College" tab.

## **Delinquent Account Collection Process**

The following collection clause will be listed on all forms requiring the student's signature:

"I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance."

## **Refund Policy**

Students who officially withdraw from the College or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls

on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: Students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. All refunds require that students complete an official withdrawal form.

Students registered for non-credit workshops 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, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than \$1 (\$0.99 or less) will be forfeited.

### **Employee Reimbursement**

Where the employer, the Veterans Administration, or other agency is guaranteeing both tuition and fees, such guarantee must be in writing and signed by an authorized representative of the company or agency.

# Financial Aid

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Please review your rights and responsibilities as a financial aid recipient in the current year CCSNH Student Financial Aid Handbook at (<http://nashuacc.edu/pay-for-college/financial-aid>).

## What Is Financial Aid?

Financial aid consists of grants, scholarships, loans, and work study and can be from the federal government, the state government, the college, or a nonprofit or private organization. Financial aid assists students and their families in paying for college expenses. Such expenses may be direct, such as those directly charged to your college student account (ie: tuition and fees), and indirect, which include but are not limited to books, supplies, and transportation to/from college. A student's financial aid award may include a combination of various types of aid.

## Who Is Eligible for Financial Aid?

To receive federal student aid, a student must meet basic eligibility criteria described at <https://studentaid.ed.gov/eligibility#basic-criteria> and summarized below:

- Qualify to obtain a college education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives described at <https://studentaid.ed.gov/eligibility#basic-criteria>; and
- Be a U.S. Citizen or U.S. National (for requirements to be a U.S. Citizen or U.S. National please see <https://www.uscis.gov/us-citizenship>) and
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program; and
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25); and
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau; and
- Sign certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that you are not in default on a federal student loan and do not owe a refund on a federal grant and you will use federal student aid only for educational purposes; and
- Not be in default on a federal student loan and not owe a refund on a federal grant; and
- Maintain satisfactory academic progress in college; and
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance; and
- Not be receiving federal or state financial aid from another institution for the same enrollment period.

In addition:

- Students must be attending a minimum of six (6) eligible credits for federal loans (Audited courses, Transfer Credits, Credit by Exam, Experiential Learning Credits, and some repeat courses do not count towards eligibility);
- Students must not be receiving federal or state financial aid from another institution for the same enrollment period;
- Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.
- Federal loans must be prorated for certificate programs consisting of 16 to 23 credits.
- Financial aid must be prorated for programs that are less than 30 weeks in any academic year.
- A Consortium Agreement is required when a student is enrolled at more than one CCSNH College and wishes to use financial aid at both colleges.
- Pell eligible students must be registered for any course(s) that does not span the entire length of the semester prior to the primary census date within that semester.

## How and When to Apply for Federal Student Aid

Students must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for federal student aid. The FAFSA is available October 1st of each year and must be completed annually for each year the student will be attending college. Students attending Summer 2019, Fall 2019, and Spring 2020 should complete the 2019-2020 FAFSA. Students must also complete the appropriate financial aid forms, as requested by the NCC Financial Aid Office. Some aid is limited and is awarded on a first-come, first-served basis; those students who apply early will receive priority.

To help you in the application process please see the Financial Aid Application Checklist below:

- Complete the 2019-2020 FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and submit all verification documentation to NCC Financial Aid Office by the NCC Priority Deadline (see the NCC Priority Deadlines below) (NCC school code: 009236).
- You can still apply for financial aid after the NCC Priority Deadline but NCC cannot guarantee that your financial aid will be available by payment deadline.
- Review the Student Aid Report (SAR) sent to you by the Department of Education to determine if additional steps are required and to confirm your FAFSA is complete and successfully submitted.
- Make sure you have completed the NCC Admissions process and are accepted into a financial aid eligible program. (NCC Admissions Office: [nashua@ccsnh.edu](mailto:nashua@ccsnh.edu) or 578.8908). NCC will receive your FAFSA 7 to 10 days after it has been processed and will contact you by regular mail.
- Respond to all correspondence from NCC Financial Aid Office and provide all information requested. (Financial aid forms are available on the NCC website under 'Download Forms.')
- Receive a Financial Aid Award Letter listing the aid you are eligible to receive.

### If you accept Direct Loans, then you must:

- Be registered for six (6) eligible credits minimum and Complete Loan Entrance Counseling and Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov)

Complete and return the signed Award Letter to NCC Financial Aid Office indicating the aid you will accept or accept your aid online through the Student Information System (SIS). Accepting your aid and completing the loan requirements gives you a payment deferment of the accepted amounts.

We strongly suggest you register for classes before accepting aid so you will be able to accurately determine how much aid you need. Class registration can be completed with your advisor.

## NCC Financial Aid Priority Deadlines

Summer 2019:	April 22, 2019
Fall 2019:	July 22, 2019
Spring 2020:	December 16, 2019

Tuition payment deadline is two (2) weeks before the start of each semester. If the financial aid process is not complete at that time (complete means aid has been accepted either through a signed award letter having been returned to the NCC Financial Aid Office or aid accepted through the SIS and, if accepting loans, the loan requirements have been completed) you will need to make payment arrangements with the Business Office for any classes for which you are registered. Please be aware that the financial aid process can take up to 4 to 6 weeks and an incomplete financial aid process can prevent some/all disbursement.



## How and When to Apply for State, College, and Nonprofit or Private Student Aid

Please see your state's student aid web page to for information on state aid. Please note that NH does not offer a state grant. For information on college, and nonprofit or private student aid, please see the NCC Financial Aid page at <http://www.nashuacc.edu/student-services/financial-aid>.

### Determining Your Eligibility

The following equation is used in determining your financial aid eligibility (an explanation of terms follows):

$$\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

The Cost of Attendance (COA) is an estimate of the cost for you to attend NCC, including tuition and fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation. The following is a sample COA constructed for a 9 month academic year with full time attendance (24 credit hours for the year) for a student living off campus. Although this is a sample COA, and as such will not be the final COA used to award student aid, students can use these figures as a guide for planning the academic year. For more information regarding COA, contact the Financial Aid Office

Tuition (24 credit hours)	\$ 5,160
Room and Board	\$ 15,238
Fees	\$ 992
Books and Supplies	\$ 1,400
Transportation	\$ 2,578
Personal Expenses	\$ 1,800
Total Sample Cost of Attendance	\$ 27,168

Note: A student's COA must be reviewed each semester. Generally speaking, the student's enrollment level during the Fall Semester dictates the student's COA for the year. Student enrollment level is defined according to the number of credits for which the student is enrolled:

- Full-time: 12 or more credits in a semester
- $\frac{3}{4}$  time: 9 - 11 credits in a semester
- $\frac{1}{2}$  time: 6 - 8 credits in a semester
- Less than  $\frac{1}{2}$  time: Less than 6 credits in a semester\*

\*However, if a student is enrolled for less than half time in a semester, the COA must be adjusted for that semester to exclude Personal Expenses and Room and Board.

Your Expected Family Contribution (EFC) reflects your (and, if you are categorized as a dependent student, your family's) ability to contribute to the Cost of Attendance. The calculations used to determine the EFC are based on the United States Department of Education's mandated formula known as the federal methodology. The Department of Education applies the formula to the information you have provided on the FAFSA application and computes a figure for your Expected Family Contribution.

Your Financial Need and the availability of funds determines your financial aid award.

# Awarding of Aid

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## Verification

All students are subject to Verification. Students whose applications for federal student aid (FAFSA) have been selected for verification will be required to submit documentation necessary to complete the verification process. Students will be notified by the college financial aid office as to what documentation is required. The documentation may include some or all of the following:

- 2019-2020 Verification Worksheet
- 2017 IRS Tax Return Transcripts of the applicant
- 2017 IRS Tax Return Transcripts of the applicant's parents (if the student is considered dependent for financial aid purposes)
- 2017 IRS Statement of Nonfiling
- 2017 W2 forms
- 2019-2020 Verification of Untaxed Income
- 2019-2020 Verification of Identity/Statement of Educational Purpose
- Proof of High School completion or its equivalent

Applicants should be aware that, until all required documentation has been received and reviewed by the Financial Aid Office, no federal student aid will be awarded and/or disbursed. The documentation must be submitted within fourteen days of request or by the end of the academic year, whichever comes first. If documentation verifies the information submitted on the original application, financial aid will be awarded and disbursed as soon as admission, registration and class attendance can be confirmed. If the documentation indicates the need for corrections, the corrections will be submitted electronically to the Department of Education by the Financial Aid Office. The student will receive a revised Student Aid Report from the Department of Education.

## **Pell Grant**

All students are first considered for the Federal Pell Grant. The Federal Pell Grant Program provides need-based grants to low-income students. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree to aid them with the actual costs of attending college. A Federal Pell Grant, unlike a loan, does not have to be repaid. Amounts can change yearly. The amounts for 2019-2020 range from \$318 to \$6,195. The amount a student receives depends on the student's expected family contribution (EFC); the student's enrollment level; and whether the student attends for a full academic year or less. In certain situations, an eligible student can receive up to a 150% of his/her scheduled Pell Grant award for an award year. NCC credits the Federal Pell Grant funds to the student's school account at least once per eligible semester. Students may not receive Federal Pell Grant funds from more than one school at a time. Students can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent. Students will receive a notice if they are getting close to their limit.

## **Pell Grant and Iraq and Afghanistan Service Grant**

You may be eligible to receive the Iraq and Afghanistan Service Grant if you are not eligible for a Federal Pell Grant on the basis of your expected family contribution but meet the remaining Federal Pell Grant eligibility requirements, and your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed your cost of attendance for that award year. As required by the Budget Control Act of 2011 (the sequester law), award amounts for any Iraq and Afghanistan Service Grant that is first disbursed on or after Oct. 1, 2018, and before Oct. 1, 2019, must be reduced by 6.2 percent from the award amount for which a recipient would otherwise have been entitled. The payment procedures are the same as those for the Federal Pell Grant.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is a grant for undergraduate students with exceptional financial need and does not need to be repaid. The NCC Financial Aid Office will award students that have the most financial need. Each participating school receives a set amount of FSEOG funds each year from the U.S. Department of Education. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. The amounts for 2019-2020 at NCC range from \$200 to \$600. NCC gives priority to students with a zero expected family contribution (EFC) and students must be attending at least six credits. NCC credits the Federal Supplemental Educational Opportunity Grant funds to the student's school account at least once per eligible semester.

## **Federal Work Study Program**

Federal Work-Study provides part-time jobs for undergraduate full-time or part-time students with financial need, allowing them to earn money to help pay education expenses. The Federal Work-Study program award funds on a first come, first served basis. The hourly wages for 2018-2019 at NCC range from \$10.00 to \$11.00 per hour. On campus jobs are available throughout the campus. Off-campus jobs are available throughout the local Nashua area in non-profit agencies. Students must provide their own transportation. Additional information is available through the Financial Aid Office.

## Vermont and Rhode Island State Grant

The Vermont ([www.vsac.org](http://www.vsac.org)) and Rhode Island ([www.riheaa.org](http://www.riheaa.org)) State Grants provides grants for their residents attending a college in his/her state or another state. Please see the respective state's website for more specific information on the state grant program.

## State, College, and Nonprofit or Private Student Aid

Please check NCC's financial aid webpage (<http://www.nashuacc.edu/student-services/financial-aid>) for information about State, College, and Nonprofit or Private Student Aid.

## Direct Loan Program

The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans. Students must be enrolled in a minimum of six (6) eligible credits to be eligible for these programs. The amount a student may borrow may not exceed the cost of attendance minus other assistance (or, for subsidized loans, other assistance plus the expected family contribution or EFC). All students borrowing must complete a Master Promissory Note at <https://studentloans.gov>. First time borrowers at the College must also complete Loan Entrance Counseling at <https://studentloans.gov>. Fiscal Year origination fees and interest rates are listed below. Fiscal Year 19 origination fees and 2018-2019 interest rates were not available at time of this publication.

*Fiscal Year 20 Origination Fees for Federal Direct Loans first disbursed on or after 10/1/19 and before 10/1/20*

Direct Subsidized Student Loan	1.062%
Direct Unsubsidized Student Loan	1.062%
Direct Parent Plus Loan	4.248%

Direct Subsidized Loans are subsidized by the federal government for students who demonstrate financial need. Subsidized means the student is not responsible for payment of interest during periods of at least half time enrollment (six (6) credits or more)\*. Repayment begins six (6) months after graduation, withdrawal, or when enrollment drops below six (6) credits. If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in the school's catalog. For example, if you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years). For more detailed information please see [www.StudentAid.gov/types/loans/subsidized-unsubsidized](http://www.StudentAid.gov/types/loans/subsidized-unsubsidized).

\*Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.

Direct Unsubsidized Loans are not subsidized by the federal government and are not based on financial need. Unsubsidized means the student is responsible for payment of interest during periods of enrollment although actual payment can be deferred. Repayment begins six (6) months after graduation, withdrawal, or when enrollment drops below six (6) credits.

## **Direct Subsidized and Unsubsidized Annual Loan Limits**

Dependent Students (except students whose parents cannot borrow a PLUS loan) who qualify may borrow the following per academic year:

- Freshmen (0-30 credits earned\*) up to \$5,500 of which only \$3,500 can be subsidized; Sophomore (32+ credits earned\*) up to \$6,500 of which only \$4,500 can be subsidized.

Independent Students and Dependent Students whose parents cannot borrow PLUS who qualify may borrow the following per academic year:

- Freshmen (0-30 credits earned) up to \$9,500 of which only \$3,500 can be subsidized; Sophomore (32+ credits earned) up to \$10,500 of which only \$4,500 can be subsidized.

\*Grade Level. A student's grade level is determined by the number of credits successfully completed, accepted and recorded by the Registrar's office.

## **Direct Subsidized and Unsubsidized Aggregate Loan Limits**

There are aggregate loan limits. Students who qualify may borrow the following to complete an undergraduate degree:

- Dependent Students up to \$31,000 of which only \$23,000 can be subsidized
- Independent Students up to \$57,500 of which only \$23,000 can be subsidized
- If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit. For information on the aggregate loan limits for graduate or professional students, visit [https:// studentaid.ed.gov](https://studentaid.ed.gov).

There are other resources students can use to help pay education expenses not covered by other financial aid. The borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. The student must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the parent must apply for the Direct PLUS loan at <https://studentloans.gov>. If a parent borrower is unable to secure a PLUS loan, the student may be eligible for additional unsubsidized loans to help pay for his or her education expenses. Additional information is available through the Financial Aid Office or at <https://studentaid.ed.gov>.

Alternative/Private Loans are offered by various lenders to assist students and parents in meeting educational expenses. Such funds may assist families that do not qualify for or need to supplement other forms of financial aid. Some information is available on ELMSelect which can be accessed from the NCC financial aid page of the NCC website.

Lender Code of Conduct. Information is available on the Code of Conduct for the Federal Direct Loan and Private Loan Programs <http://www.ccsnh.edu/sites/default/files/content/documents/finaiddocuments/codeofconduct.pdf>

## **Special Circumstances**

The financial aid staff calculates each financial aid award based on financial need as demonstrated by the FAFSA. The calculation is based on a student's and family's prior prior calendar-year income. Students and families who have experienced significant changes in family structure, size or income should contact the Financial Aid Office to discuss the situation. If a special review is appropriate, the student will be asked to complete a Special Circumstances application, and will be advised what additional documentation is required.

## **Consortium Agreements**

Colleges within the Community College System of NH (CCSNH) have worked out a Consortium Agreement procedure, whereby students receiving financial aid at their home college may use that aid to take courses at another host college within the CCSNH. A student who wishes to receive financial aid to take a course at a CCSNH college other than the home college is required to complete a Consortium Agreement with the home college Financial Aid Office. Courses taken at a host College must be approved for transfer to the student's home college academic program. Students participating in the Consortium Agreement program give permission for the host college transcript to be presented to the home college Registrar. Courses covered by the Consortium Agreement will be taken into account in determining Satisfactory Academic Progress for Financial Aid at the home college. Please contact the Financial Aid Office for more information.

## **Availability of Financial Aid Funds for Books and Supplies**

**The Book Advance Program** allows financial aid recipients who have financial aid funds remaining after the payment of tuition and fees to use the excess to purchase/rent books and supplies from the NCC Bookstore during the book advance period. The book advance period generally starts two (2) weeks prior to the beginning of the semester. Not all financial aid funds may be available for the Book Advance Program and not all financial aid recipients are eligible. Students must complete the NCC Title IV Authorization Form to participate in the Book Advance Program or accept the option through the SIS. The form is mailed to you with your award letter and is also available in the financial aid office.

The Book Advance Program has an electronic and a paper process. The electronic process is not available to all students. As long as you meet the eligibility requirements, your financial aid process is completed and you have authorized the use of your excess financial aid for bookstore charges via the NCC Title IV Authorization form or paper Book Advance form, a book advance will be set up for you.

Students must complete the NCC Title IV Authorization form or select the option through SIS to participate in the electronic process annually.

Students not eligible to participate in the electronic process must complete a paper Book Advance form in addition to the NCC Title IV Authorization form. Students in late start courses may be required to complete a paper Book Advance form. Students with financial aid holds and summer students will be required to complete a paper Book Advance form. The funds will be available in the NCC Bookstore two business days after a paper Book Advance form has been completed. The paper Book Advance form is available in the financial aid office, must be completed each request, and cannot be faxed or emailed.

You must show your NCC ID and a copy of your schedule at the bookstore when making your purchase.

# Scholarship Programs

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## **NCC Scholarship Page**

Please review the NCC Scholarship page at <http://www.nashuacc.edu/pay-for-college/scholarships-grants> for the most current scholarship information.

## **Brandon Masterson Automotive Technology Tool Scholarship**

The Brandon Masterson Automotive Technology Tool Scholarship is in memory of NCC Automotive Technology Student, Brandon Masterson, who passed away in 2013 just months before his graduation. During his life, Brandon was a student and person to be emulated. The scholarship is an award up to \$700.00 for the cost of tools for students enrolled in senior level automotive courses and it is awarded to two students in the Fall. Further information and the application are on the NCC Scholarship web page.

## **Carl D. Perkins Single Parent/Displaced Homemaker Financial Assistance Program**

The Single Parent and Displaced Homemaker Program is a program run by Nashua Community College to assist financially disadvantaged single parents, displaced homemakers, and single pregnant women with the cost of attending our college in preparation for high skill, high wage, or high demand occupations in current or emerging professions. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 provides grant funding for this program. Awards will vary based on availability of funds. Further information and the application are on the NCC Scholarship web page.

## **Early Childhood Education Tuition Assistance**

The Community College System of New Hampshire, in partnership with the Division for Children, Youth, and Families (DHHS), is able to provide tuition assistance to eligible individuals. Persons who are eligible must be:

- Currently employed, at least part-time, in a NH-licensed (or license-exempt) early childhood program, or a licensed family child care program,
- and must be taking early childhood courses through CCSNH.
- NH residents are eligible for full awards, while out of state students are only eligible for partial awards.

These funds are not intended for employees of private or public school systems. For information on this scholarship select the link below:

<http://www.ccsnh.edu/ccnh-foundation/early-childhood-education-tuition-assistance>

## **New Hampshire High School Valedictorian Scholarship**

A one year tuition only scholarship, up to a maximum of 32 credits, will be awarded to designated New Hampshire high school valedictorians, based on a cumulative grade point average, from a New Hampshire NEASC accredited institution. The one year will be defined as the Fall, Spring and Summer semesters, with a start date of any of the three and applied only within the one year from the time of first semester of matriculation. The recipient must enroll as a matriculated student within 15 months from the time of secondary school graduation. Further information and the application are on the NCC Scholarship web page.

### **New Hampshire Scholars**

The NH Scholars award at Nashua Community College is a \$500 tuition waiver available to High School Students who have graduated from a participating NH Scholar High School (see [nhscholars.org](http://nhscholars.org) for a list of high schools) and who have completed the Core Course of Study upon graduation. NCC may grant up to twelve (12) \$500 NH Scholar awards. Further information and the application are on the NCC Scholarship web page.

### **Rapid Manufacturing Group Scholarship**

This scholarship is intended to assist students in achieving competency in the metalworking industry. Five \$2,000 scholarships will be awarded to full-time sophomore students. The scholarship is awarded based on faculty recommendation, CGPA, and essay. Further information and the application are on the NCC Scholarship web page.

### **Robert Lawton Memorial Scholarship**

The Robert Lawton Memorial Scholarship fund is established to assist part or full-time students in a degree granting Human Services program at Nashua Community College. The \$1,000 scholarship will be awarded annually. Further information and the application are on the NCC Scholarship web page.

### **Swing Into Spring Scholarship**

The Swing into Spring Scholarships are made available through the fundraising efforts of the Nashua Community College Advisory Board. The board supports the value of higher education and began the scholarships to assist students in achieving an education at NCC. Three scholarships are awarded at the Swing Into Spring event held each Spring. Further information and the application are on the NCC Scholarship web page.

### **NCC students can also find Scholarships by linking to the following websites:**

**Community Colleges of New Hampshire Foundation** - For information on Scholarships provided through the Foundation, visit:

<http://www.ccsnh.edu/cc-nh-foundation-scholarships>

### **New Hampshire Charitable Foundation**

For information on scholarships provided through the Charitable Foundation, visit:

<https://www.nhcf.org/how-can-we-help-you/apply-for-a-scholarship/>

### **Orphans of Veterans Scholarship**

Residents of New Hampshire whose veteran parent died as a result of active service in the armed services of the United States, or whose parent has since died from a service-connected disability may be eligible for this scholarship. For more information, contact the Post Secondary Education Commission at 603.271.3494. Application is available at the NH Postsecondary Education Commission website under Financial Aid:

<https://www.education.nh.gov/highered/financial/index.htm>



# Return of Title IV Funds

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Title IV funds are awarded to a student under the assumption that the student will complete all courses he/she is scheduled to attend during the period Title IV aid is awarded. A financial aid recipient who does not complete all of the days he/she was scheduled to attend during the payment period may be required to return all or a portion of the federal financial received for that semester. A recipient who has had Title IV aid returned may also be required to pay back to the College any balance originally paid by Title IV aid, such as tuition and fees or student refund of Title IV aid.

If a student ceases attendance prior to completing more than 60% of the payment period or period of enrollment, the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the College and/or the student to the appropriate program. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid earned and the date the student ceases attendance.

The repayment percentage is determined by the number of days remaining in the term from the student's last date of attendance (if known) or the midpoint of the term, whichever is later in the semester. The amount of assistance earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, he/she would earn 30% of the assistance he/she was originally scheduled to receive. If the student completes more than 60% of the payment period (generally the length of the semester) or period of enrollment (if enrolled in Modules – courses that run less than the full semester), all the assistance that he/she was scheduled to receive for that period is earned. CCSNH college Financial Aid Offices will track enrollment in each module (group of courses in a program that do not span the entire length of the payment period within a term, for example, summer sessions or eight week courses) to determine if a student began enrollment in all scheduled courses. If the student provided written confirmation he/she will be attending a course in a module beginning later in the same payment period or period of enrollment (for nonterm and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending) then this is not considered a withdrawal. If the student does not return, then it is considered a withdrawal and the Return of Title IV Funds calculation requirements apply.

The Registrar's Office is the official authority within the college designated to accept withdrawal notifications. If a student communicates to a staff person in the Registrar's office while that person is acting in an official capacity, that communication in whatever form (verbal or written), is considered official notification. Students are urged to submit a signed withdrawal form and/or Add/Drop form to the Registrar's Office to show their intent to withdraw. The official date of withdrawal will be the date the form is submitted to the Registrar's Office or the student verbally notifies the Registrar's Office.

Students are considered unofficially withdrawn from college when they cease attending classes after the add/drop period and fail to provide official notification of their intent to withdraw. Instructors will enter a grade of AF for these students. Their withdrawal date for R2T4 purposes will be the midpoint of the semester unless a different date of notification is provided by an instructor prior to the end of the semester.

When a student fails to earn at least one grade in a credit course per term, the withdrawal calculation must be performed. A grade of F is considered an earned F. A grade of AF is not considered an earned F.

There are some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements. If the student receives excess Title IV program funds, the College must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The College must return this amount even if a credit balance refund has been issued to the student.

If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds to be returned by the student (or student's parent for a PLUS Loan) are to be repaid in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when a student withdraws are separate from the College refund policy. Therefore, a student may still owe funds to the College to cover unpaid Institutional charges. The College may also charge a student for any Title IV program funds that the school was required to return.

The school will use the federal policy to determine the amount which must be returned by the school and/or the student to Title IV programs. The procedure is:

1. Determine withdrawal date
2. Determine the period of enrollment
3. Determine Amount of Earned Title IV Aid
4. Determine Amount of Unearned Title IV Aid
5. Determine Title IV Aid to be disbursed
6. Determine Title IV Aid Disbursed
7. Determine Title IV Aid to be Returned
8. Calculate the College's Responsibility
9. Determine Amount College Returns by Program
10. Determine Student's Responsibility
11. Determine Amount Student Returns by Program

Students that fall into the Return of Title IV Funds obligation category will be notified with a letter explaining the results of the school's calculation process.

The College will return funds to the appropriate aid programs as prescribed by law and regulation in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Other Title IV Aid Programs
7. Other Federal sources of aid
8. State/Private/College aid

The College must return funds as soon as possible but no later than 45 days from the date the College determined the student withdrew.

If a student owes federal financial aid repayments or Return of Title IV Funds, the student will be denied federal aid eligibility at any institution and will not be able to enroll until full payment arrangements are made.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds calculation. Repayment of part of a student's federal financial aid does not release the student from the SAP requirements.

## Satisfactory Academic Progress Policy

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

Qualitative - Cumulative GPA (CGPA) Component	Must have earned the required CGPA at the published intervals.
Quantitative - Pace (Completion Rate) Component	Must complete at least 2/3 (66.666%) of the credits attempted.
Quantitative - Maximum Timeframe Component	May receive financial aid for up to 150% of the number of credits required for successful program completion unless it is mathematically impossible for student to complete the program within this limit.

In general, coursework that is taken while in attendance at the CCSNH institution is considered when reviewing a student's academic record for satisfactory academic progress. However, there are some exceptions. Please see the section on Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English for Speakers of Other Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals.

### Qualitative Standard - Cumulative GPA (CGPA) Component

A student must maintain a minimum cumulative grade point average as noted below in order to be making satisfactory academic progress. A GPA calculator is available at <http://www.ccsnh.edu/academics/gpa-calculator>.

Total Credits Earned	Minimum Cumulative Grade Point Average Required for the Program	
	Certificate/Diploma	Associate Degree
0 - 13	1.50	1.50
14 - 27	2.00	1.70
28 - 40		1.80
41 +		2.0

### Quantitative Standard - Pace (Completion Rate Component) and Maximum

#### Time Frame Component

The Quantitative Standard of the satisfactory academic policy is comprised of two elements. The first element, maximum time frame, is the time frame by which a student must complete an academic program. The second element, pace, includes determining whether a student is on track to complete the program within the set maximum time frame. Once it has become apparent a student will be unable to complete their academic program within the maximum time frame, either by falling below the pace standard or by having attempted 150% of the credits required to complete their academic program, the student becomes ineligible for Title IV aid.

#### Pace (Completion Rate Component)

A student must successfully complete at least two-thirds (66.666%) of the total credits he/she attempted throughout his/her academic career at the college. All attempted credits, including transfer credits, will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout his or her academic career at the college must earn credit for at least 24 credits in order to be meeting the requirements of satisfactory academic progress.

#### Maximum Time Frame Component

A student may receive student federal student aid for any attempted credits towards his or her program of study until it is mathematically impossible for the student to complete the program within 150% of the published length of the student's program of study.

All attempted credits are included in the evaluation including transfer credits.

### **Academic Periods Included in the Review**

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

### **Timing of the Review**

The Financial Aid Office of the CCSNH institution will evaluate a financial aid recipient's satisfactory academic progress upon completion of each semester within the standard academic year of the program the student is enrolled in.

### **Results of the Review**

Meeting Satisfactory Academic Progress (SAP) Standards. Students who meet SAP standards will be coded as making Satisfactory Academic Progress and will retain eligibility for federal student aid for their next semester.

### **Satisfactory Academic Progress (SAP) Warning**

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

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for federal student aid for their next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

### **Satisfactory Academic Progress (SAP) Suspension**

If the student is still unable to meet SAP standards after his/her Warning Period, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

### **Satisfactory Academic Progress (SAP) Probation**

A student who becomes ineligible for federal student aid as a result of not meeting satisfactory academic progress standards may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. However, this period can be extended by placing the student on an academic plan if he/she will require more than one semester to reestablish financial aid eligibility with SAP standards. During Probation, the student will be eligible to receive federal student aid funding.

### **Appeal Process**

A student who becomes ineligible for federal student aid as a result of not meeting Satisfactory Academic Progress standards may appeal for a review of that determination. A student must appeal in writing.

The student appeal request and any supporting documentation or degree audit must be submitted to the Financial Aid Office. A successful appeal results in Probation and allows the student to be eligible for federal student aid for his/her probationary period.

A student choosing to submit an appeal of his/her SAP review results must submit the following information to the Financial Aid Office:

1. A written explanation of the circumstances that prevented him/her from achieving SAP standards and documentation of any extenuating circumstances. The Financial Aid Appeals Committee reserves the right to request further information from the student to support information provided in his/her explanation.

2. An academic plan which the student will use to regain satisfactory academic progress.

The decision of the appeals committee is final. A student is notified of his/her appeal's outcome in writing via mail within 10 business days of submission of all required documentation.

### **Regaining Eligibility**

Unless an appeal is granted, a student can regain financial eligibility only by taking action that brings him/her into compliance with both the qualitative and quantitative components of the CCSNH institution's satisfactory academic progress policy. Neither paying for one's own classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish financial aid eligibility.

If a financial aid recipient believes he/she is meeting Satisfactory Academic Progress standards then he/she can request to have his/her SAP standing reviewed upon completion of the semester. If the student is found to be meeting both the qualitative and quantitative components of the SAP policy and to not have exceeded maximum time frame, then his/her status will be updated to reflect he/she is meeting Satisfactory Academic Progress standards, and the student will be eligible to receive Title IV financial aid the next semester.

Question	Answer
When is my academic progress reviewed?	At the end of each semester
What academic periods are included?	All periods, even those in which the student did not receive financial aid, was in a different major, and those for which the student was granted academic amnesty
What are the results of the review?	Satisfactory Academic Standing, Warning, or Suspension
What does Warning mean for me?	Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.
What happens at the end of the Warning Period?	At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain his/her federal student aid eligibility for his/her next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.
What does suspension mean for me?	The student will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.
Is there an appeal process if my aid is suspended?	Yes, please see the section on the Appeal process.
Can you regain Financial Aid eligibility once it has been suspended?	Yes, please see the section on Regaining Eligibility.
What does Probation mean?	A student who becomes ineligible for federal student aid may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. During Probation, the student will be eligible to receive federal student aid funding.

**Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/ Remedial Courses, English as a Second Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals**

Please refer to the specific section for each course/credit below. The following table is a breakdown of how each type of course or credit is treated in the review.

Repeat Courses	Y	Y	Y
Transfer Credits	N	Y	Y
Consortium Credits	N	Y	Y
Developmental/ Remedial/ESOL	Y	Y	Y
Incompletes	Y	Y	Y
Audit Courses	N	N	N
Nonpunitive Grades	N	Y	Y
Pass/Fail Grades	N	Y	Y
Withdrawals	N	Y	Y

**Repeat Course**

For one time only, financial aid will cover a repeated course that has been previously passed. For this purpose, passed means any grade higher than an "F," regardless of any school or program requiring a higher qualitative grade or measure to have been considered to have passed the course. A student may be repeatedly paid for failing/ withdrawing from a course. However, if a student passed a course once, then is repaid for taking it, and fails or withdraws the second time, that failure counts as their paid retake, and the student may not be paid for retaking the course a third time. If a program of study requires students to retake all of the coursework for a term in which a student fails a course, any courses retaken that were previously passed in this case are not eligible for Title IV aid.

**Transfer Credits**

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

**Consortium Credits**

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

**Developmental/Remedial/ESOL Credits**

Credits from these courses will be included in the calculations for all three components of the satisfactory academic progress review. A student is eligible for up to 24 credit hours of federal student aid in this category.

**Incompletes**

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

**Audit Courses**

Financial Aid does not cover any courses a student audits. Furthermore, 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 is included in the maximum time frame and completion rate components of Satisfactory Academic Progress but is not included in the cumulative GPA component.

## **Non-punitive Grades**

Non-punitive grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

## **Pass/Non-Pass Grades**

Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

## **Withdrawals**

Withdrawals will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components. For further information about the Financial Aid Satisfactory Academic Progress policy, please contact the Financial Aid Office.

## **Is Financial Aid Taxable?**

Scholarships and grants (but not loans) which exceed the cost of tuition, fees, required books and equipment are considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the student to properly report this income to the Internal Revenue Service. <http://www.irs.gov/publications/p970/index.html>

Many taxpayers are eligible to claim educational tax credits through the Lifetime Learning Credit or the American Opportunity Tax Credit. In addition to the credits, taxpayers may be eligible to claim a student loan interest deduction and/or a tuition and fees deduction. By the end of each January, 1098-T forms are made available to eligible students typically via standard mail. These forms show eligible charges billed, and grants and/or scholarships processed in the applicable year.

Please note, the College does not provide personal tax advice. We suggest you contact a qualified tax professional for additional information.



# Veterans' Assistance

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The goal of the VA Student Office is to assist prospective and enrolled veterans, reservists, guardsmen, and their eligible dependents in accessing education benefits available through the Department of Veterans Affairs while meeting their educational objective at NCC.

Please contact the VA Student Office for information on how to apply for VA education benefits.

VA Information:

Website: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Phone: 888 GI-BILL1 - (888.442.4551)

Enrollment verification for properly documented veteran students is electronically reported to the Veteran Administration in a two part process. The number of credits each veteran is enrolled in will be reported once the student notifies the VA Student Office that they have registered. Tuition and fees will then be reported after the add/drop period for the college system.

Students must follow the course requirements listed in their curriculum for their stated program as the School Certifying Official can only report courses within that program.

VA funded students are responsible for immediately notifying the College's VA Student Counselor before taking of any action affecting their enrollment status (such as course drops, adds, or non-passing grades). Failure to do so may result in a debt to the VA.

All students must contact the VA Student Counselor before adding or changing a major. Additional information may be required by the VA before the College can certify a second major.

Satisfactory progress toward completion, as specified in the Academic Standards section of this Catalog, must be maintained.

Veterans who utilize Chapter 30 or 1606 must verify their enrollment each month to receive payment for that month. Enrollment can be verified on the last calendar day of the month by using Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the VA toll free at 888.442.4551.

The Community College System of New Hampshire (CCSNH) has adopted the following policies, which provide for payment of in-state tuition rates for veterans and covered individuals under U.S.C. § 3011 and § 3311 living in New Hampshire. More specifically, CCSNH system finance policies at 421.01.1 provide:

A veteran, as defined under RSA 21:50, I, or a covered individual, as defined under Chapter 30 or 33 of Title 38 of the United States Code using educational assistance benefits provided under federal law, shall be charged in-state tuition while living in New Hampshire and enrolled in any institution of the Community College System of New Hampshire.

A spouse or child using educational assistance benefits provided pursuant to Chapter 30 or 33 of Title 38 of the United States Code shall be charged in-state tuition while living in New Hampshire and enrolled in any institution of the Community College System of New Hampshire.

In-state tuition shall be charged to all covered individuals, including but not limited to the following circumstances: Any veteran that has a three-year period of service and an honorable discharge and any veteran for whom this period of service is followed by a four-year period of service, and there is a dishonorable discharge. All of the discharges enumerated in 38 U.S.C. § 3311(c) and 38 U.S.C. § 3011 will be interpreted to fall under New Hampshire RSA 21:50, I, (a)(2).

In applying the policies, the term "spouse" will be interpreted to include current spouses,

former spouses, and same-sex spouses and the term "child" will be interpreted to include biological, adopted, pre-adoptive, and stepchildren of a spouse, including of a same-sex spouse or former spouse.

Please see the VA Student Counselor if you need assistance or have questions.

# Academic Requirements and Policies

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## Associate Degree

The minimum requirement for the associate degree is 60 credit hours and completion of all specified program requirements. Students must successfully complete a minimum of 20 credit hours in General Education courses such as English, social science, mathematics, humanities, science and a minimum of 30 credit hours in their major program. Finally, students earning the degree must have a cumulative grade point average of at least 2.0.

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

## Additional Associate Degrees

Students must earn a minimum of 15 additional credits at the College for each additional associate degree beyond those required for the first and subsequent degrees excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

## Certificate

Certificate programs emphasize specific skills and outcomes required for employment or for career advancement. There are no specific general education requirements. Students earning a certificate must have a cumulative grade point average of at least 2.0 and have obtained a passing grade in each required subject.

## Attendance Policy

Class attendance is considered essential to academic success of students. Since there are constant learning opportunities between faculty members and students, and between students and other students within the classroom or lab, it is expected that students will attend each meeting of each course in which they are enrolled.

Specific attendance policies for each course are determined by the instructor and will be stated in writing in the course syllabus. These policies reflect the instructor's authority to determine whether a student is permitted to make up missed work from absence or lateness and on what terms.

If a student is absent more than the number of hours the course meets during a two-week period, the faculty may withdraw a student from the course with an "AF" grade any time during the semester. An "AF" grade is calculated in the GPA as an "F". All students who stop attending class after the add/drop period and have not officially withdrawn shall receive an "AF" from the instructor at the end of the semester or at any point during the semester that the instructor informs the Registrar's Office that the student has been suspended from class.

## Credit Hour Guidelines

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

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

## Student Conduct and Discipline

A student's continued enrollment at the College is dependent upon his/her behavior. The awarding of academic credits and recognition and the conferring of degrees, certificates, and awards are subject to the academic and judicial authorities of the College. A student's attendance may be terminated, and he/she may, following due process, be dismissed from the College at any time and on any grounds deemed advisable by the Administration.

Student conduct, both on and off campus, of a nature which would reflect discredit on the student and/or on the College, may result in disciplinary action by the College. Persons are subject to the laws of the State regardless of their student status and are subject to College discipline when the College's interests as an academic community are distinctly and clearly involved.

The judicial process will be the responsibility of the Vice President of Student and Community Affairs and the Judicial Committee. The Vice President may take administrative disciplinary action when it is deemed necessary to ensure the safety of students, faculty, or staff and/or the continuation of the educational process. The final judicial authority of the College is vested in the President.

## Grading System

Students earn grades which are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. To successfully complete a certificate or an associate degree at the College, students must earn a minimum Grade Point Average (GPA) of 2.0 and meet all program requirements. The following grades are used in the computation of the Grade Point Average:

Grade	Quality Points	Grade	Quality Points
A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	0.70
C+	2.30	F	0.00

## Auxiliary Grades

**The following Auxiliary Grades are not used in the computation of the Grade Point Average:**

**W:** Student-initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course) does not affect GPA. This can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**WP:** Student-initiated withdrawal from a course after the drop deadline (60% of the course) if the student has a passing grade at time of drop as determined by the instructor. WP does not affect GPA, and can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**AU:** A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission by permission of the instructor. Not all courses can be taken for audit.

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

**P:** Pass (not calculated into GPA)

**NP:** No Pass; unsatisfactory (not calculated into GPA)

**CS:** Continuing Study. Allows student to re-register for developmental course if competencies have not been met by end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. This does not affect GPA.

**The following Auxiliary Grades are used in the computation of the Grade Point Average:**

**WF:** Student initiated withdrawal from a course after the drop deadline (60% of the course); student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an “F.”

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

## Failed or Repeated Courses

For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course at the same CCSNH institution, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but are not used in the calculation. Only those repeated courses completed at the student’s college of matriculation will be used in the calculation of the CGPA; repeated courses completed at an institution outside of the CCSNH and transferred into the student’s college of matriculation will not be used in the calculation of the CGPA.

Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic Affairs. A failed course may not be passed by Credit by Exam. Financial aid may be impacted by repeating courses.

## Eligibility for Extracurricular Activities

To hold office, students must be “in good standing” at the College. A student officer who

is placed on probation may continue to hold that office for the current semester. If such probation continues after the semester, the office must be vacated and an election held to fill the vacancy.

## **Transcripts**

Transcripts of a student's College record will be furnished upon written request.

Transcripts require two business days to be processed. A longer time is required at the end of each term and at graduation.

## **Transfer of Credit**

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another accredited institution or System College and earned a "C" or higher. Courses successfully completed prior to admission will be considered for transfer.

It is the student's responsibility to furnish the following: (1) transfer request form, (2) official transcript, and (3) copy of the course description. The Vice President of Academic Affairs (VPAA), Department Chair, Program Coordinator or designee will evaluate each course and grade and determine if the credits should transfer. The student will receive a list of courses accepted for transfer.

Any current students seeking to take a course at another college and wishing to apply that course to their degree must submit a transfer credit authorization form to the VPAA for approval. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the GPA or CGPA. Approved Credits earned at another institution will be added to the total credits accumulated for graduation.

## **Distance Learning Verification of Identity**

NCC offers distance education courses and has processes in place to verify that the student who registers in a distance education course is the same student who participates in and completes the course and receives the academic credit. Verification may be accomplished through:

1. A secure login and pass code;
2. Proctored Examinations;
3. Pedagogical and related practices that are effective in verifying student identity

In carrying out these processes, NCC protects student privacy and will notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

## **New Hampshire Transfer Connections Program**

The NH Transfer Connections Program is designed to inform students about transfer opportunities from Nashua Community College to participating four-year colleges and universities. Students participating in this program will benefit from an easy transfer process with no additional application or fee. For more information contact the Academic Advising Center.

## **College Board Advanced Placement Tests**

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating student eligibility for advanced placement. Matriculated students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded directly to the College Admissions Office. These grade reports should come from the College Board, Advanced Placement Examinations, CN 6671, Princeton, NJ 08541-6671; telephone 609.771.7300. Upon receipt of students' AP reports, the Admissions Office will access the grade and recommend to the Vice President of Academic Affairs credits to be granted based on the College's policies relating to the AP scores for the various exam subjects. The minimum score to receive credit varies from 3 to 5. No credit is awarded on any AP exam score of less than 3.

## **Credit by Examination (CBE)**

Credit by Examination may be earned by matriculated students who, by study, training, or experience outside the College, have acquired skill or knowledge equivalent to that acquired by students enrolled in a course at the College. Such skill, knowledge, or experience shall be in the area of the course concerned and determined to be relevant by the Vice President of Academic Affairs or other authorized personnel. Students may challenge a course by requesting and completing an examination or evaluation that covers the instructional material of the course. If successful, the appropriate credits earned are applied to the students' programs. Students requesting a CBE shall pay a fee of \$25 per credit. This fee is non-refundable. Credit will not be given for grades below C. Students receiving a grade below C are ineligible for another CBE in that course. Students may not CBE a course in which they are enrolled if they have earned a grade within the CCSNH, or if they have been administratively withdrawn, or if they dropped the course after the two-week drop/add period.

Candidates wishing to review the material for which they shall be held responsible in a CBE may apply to the chairperson of the department concerned for a list of areas of the subject matter covered upon which the exam will be based. The CBE will cover the content of the course being challenged. Students must apply for and take the CBE by the end of the Add/Drop period.

## **Academic Policy Regarding CLEP Exams**

Students may choose to earn credits by taking a nationally standardized exam known as CLEP (College Level Examination Program). Nashua Community College is an approved testing site for CLEP. The college awards credits for courses in the areas of Composition and Literature, Foreign Languages, Social Sciences, Science and Mathematics. A complete list of the CLEP exams accepted for credit by NCC is available on our website as well as in the Admissions Office and the Academic Advising Center. The cost of each exam is published on the College Board website [www.collegeboard.com/clep](http://www.collegeboard.com/clep). NCC charges an administrative fee of \$25 per exam. For further information and to schedule an appointment, contact the Academic Advising Center at 603.578.6817. Passing scores for CLEP are 50 and above unless specified otherwise. Successful completion of a CLEP exam is treated as a transfer credit. Matriculated students will need to request that a copy of their scores be sent to NCC for review. This request is made to the College Board and can be done during or after the exam.

## **Internships**

The following applies to all programs requiring an internship or service learning experience:

The College must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish a rapport and maintain sensitive interpersonal relationships with employees, customers, and clients.

## **Prior Learning Assessment**

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge toward credit in some degree/certificate programs. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at NCC to be eligible to apply for prior learning assessment credit. Not all programs provide this option; students should consult with their respective college advisor and/or program coordinator for more information and the process used for application.

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

## Audit

Students may enroll on an audit basis after consultation with the course instructor and Vice President of Academic Affairs at which time responsibilities are established. Auditing students are subject to regular policies and tuition, but audit courses are non-graded and carry no credit towards graduation.

## Running Start Program

The Running Start Program allows high school students in participating high schools to enroll in NCC courses taught at their own high school by their high school teachers who have been approved by the College.

This dual-enrollment program provides students with both high school and college credit for these courses. College credits may be used toward completion of a degree or certificate at this College, or credits may be transferred to other colleges and universities throughout the country. (Please note that the determination of transfer credit is at the discretion of the receiving institution.)

Running Start Program students realize significant advantages: College credit awarded in high school, reduced tuition costs (\$150 per course), reduced time to complete higher education requirements, and increased confidence in high school to college transition.

## Scholastic Honors

At the end of each semester, the College publishes an Honors List of students who have attained Vice President's List or President's List, based on grade point averages for that semester. A student must be enrolled for at least 12 credit hours in a semester to be considered for honors.

## Academic Standards

Students falling below the following standards will be designated as "not meeting satisfactory progress." Failure to meet satisfactory progress will result in either Academic Probation or Academic Suspension.

Academic Probation Definition: A warning which indicates the student may not be on track to graduate because of poor academic performance. The student may remain in the program, but his/her academic progress will be monitored.

Students meeting the criteria below will be placed on Academic Probation:

0 - 13 Credits Accumulated:	below 1.50 CGPA
14 - 27 Credits Accumulated:	below 1.70 CGPA
28 - 40 Credits Accumulated:	below 1.80 CGPA
41+ Credits Accumulated:	below 2.00 CGPA

Academic Suspension Definition: Students placed on Academic Suspension will be removed from their program and may not reapply for admission for a minimum of one semester. Students may continue to take courses as a non-matriculated student and will not be eligible for Financial Aid. Students placed on Academic Suspension will be required to meet with an Academic Advisor to create an academic plan and to meet with the advisor on a regular basis.

Students meeting the criteria below will be placed on Academic Suspension:

0 - 13 Credits Accumulated:	below 0.50 CGPA
14 - 27 Credits Accumulated:	below 1.10 CGPA
28 - 40 Credits Accumulated:	below 1.25 CGPA
41+ Credits Accumulated:	below 1.50 CGPA



## **OR**

A student who does not meet satisfactory progress for Academic Probation for two consecutive semesters will be placed on Academic Suspension.

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

Academic Probation 1: Students with a GPA of 1.0 or below at the end of their first semester of attendance will be placed on Academic Probation 1 (AP1). Students must earn a CGPA of 1.5 or greater at the end of their second semester of attendance in order to come off Academic Probation. When placed on AP1 status, students must contact the Academic Advising Center to develop a plan of action for academic success.

## **Withdrawal and Readmission**

Students who find it necessary to withdraw from the College should first notify their faculty advisor and then obtain a withdrawal form from the Registrar's Office. The student will circulate the withdrawal form to the indicated College offices and return it to the Registrar. Failure to officially withdraw or return College property may result in a student's records being noted: "Withdrawn-Not-in-Good-Standing."

An official withdrawal from the College after the last date to drop a course shall be considered effective the first day of the following semester for academic reasons, and the student will be held academically accountable for the entire semester. A final grade will be issued as though the student had completed the entire semester.

Students who have officially withdrawn from the College may apply for readmission.

## **Graduation Requirements**

To graduate, students must complete all courses and attain a cumulative grade point average (CGPA) of at least 2.0. Specific requirements for all degree and certificate programs are available from the Registrar. Credits earned in developmental courses are not counted toward graduation requirements but are calculated in the GPA and CGPA. Matriculated students must earn a minimum number of academic credits at the College as follows:

Degree students must earn 15 credits, of which 8 credits must be in advanced courses in the student's major.

Certificate students must earn 6 credits or 25% of the credits, whichever is higher.

## **Academic Honors**

A full-time, matriculated student in good standing with a grade point average of at least 3.7 is entitled to honors on the President's List. A full-time student earning a grade point average of 3.0 to 3.69 is entitled to honors on the Vice President's List.

## **Phi Theta Kappa**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. NCC's Chapter is the Alpha Chi Kappa Chapter. Membership is by invitation only.

## **Public Disclosure**

According to the most recent figures on the National Center for Education Statistics website, the overall graduation rate for full-time, first-time undergraduates was 24%. It is important to note that many students do not attend full-time and take longer than the normal time of 2-3 years. For those students who take longer, the graduation rate is 29%. Also many students do not have the goal of graduating from the College. Students often attend to complete a semester or two before transferring, to explore a potential career area, to resolve academic deficiencies before returning to their original college, or to take courses for self-improvement.

The College is proud to report that the percentage of students, both full-time and part-time, who began classes in Fall 2016 and continued into Spring 2017 was 69%. The percentage of full-time and part-time students who began in Fall 2016 and either graduated or returned in Fall 2017 was 55%.

## **Developmental Education Policies**

Students who test into two or more developmental classes must enroll and participate in continuous developmental education until they fulfill the institutional requirements for developmental education. Students who do not satisfactorily place into college-level mathematics or English courses will be required to enroll in the corresponding Co-Requisite Workshops. These workshops are designed to help students achieve success with college-level course material while receiving targeted academic support through a two-hour weekly workshop class. Instruction will align with the curriculum of the college-level course and provide tutorial support through a variety of methods and materials. In order to achieve the optimum experience for success, attendance in the Workshop is essential. To that end, a student enrolled in the Co-Requisite workshop may not miss more than two Workshop classes. In the event that a student misses more than two Workshop meetings, or an additional fraction of a Workshop class thereof, the student will receive an AF grade, which is calculated into the student's GPA as an F grade, for the gateway course.

## **Consortium Agreement Policy**

Nashua Community College is committed to providing the necessary classes students need to complete their degrees. However, there are occasions when students choose to complete individual courses at other colleges. In these situations, the student is responsible for completing the "Transfer Course Authorization Form" and getting the appropriate signatures. Once that document is completed, a student, if she/he would like financial aid to include the requested consortium course in the overall aid calculation, must submit an additional form: The Consortium Agreement Form (available in the Financial Aid Office).

The basic requirements for Nashua Community College's approval:

- The requested course must be required for graduation.
- A student must be enrolled in at least 50% of his or her credit hours at NCC during the semester of requested Consortium.
- The Consortium must be signed before the end of our Add Period at the start of the semester

# Student Services

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Fully aware that the value of the college experience for each student is greatly affected by personal life difficulties, needs and interests, the administration, faculty and staff of the College regard student services as an integral part of the total educational program. A conscientious effort is made to know students as individuals and to serve them accordingly.

The Student Handbook describes specifically the student-related policies and programs at the College. Students are expected to be informed about the policies published in this catalog and in the Student Handbook as well as subsequent policies and information that may be published or posted during the school year. Policies of the College may, and often do, change since the College must maintain flexibility to serve its students. It is the responsibility of the student to read and understand the College policies.

## **Nashua Transit System**

The College has a "UPASS" transportation agreement with the City of Nashua, New Hampshire/Nashua Transit System (NTS) which provides NCC students unlimited fixed-route access privileges. Students presenting a valid NCC ID card will be excused from paying a fare at the time of the trip. As part of the agreement, compensation made by the College will cover all fares.

## **Wellness Center**

The Wellness Center houses a full size gymnasium, suspended walking track, multi-purpose exercise room, fitness center and locker rooms. The facility is open to all students, faculty and staff with a valid NCC ID and completion of the Wellness Center Registration Form. Hours of operation are posted outside the Wellness Center as well as [online](#).

## **Intramural Sports**

The intramural sports program at NCC is for current students who would like to participate in competition. Competition is offered for men, women, and co-ed participants depending on the sport. Competition is provided in the form of games, tournaments and special events each semester. The programs offered are based upon student interest and the availability of resources and facilities.

## **Activities and Organizations**

Students at Nashua Community College have been most enthusiastic in organizing their own activities guided by faculty advisors. Student activities are similar to those found at other commuter colleges and are based upon student interests.

## **Bookstore**

The Bookstore serves as a center for the purchase of textbooks and equipment necessary for study at the College. The store is a contract service with Follett Bookstore. The hours of operation are posted on the door. Questions regarding the Bookstore services should be directed to the Admissions Office. The Bookstore phone number is 603.880.7083 and their website is [www.bkstr.com/nashuaccstore/home](http://www.bkstr.com/nashuaccstore/home).

## **Food Services**

Nashua Community College hosts a dining facility in the Wellness Center that offers a variety of made to order and grab and go meals and snacks. From hot breakfasts, grilled sandwiches, pizza, and salads, our fresh made choices offer something for everyone. We also have vending machines in the cafeteria area available with drinks and snacks. Hours of operation are posted online.

## Graduate Placement

The College is sensitive to the career counseling needs of students and provides a variety of services including computerized career assessment, personal counseling, and interest inventories. Students are assisted in their search for employment through notification of employment opportunities, access to skill building seminars such as résumé writing and job search strategies, as well as opportunities for on campus interviews with business representatives. Historically, approximately 90% of the graduates are employed or continue their education within 90 days of graduation. NCC uses College Central Network (CCN) as its official résumé and job posting service. Local employers post jobs exclusively to our school via the CCN site. Students and alumni can create an account profile to:

- Easily search and apply to local and national Full-time, Part-time, Internship/Co-op job opportunities
- Create and upload your résumé and career portfolio to make available to employers
- Access event announcements, career advice documents, Podcasts, videos and articles

For more information, contact the Academic Advising Center.

## Academic Advising Center

The Academic Advising Center assists students with the course selection process, academic concerns, program and degree requirements, transfer options, and other related college practices. Hours of operation are posted on the website. Specific contact information and a calendar of activities can be found at [www.nashuacc.edu/student-services/advising-center](http://www.nashuacc.edu/student-services/advising-center). Students can find the name of their assigned advisor on Navigate or Student Information System (SIS). The advising center is located in room 99.

## Academic Success Center

The Academic Success Center provides educational support and resources to the College community. Our mission is to offer a friendly environment as we assist you in your college endeavors. These supports include:

**The Tutoring Center** – Tutoring is available to all students, free of charge. Tutoring is led by faculty members and peer tutors. Group and drop-in tutoring takes place on campus.

**Disability Services** – Students who have documented disabilities may speak with the Disability Services Coordinator to establish reasonable accommodation plans, and to access many additional resources available. In order to receive classroom accommodations, a student must meet eligibility requirements and complete the RAP application process. Forms and instructions are available on the NCC website and in the Academic Success Center | Room 100.

**Computer Lab** – Students may use the computers to work on their assignments for any class and those requiring specialized software.

**The Writing Center** – The Writing Center offers students an opportunity to discuss and refine their writing skills through one-on-one sessions with qualified writing consultants. Students will develop self-confidence as writers and have a better understanding of the writing process. Consulting sessions may focus on research papers, technical reports and other projects such as resume writing and preparing an essay for college transfer.

## English for Speakers of Other Languages

The Department of Multicultural Engagement offers support for non-native speakers of English including language evaluations, advising, tutoring, and social activities such as the International Café, Conversation Partners, and the World Language Club. There are a variety of multi-level classes to improve English for social and academic purposes. Courses to choose from cover conversation, pronunciation, grammar, vocabulary, and writing domains. Contact the Department Chair for more information.

## **Walter R. Peterson Library & Media Center**

The Walter R. Peterson Library and Media Center was dedicated in December 2000 in honor of the former Governor of New Hampshire. The 18,000 square foot facility provides traditional academic library services along with a selection of media and information technologies. The library houses over 18,000 print volumes, 80 journals, and videos. Subscriptions include a wide range of full-text research databases and a streaming video collection, all accessible online 24/7.

The Walter R. Peterson Library and Media Center contains a large reading room, three conference rooms, a serials room, a research e-classroom, and the Adjunct Faculty Center/ Center for Teaching and Learning Excellence Room.

## **Student Rights Grievance Procedure**

Any student who feels that his/her rights have been violated may file a grievance. Please refer to the Student Handbook for the complete grievance procedure policy and information on the grade appeal process.

If you have a grievance you feel has not been properly resolved by NCC the following organizations may be contacted for assistance:

NH Department of Education, Higher Education Division complaint process through the following link: <http://www.education.nh.gov/highered/compliance-allegation.htm> or by contacting at the NH Department of Education, Higher Education Division:  
New Hampshire Department of Education | 101 Pleasant Street | Concord, NH | 03301-3852 | Telephone: 603.271.3494 | TDD Access: Relay NH 711

NEW ENGLAND COMMISSION OF HIGHER EDUCATION (NECHE)  
3 Burlington Woods Drive, Suite 100 Burlington, MA 01803  
781-425-77414  
<https://cihe.neasc.org/information-public/comments-and-complaints>

# General Education Requirements

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## General Education Mission Statement

Nashua Community College is committed to offering a foundation of common knowledge and skills to all students through a variety of learning experiences. General Education at NCC provides a broad core of humanistic knowledge demonstrated through the achievement of essential learning outcomes to prepare students for twenty-first-century challenges. It is a coherent framework for providing students a high level of learning as well as strong intellectual and practical skills needed to become well-informed citizens in an ever-changing world.

## Philosophy of General Education

General Education is based on the belief that all students should have the educational experiences that enable them to broaden their perspective of the world around them and help them succeed in future career and intellectual pursuits. Students should be able to understand various key concepts and methods of inquiry that relate to specific fields of study. General Education will provide the skills and knowledge that will allow students the opportunities to communicate effectively, create exemplary work, commit to learning, collaborate with others, and challenge one's self and others by questioning and reasoning.

## General Education Learning Outcomes

After completion of general education courses, the student will meet the following outcomes:

1. The student will communicate effectively and fluently; read with comprehension; listen, speak and write competently.
2. The student will develop skills in reflection, analysis, logical reasoning, and evaluation to formulate judgments, reach conclusions, and solve problems.
3. The student will evaluate and utilize quantitative and qualitative data and apply mathematical and scientific principles and methods.
4. The student will utilize technology to locate, evaluate, organize, and utilize information accurately and responsibly.
5. The student will acquire knowledge and skills to function effectively as informed and responsible citizens.
6. The student will acquire knowledge and skills that will enable respect for diversity as well as an awareness of global interdependency.

## Graduation Requirements and General Education Core Courses

General education core courses fall into a matrix of seven categories that contains six to ten courses from which you can choose to fulfill graduation requirements.

The categories include: English/Communications, Science, Behavioral Social Science, History/Political Science, Quantitative Literacy, Humanities/Fine Arts, Global Awareness and Diversity.

## General Education Elective Courses

Elective courses are other general education courses in addition to the core that are taken as part of the requirements for the associate degree.

Always consult an advisor or a department chair or program coordinator if you are not certain about your program requirements and progress toward degree completion.

**General Education:****English / Communications – 7 credits minimum**

In this group, students demonstrate their ability to communicate effectively through the written and oral format. In literature courses, students demonstrate the ability to interpret and analyze selected works. The course ENGL101N College Composition (4 credits) or the Honors alternative ENGL110N Honors Expository Writing (4 credits) is required for all students, and is not part of the core. Any one of the other courses listed below will satisfy the requirements for this group.

**General Education Core Requirement: English / Communications**

		<b>Credits</b>
COMM101N	Introduction to Media Studies	3
ENGL102N	College Composition II: Writing about Literature	3
ENGL103N	Professional Writing and Presentations	3
ENGL105N	Introduction to Literature	3
ENGL109N	Public Speaking	3
ENGL122N	Technical Writing	3
ENGL230N	British Literature Middle Ages to 1800	
	OR	
ENGL231N	British Literature 1800 to Present	3
ENGL240N	American Literature Early Colonialism to Civil War	3
	OR	
ENGL241N	American Literature Civil War to Present	3
ENGL255N	Honors Humor in Literature and Other Media	3

**General Education Electives: English / Communications**

COMM102N	Principles of Communications	3
COMM115N	Introduction to Media Writing	3
COMM120N	Introduction to Public Relations	3
COMM125N	Introduction to Broadcasting	3
COMM130N	Blog Writing	3
COMM204N	Screenwriting	3
COMM206N	Social Media	3
COMM210N	Perspectives in Film	3
ENGL206N	Writing Short Stories	3
ENGL215N	Literature by American Women	3
ENGL220N	Honors Contemporary Dramatic Literature	3
ENGL235N	Poetry Workshop	3
ENGL250N	Honors Advanced Creative Writing	3

**General Education: Science**

Through study in this group, students will investigate the laws, scientific methods of inquiry, and theories used to explain the universe, life forms within the universe, and natural phenomena.

**General Education Core Requirement: Science**

		<b>Credits</b>
BIOL101N	Germes 101	4
BIOL105N	Biology in Focus: Cellular Basis of Life	
	OR	
BIOL107N	Principles of Biology: Molecular and Cellular	4
CHEM110N	Chemistry for Health Sciences	
	OR	
CHEM130N	General Chemistry I	4
ENVS101N	Environmental Science	4
ENVS105N	Earth Science	4

ENVS135N	Honors Environmental Science: Key Elements	4
PHYS101N	Physical Science I	
	OR	
PHYS130N	Physics I	4
PHYS115N	Astronomy	4

**General Education Electives: Science**

BIOL106N	Biology in Focus: Exploring Biodiversity	4
BIOL108N	Principles of Biology: Diversity, Evolution and Ecosystems	4
BIOL111N	Basic Human Anatomy and Physiology	4
BIOL115N	Nutrition (no lab)	3
BIOL201N	Anatomy and Physiology I	4
BIOL202N	Anatomy and Physiology II	4
BIOL205N	Basic Pathophysiology (no lab)	3
BIOL210N	Medical Microbiology	4
BIOL215N	Microbiology	4
BIOL220N	Ecology	4
BIOL230N	Genetics	4
CHEM131N	General Chemistry II	4
CHEM136N	Honors Chemistry Through Forensics	3
ENVI135N	Honors Environmental Science: Key elements	4
PHYS116N	Meteorology	4
PHYS131N	Physics II	4
PHYS230N	Calculus-Based Physics I	4
PHYS231N	Calculus-Based Physics II	4

**General Education: Behavioral Social Science**

In this group, students learn about the interrelationship of individuals with the larger society in which they live. Emphasis is placed on an understanding of the forces within society that help shape the individual.

**General Education Core Requirement: Behavioral Social**

		<b>Credits</b>
ANTH105N	Ethnography of Work	3
ANTH110N	Cultural Anthropology	3
PSYC101N	Introduction to Psychology	3
PSYC130N	Human Relations	3
PSYC201N	Human Growth and Development	3
SOCI101N	Introduction to Sociology	3

**General Education Electives: Behavioral Social Science**

ANTH108N	Introduction to Archaeology	3
CRMJ101N	Introduction to Criminal Justice	3
CRMJ102N	Criminology	3
PSYC202N	Personality Psychology	3
PSYC205N	Child Psychology	3
PSYC206N	Learning and Behavior	3
PSYC207N	Social Psychology	3
PSYC210N	Abnormal Psychology	3
PSYC212N	Individual Counseling: Theory and Practice	3
PSYC220N	Research Methods	3
PSYC222N	Group Dynamics and Counseling	3
PSYC240N	Drugs and Alcohol	3
PSYC290N	Psychology Internship: A Capstone Experience	3
SOCI201N	Contemporary Social Problems	3
SOCI208N	Sociology of Conflict	3
SOCI228N	Social Inequalities: Theory and Practice	3

**General Education: History / Political Science**

Study in this group will help students understand and appreciate divergent views with respect to local, national and international issues. In addition, students will appreciate the nature of cultural and national identity within a growing multicultural setting.

**General Education Core Requirement: History / Political Science****Credits**

HIST101N	Western Civilization from Ancient Times to 1700	
OR		
HIST102N	Western Civilization from 1600 to the Present	3
HIST110N	Ancient Civilizations of the World	3
HIST140N	U.S. History from the Colonial Era to Reconstruction	
OR		
HIST141N	U.S. History Since Reconstruction	3
HIST262N	Honors Movies and Social History of the USA	3
POLS101N	Introduction to Political Science	3
POLS102N	American Government and Politics	3
POLS106N	Citizen and Society	3
POLS210N	State and Local Government	3

**General Education Electives: History / Political Science**

ECON201N	Microeconomics	3
ECON202N	Macroeconomics	3
HIST215N	New Hampshire History	3
HIST232N	History of Modern Asia	3
HIST241N	American Constitutional History	3
HIST246N	Modern America	3
HIST260N	History of Multiculturalism	3
HIST265N	Latin American History: From Independence to the Present	3
HIST285N	Introduction to Historical Research Methods	3
POLS215N	World Affairs	3
POLS220N	American Politics and Mass Media	3

**General Education: Quantitative Literacy**

Through study in this group, students will learn to appreciate logical reasoning, abstraction of ideas, and the analytical approach to problem solving.

**General Education Core Requirement: Quantitative Literacy****Credits**

MATH103N	Quantitative Reasoning	4
MATH106N	Statistics I	4
OR		
MATH107N	Honors Statistics I	4
MATH110N	Algebra and Trigonometry	4
MATH115N	Finite Mathematics	4
MATH120N	Precalculus	4
MATH206N	Statistics II	4
MATH210N	Calculus I	4

**General Education Electives: Quantitative Literacy**

MATH108N	Contemporary Mathematics	3
MATH170N	Discrete Mathematics	4
MATH211N	Calculus II	4
MATH212N	Calculus III	4
MATH214N	Honors Calculus I	4
MATH215N	Linear Algebra	4
MATH220N	Differential Equations	4

MATH285N	Individual Project in Mathematics: A Capstone Experience	4
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**General Education: Humanities / Fine Arts**

In this group, students will explore the disciplines of art, music, and philosophy. Students will be exposed to creative expressions of the imagination and the human intellect.

**General Education Core Requirement: Humanities / Fine Arts****Credits**

ARTS101N	Introduction to Drawing	3
ARTS111N	Photography and Digital Imaging I	3
ARTS120N	Graphic Design Theory	3
HUMA101N	Introduction to the Humanities	3
HUMA102N	Art Appreciation	3
HUMA103N	Music Appreciation	3
HUMA110N	Critical Thinking Skills	3
HUMA130N	Music Composition	3
HUMA230N	Ethics in the Workplace	3
HUMA280N	Topics in Humanities	3
PHIL109N	Introduction to Philosophy	
OR		
PHIL130N	Honors Ancient Greek Philosophy	3

**General Education Electives: Humanities / Fine Arts**

ARTS112N	Photography and Digital Imaging II	3
ARTS200N	Drawing II: Developing a Personal Approach to Drawing	3
HUMA120N	Introduction to Theatre	3
HUMA140N	American Cinema	3
HUMA145N	American Popular Culture	3
HUMA220N	Classical Myths in Western Civilization	3

**General Education: Global Awareness and Diversity**

Through study in this group, students will understand what it means to be a global citizen in today's world and develop a greater awareness of the range of diversity in human society.

**General Education Core Requirement: Global Awareness and Diversity****Credits**

ASL120N	Sign Language I	3
FREN101N	French I	3
GERM101N	German I	3
SPAN105N	Spanish I	3
ANTH263N	Honors Introduction to Chinese Culture and Society	3
GEOG110N	World Regional Geography	3
GEOG130N	Human Geography	3
HUMA107N	World Religion	3

**General Education Electives: Global Awareness and Diversity**

ASL121N	Sign Language II	3
ASL220N	Sign Language III	3
FREN102N	French II	3
GERM102N	German II	3
SPAN106N	Spanish II	3

**SPECIAL NOTES:**

While a minimum of 20 credits must be earned to meet the General



Education Core Requirements, it is important to note that courses must be completed in the above groups. With approval of the Vice President of Academic Affairs or designee, other courses may be used to satisfy General Education Core Requirements. The most obvious example in this regard is the transfer of General Education courses from other institutions of higher education.

## **Industry and Transportation Department General Education Policies**

(Relevant to Automotive, Aviation, Collision Repair, Honda/PACT and all future programs under the supervision of Industry and Transportation)

The faculty of the Industry and Transportation recognize the importance of general education courses to the growth and development of students in the Industry and Transportation programs. Each program provides students with the necessary skills required to pursue careers in any number of the potential opportunities offered by Industry and Transportation. The programs provide training that develop technical skills, but also other skills that will be useful in the workforce such as but not limited to reading comprehension, effective oral and written skills, critical thinking skills, and workplace ethics. Local employers whom are members of the NCC Advisory Boards have repeatedly emphasized the fact that these skills, as well as the technical skills are in high demand.

So that students stay on track with the courses that provide the opportunity to develop the marketable skills that employers will find desirable, as well as meet the requirements of the Associates Degree Program offered at NCC, the NCC Faculty in regards to student matriculation in the various Industry and Transportation programs have established the following guidelines:

- 1) All students must take an Accuplacer exam or provide SAT scores prior to admission into any of the Industry and Transportation programs. Students must place into college level math and English courses in order to be accepted into any Industry and Transportation program. Students testing into MATH090 and/or ENGL090 will not be eligible for enrollment in any Industry and Transportation courses until that student has successfully completed MATH090/ENGL090 and retested into college level math and English courses. It is recommended that students complete these courses and retest prior to the start of the Fall semester.
- 2) If a student is deficient in general education classes as stated by the specific program map, the student must make up the missing general education courses in lieu of advancing in the Industry and Transportation program courses until the student has sufficiently met the academic requirements of the program as listed in the designated program map.
- 3) Students must maintain an effective CGPA to advance in Industry and Transportation program courses. In order for students to graduate, a 2.0 CGPA is required. Students that fall below the level of a 2.0 CGPA will be directed to retake courses in which he/she scored poorly before advancing in Industry and Transportation program courses. The student will not be able to advance in the program until the student can demonstrate a proper level of academic success.
- 4) If a student must register for a general education course and there is a conflict between an Industry and Transportation program course and a general education course, the general education course will always take precedence over the Industry and Transportation program course.

## Academic Focus Areas: Associate Degree Programs



### **ARTS, HUMANITIES, COMMUNICATION & DESIGN**

Communications, English, General Studies, Humanities, Explore Humanities



### **BUSINESS**

Business Administration: Accounting, Business Administration: Management, Business Administration: Marketing, Small Business Entrepreneurship, Explore Business, Paralegal Studies



### **HEALTH SCIENCES & SERVICE**

General Studies Health, Nursing



### **HOSPITALITY & CULINARY**

Culinary Arts



### **INDUSTRY & TRANSPORTATION**

Automotive Technology, Aviation Technology, Collision Repair-Technology, Honda Automotive Technology



### **SOCIAL, EDUCATIONAL & BEHAVIORAL SCIENCES**

Criminal Justice, Early Childhood Education, Educator Preparation, Explore Social Sciences, History & Political Science, Human Services, Liberal Arts, Psychology



### **STEM & ADVANCED MANUFACTURING**

Biological Sciences, Computer Networking, Cybersecurity Networking, Electronic Engineering Technology, Explore STEM, Foundations in Data Analytics, Mathematics, Mechanical Design Technology, Precision Manufacturing, Software Development, Web Application Development

## Academic Focus Areas: Certificate Programs



### **ARTS, HUMANITIES, COMMUNICATION & DESIGN**

Sign Language



### **BUSINESS**

Accounting I/II/III, Computer Information Systems, Marketing, Paralegal Studies, Small Business Management, Spreadsheets



### **HEALTH SCIENCES & SERVICE**

Massage Therapy (The massage therapy certificate is currently under revision and we are not accepting applications at this time. The proposed relaunch date for this certificate is Fall 2020.)



### **HOSPITALITY & CULINARY**



### **INDUSTRY & TRANSPORTATION**

Automotive Service and Repair  
Aviation Technology  
Collision Repair Technology



### **SOCIAL, EDUCATIONAL & BEHAVIORAL SCIENCES**

Criminal Justice, Early Childhood Education, Early Childhood Para-Educator II, Human Services, School Aged Para-Educator II



### **STEM & ADVANCED MANUFACTURING**

Computer Networking, Cybersecurity Networking, Machine Tool Technology CNC Programming, Website Design

# Honors Program

NCC Honors is a non-degree program open to all qualified students in all majors.

Nashua Community College recognizes that students enter the learning process at different levels of competency and is committed to supporting high achieving students in pursuit of their academic, professional, and personal goals through their participation in the Honors Program at NCC.

The Honors Program provides a supportive intellectual environment that encourages creative and critical thinking and varied opportunities to expand academic, cultural and social horizons. Honors participants take small discussion-oriented seminars that satisfy general education requirements through exposure to innovative and challenging curricula.

## Benefits of Honors Program

- Specialized enriched curriculum taught by outstanding faculty
- Interaction with a talented community of scholars
- Small classes (15 students or fewer)
- Extraordinary opportunities for research and publication
- Honors distinction on the NCC transcript and diploma
- Enhanced prospects of acceptance to four year colleges and universities
- Scholarship opportunities.

Through a sincere engagement in the Honors curricula, students will be prepared for and aware of the dynamic challenges of attaining their professional and personal pursuits. Please see your advisor or the Honors Program Coordinator for more information.

## Admissions Eligibility

**High school graduate** or those who have proof of high school completion, and:

- Have earned the following minimum SAT scores: English score of 550 and Writing score of 8 and/or a Math score of 550, or:
- Have earned the following minimum ACCUPLACER scores: Reading 95; Writing 6; Sentence Skills 95 and/or in Math, an 85 in Algebra and 53 in College Level Math.

**Current NCC student**, having earned at least 9 credits of college-level work with at least 6 credits in General Education courses, and have earned a minimum cumulative GPA of 3.20.

**Transfer student from another college/university**, have earned a minimum cumulative GPA of 3.20, and have transferred at least 9 credits of college-level work with at least 6 credits in General Education courses.

**Transfer student who has completed 6 credits in another college's honors program** with a cumulative GPA of at least \*3.20.

(\*The minimum GPA required of NCC Honors Program students to maintain program status).

## Application Process

To apply to the Honors Program, the student must complete an application form available from the Honors Program Coordinator, Admissions Office, or Advising Center.

## Graduation

To graduate with the Honors Program designation on the NCC transcript, students must have:

- Applied and been accepted into the Honors Program
- Successfully completed a minimum of 2 Honors courses earning a minimum grade of B- in each Honors course.

- Achieved a minimum cumulative GPA of 3.20 in the degree program.
- Achieved a minimum cumulative GPA of 3.20 in Honors coursework.
- Submitted for evaluation and acceptance by the Honors review board a Learning E-portfolio of academic assignments and projects completed in the NCC Honors Program competencies.
- Submitted the Learning E-portfolio to the Honors Program Coordinator **by the third Monday in April of their graduating year.**

**To graduate with the designation of NCC Honors Scholar on their diploma and transcript, students, in addition to the above stipulations, must have**

- Successfully completed one additional Honors course (3) with a grade of B- or above
- Submitted for evaluation and acceptance by the Honors review board a Learning E-portfolio of academic assignments and projects completed in the NCC Honors and NCC Degree program courses that demonstrate successful achievement of the Honors Program competencies.
- Submitted the Learning E-portfolio to the Honors Program Coordinator **by the third Monday in April of their graduating year.**

## HONORS DESIGNATED COURSES

		CL	LAB	CR
ENGL110N	Honors Expository Writing	4	0	4
BUS220N	Honors Leadership in the Workplace	3	0	3
ENVI135N	Honors Environmental Science: Impact of Key Elements	3	2	4
CHEM136N	Honors Chemistry through Forensics	3	0	3
PHIL130N	Honors Ancient Greek Philosophy	3	0	3
MATH107N	Honors Statistics I	4	0	4
MATH214N	Honors Calculus I	4	0	4
ENGL250N	Honors Advanced Creative Writing	3	0	3
HIST262N	Honors Movies and Social History of the USA	3	0	3
ANTH263N	Honors Introduction to Chinese Culture & Society	3	0	3
ENGL255N	Honors Humor in Literature & Other Media	3	0	3

In completing 3 or more Honors courses, students will be able to:

- Communicate clearly, both orally and in writing, with a rhetorical style, depth of analysis, and voice appropriate to the complexity of the intellectual discourse.
- Demonstrate comprehension and critical evaluation skills of scholarly research and multiple genres of writing.
- Logically apply knowledge for problem solving and toward the advancement of new interpretations and developed arguments within a variety of academic and professional contexts.
- Demonstrate a facility with contemporary information technology and the essential skills required by various academic and professional communities.

# Department of Multicultural Engagement

The Department of Multicultural Engagement offers support for non-native speakers of English including language evaluations, advising, tutoring, and social activities, such as the International Café, Conversation Partners, and the World Language Club. There are a variety of multi-level classes to improve English for social, academic, and professional purposes. Courses to choose from cover conversation, pronunciation, grammar, vocabulary, and writing domains. In addition, the Department provides world language instruction for part of a well-rounded, globally-minded education, for both personal knowledge and professional advantage.

## Benefits

- Helps non-native speakers of English develop English language proficiency for personal academic, and career success—increasing language acquisition.
- Provides individual support for students, including personalized advising, registration, mentoring, tutoring, and referrals for additional support services—promoting a positive college experience.
- Offers social and service opportunities that promote diversity, multicultural awareness, and language practice—improving cultural and language competence.
- Facilitates cultural and language exchange between native English speakers and non-native speakers outside of the classroom environment—promoting greater understanding of American culture and other cultural perspectives.
- Provides a variety of non-credit courses and workshops which promote language acquisition, best teaching practices for content-area instructors of non-native speakers, and customized courses for business and industry.

## Eligibility

The Department of Multicultural Engagement offers support for non-native speakers of English, as well as students wishing to study available world languages. Students may be both matriculated or non-matriculated, who have successfully completed a Department language assessment, individual language evaluation, or standardized test (ACCUPLACER®).

### ESOL Courses

		CL	LAB	CR
ESOL074N	Grammar for Writing IV	2	3	3
ESOL075N	Grammar for Writing V	2	3	3
ESOL076N	Grammar for Writing VI	2	3	3
ESOL083N	ESL Speaking, Listening & Pronunciation	1	3	2
ESOL085N	Listening, Speaking, & Pronunciation II	1	3	2
ESOL086N	Academic Writing for English Language Learners III	2	3	3
ESOL088N	Academic Writing for English Language Learners III	2	3	3
ESOL096N	Academic Writing for English Language Learners IV	2	3	3

Upon successful completion of the ESOL courses selected by a Department advisor, students will be able to continue to upper-level courses required by their major.

### World Language Courses

		CL	LAB	CR
FREN101N	French I	3	0	3
FREN102N	French II	3	0	3
GERM101N	German I	3	0	3
GERM102N	German II	3	0	3
SPAN105N	Spanish I	3	0	3
SPAN106N	Spanish II	3	0	3

The World Language courses fulfill the general education: Global awareness requirements of the academic programs.

### Sign Language Courses

		CL	LAB	CR
ASL101N	Deaf Culture	3	0	3
ASL120N	Sign Language I	3	0	3
ASL121N	Sign Language II	3	0	3
ASL220N	Sign Language III	3	0	3

The Sign Language Certificate requirements are outlined in a separate section of the Catalog.

## Sign Language Studies Certificate

(Evening Program)

This program is designed to prepare individuals to communicate, using ASL, with Deaf/Hard of Hearing people. Emphasis will be on using American Sign Language (ASL). To be accepted into the program, applicants must meet the requirements for admission listed in this catalog.

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
ASL101N	Deaf Culture	3	0	3
ASL120N	Sign Language I	3	0	3
ASL121N	Sign Language II	3	0	3
ASL220N	Sign Language III	3	0	3

**Total 16 Credits**

# Associate in Science Degree in Automotive Technology (Day Program)

Automotive Technology is a two-year associate degree program that is designed to combine automotive technical training and academic course work to provide the student with the skills and knowledge needed for an exciting and rewarding career in the automotive service industry. While enrolled in the program, students will study the theory of operation of the automotive systems including electrical, brakes, steering and suspension, automatic and manual transmissions, heating and cooling, engine performance, and engine repair. Engine Repair is the capstone course for this degree program.

Each course includes an automotive lab that allows the students to apply and build their knowledge and skills by performing work on vehicles with "real life" problems in a "real shop" atmosphere. This high tech training combined with the academic coursework and "hands-on" experience not only prepares the student to be employed in the automotive field, but also prepares the student to take the ASE (Automotive Service Excellence) technician certification exams.

Graduates of the program will satisfy an industry need for well-educated and technically trained people.

Features of the program include:

- This program is Master Automobile Service Technology (MAST) Accredited by the National Automotive Technicians Education Foundation (NATEF)
- Highly trained ASE Master Certified Instructors
- Modern facility with state-of-the-art equipment

Job opportunities include: Dealership technician, Independent shop technician, auto part sales person, service writer, powersports technician, tuner and performance shops.

In addition to the general admissions requirements, the Automotive Technology applicants should be aware of the following criteria:

1. A minimum of one year of high school Algebra I is recommended.
2. Basic skills in written English are required.
3. A basic automotive tool kit and roll cabinet are required. A copy of the required tool list is available on the college website. The major tool manufacturers offer substantial discounts to enrolled students. The College hosts a "Tool Day" on campus in late August for students needing tools or tool kits. Depending on the tool manufacturer, approximate tool kit cost is between \$3,000 and \$6,000 (prices subject to change).
4. Students are expected to possess a good work ethic and a strong desire to learn.
5. A valid driver's license is required to be accepted into the program. It is recommended students be able to drive a manual transmission vehicle.

Students should familiarize themselves with the Industry and Transportation Department General Education Policies located in the General Education Policies section of this Catalog.

Technical Standards: Please refer to Technical Standards for details regarding this program.

Upon the completion of the degree in Automotive Technology, graduates will be able to:

1. Evaluate, diagnose, and repair various automotive systems using NATEF guidelines.
2. Use technology and basic scientific principles for research and problem solving.
3. Employ effective written and oral communication skills.
4. Employ effective technical writing skills.
5. Utilize mathematical logic and analysis for problem solving.
6. Understand the connections between individuals and society.
7. Have the ability to achieve ASE Master Certification.
8. Perform reading skills at a college level.
9. Demonstrate effective interpersonal skills.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
AUTO106N	Internal Combustion Engine	2	3	3
AUTO113N	Automotive Electricity & Wiring	2	3	3
AUTO121N	Automotive Service & Maintenance*	2	4	4
ENGL101N	College Composition	4	0	4
General Education Core Requirement:				
	Quantitative Literacy	4	0	4

**Semester Credits: 18**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
AUTO114N	Automotive Suspension & Steering*	2	4	4
AUTO122N	Automotive Brake Systems*	2	4	4
AUTO185N	Automotive Engine Performance I	2	4	4
General Education Core Requirement:				
	English / Communications	3	0	3

**Semester Credits: 15**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
AUTO205N	Advanced Automotive Electricity and Electronics	2	4	4
AUTO226N	Automotive Power Trains	2	4	4
AUTO227N	Automatic Transmissions	2	4	4
PHYS101N	Physical Science I	3	2	4

**Semester Credits: 16**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
AUTO215N	Engine Performance II	2	4	4
AUTO221N	Automotive Heating & Air Conditioning	2	4	4
AUTO228N	Automotive Engine Repair: A Capstone Experience	2	6	4
General Education Core Requirement:				
	Behavioral Social Science	3	0	3
OR				
General Education Core Requirement:				
	History/Political Science	3	0	3
General Education Core Requirement:				
	Humanities/Fine Arts or Global Awareness	3	0	3

**Semester Credits: 18**

**Total Credits: 67**

\*A student must earn a 'C' or better to achieve a passing grade in this course.

## Automotive Service and Repair Certificate

### FALL SEMESTER

		CL	LAB	CR
AUTO106N	Internal Combustion Engine	2	3	3
AUTO113N	Automotive Electricity & Wiring	2	3	3
AUTO121N	Automotive Service & Maintenance*	2	4	4
<b>Semester Credits: 10</b>				

### SPRING SEMESTER

		CL	LAB	CR
AUTO114N	Automotive Suspension & Steering*	2	4	4
AUTO122N	Automotive Brake Systems*	2	4	4
AUTO185N	Automotive Engine Performance I	2	4	4
<b>Semester Credits: 12</b>				

**Total Credits: 22**

\*A student must earn a 'C' or better to achieve a passing grade in this course.



# Associate in Science Degree in Aviation Technology

(Airframe and Powerplant) (Day Program)  
FAA Certified Number NSUT025K

The Associate of Science Degree in Aviation Technology prepares students for professional careers in aviation maintenance. Graduates may seek employment with airlines, fixed base operators, or aircraft manufacturers.

Nashua Community College is an FAA approved training facility. Students who complete this program will be prepared to apply for the FAA oral, written, and practical exams for the Airframe and Powerplant Technician Certificate.

The Aviation Technology program places major emphasis on the study of actual aircraft, structures, and powerplants and related systems. The 21-month curriculum includes one summer session and covers a wide variety of subjects concerned with airplanes: reciprocating engines, turbines, fuel systems, propellers, ignition, electrical systems, and hydraulic systems. A great deal of reading is required, as well as the ability to interpret FAA regulations and manufacturer's technical specifications.

In addition to the general admission requirements, Aviation Technology applicants should be aware of the following criteria:

1. Excellent English skills in reading, writing, speaking and understanding are required.
2. High school courses such as physics, electronics, and computer programming are recommended.
3. Students will be required to purchase approximately \$1,300 of tools upon entrance to the program.

Technical Standards: Please refer to the Technical Standards section in this catalog for details regarding this program.

Upon completion of the degree in Aviation Technology, graduates will be able to:

1. Perform maintenance and inspections on aircraft using FAA and manufacturers' instructions.
2. Perform maintenance on aircraft structures using FAA and manufacturers' instructions.
3. Perform maintenance on aircraft powerplants using FAA and manufacturers' instructions.
4. Inspect and repair aircraft composite structures using FAA and manufacturers' instructions.
5. Communicate effectively both orally and in writing.
6. Demonstrate legal and moral judgment when supervising others.
7. Demonstrate positive work ethics, integrity, and knowledge of work skills.
8. Exercise a desire to continue professional development and lifelong learning.
9. Successfully pass the FAA airframe and powerplant certification examination.
10. Find employment directly related to the field of study.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
AVTN101N	Maintenance Forms and Records	2	3	3
AVTN102N	Airframe Structures I	2	6	4
AVTN108N	Aviation Drafting and Blueprint Reading	3	0	3
General Education Core Requirement:				
	Quantitative Literacy	4	0	4

**Semester Credits: 18**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
AVTN103N	Airframe Structures II	3	6	5
AVTN104N	Materials and Process	2	3	3
AVTN106N	Aviation Electronics	2	2	3
PSYC130N	Human Relations	3	0	3
General Education Core Requirement:				
	English/Communications	3	0	3

**Semester Credits: 17**

## SUMMER SEMESTER (9 WEEKS)

		CL	LAB	CR
AVTN105N	Aircraft Systems	3	3	4
AVTN202N	Airframe Electrical Systems	2	4	3
AVTN203N	Hydraulics and Pneumatics	3	5	5

**Semester Credits: 12**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
AVTN107N	Digital Logic	2	2	3
AVTN204N	Assembly and Rigging	2	6	4
AVTN206N	Reciprocating Engines I*	3	6	5
AVTN208N	Engine Systems*	2	3	3
AVTN209N	Aircraft Propellers*	2	3	3
PHYS101N	Physical Science I	3	2	4

**Semester Credits: 22**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
AVTN207N	Reciprocating Engines II*	3	6	5
AVTN210N	Turbine Engines and Systems*3	3	3	4
AVTN211N	Carburetion and Fuel Systems* 2	3	3	3
AVTN212N	Engine Electrical Systems*	2	6	4
General Education Core Requirement:				
	Humanities/Fine Arts OR Global Awareness	3	0	3

**Semester Credits: 19**

**Total Credits: 88**

\*A student must have completed all FAA General Section courses or possess an FAA Airframe Certificate to be eligible to take these courses.

# Aviation Technology Certificate

## (Airframe and Powerplant) (Day Program)

### FAA Certified Number NSUT025K

Students must have excellent English skills as evidenced by placement into ENGL 101N (English Composition) with no co-requisite.

\*A student must have completed all FAA General Section courses or possess an FAA Airframe Certificate to be eligible to take these courses

Upon completion of the certificate in Aviation Technology, graduates will be able to:

1. Perform maintenance and inspections on aircraft using FAA and manufacturers' instructions.
2. Perform maintenance on aircraft structures using FAA and manufacturers' instructions.
3. Perform maintenance on aircraft powerplants using FAA and manufacturers' instructions.
4. Inspect and repair aircraft composite structures using FAA and manufacturers' instructions.
5. Communicate effectively both orally and in writing.
6. Demonstrate legal and moral judgment when supervising others.
7. Demonstrate positive work ethics, integrity, and knowledge of work skills.
8. Exercise a desire to continue professional development and lifelong learning.
9. Successfully pass the FAA airframe and powerplant certification examination.
10. Find employment directly related to the field of study.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

#### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
AVTN101N	Maintenance Forms and Records	2	3	3
AVTN102N	Airframe Structures I	2	6	4
AVTN108N	Aviation Drafting and Blueprint Reading	3	0	3

**Semester Credits: 10**

#### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
AVTN103N	Airframe Structures II	3	6	5
AVTN104N	Materials and Process	2	3	3
AVTN106N	Aviation Electronics	2	2	3

**Semester Credits: 11**

#### SUMMER SEMESTER (9 WEEKS)

		CL	LAB	CR
AVTN105N	Aircraft Systems	3	3	4
AVTN202N	Airframe Electrical Systems	2	4	3
AVTN203N	Hydraulics and Pneumatics	3	5	5

**Semester Credits: 12**

#### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
AVTN107N	Digital Logic	2	2	3
AVTN204N	Assembly and Rigging	2	6	4
AVTN206N	Reciprocating Engines I*	3	6	5
AVTN208N	Engine Systems*	2	3	3
AVTN209N	Aircraft Propellers*	2	3	3

**Semester Credits: 18**

#### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
AVTN207N	Reciprocating Engines II*	3	6	5
AVTN210N	Turbine Engines and Systems*3		3	4
AVTN211N	Carburetion and Fuel Systems* 2		3	3
AVTN212N	Engine Electrical Systems* 2		6	4

**Semester Credits: 16**

**Total Credits: 67**

# Associate in Science Degree in Biological Sciences (Day Program)

The Associate of Science Degree in Biological Sciences provides students with the first two years of a bachelor degree in biology in preparation for careers in medicine, healthcare, research, biotechnology, biomedical engineering and education. Students receive a strong foundation in scientific language and methodology, an understanding of the physical world, and how to apply these concepts through working in an inquiry-based learning environment. The program is designed with student projects embedded in classes, as well as external research opportunities through grants and internships. Students should have strong reading and math skills, be aware of the extra hours (in the laboratory and at home) it takes to pursue project-based learning, and the advantage of this teaching style for developing critical thinking skills.

Our core courses all meet equivalent standards for transfer to most universities and colleges. However some electives may only be transferred as Discovery Science credit. Students need to work closely with the Program Coordinator while at NCC and decide early which degree and four-year college/university he/she plans to attend to make the advising process more effective.

Technical Standards: Please refer to the Technical Standards section for details regarding this program.

All students in this degree area are required to take BIOL107N or BIOL105N, CHEM130N and 131N, BIOL215N and a class that can fulfill BIOL270N requirements. All capstone elements must be completed within upper level courses for graduation with AS. Note BIOL105N may not transfer as Biology equivalent everywhere or qualify students for intern opportunities.

\*Students who do not test directly into MATH120N Pre-Calculus may substitute MATH110N Algebra II/Trig for NCC graduation requirements. Note that MATH120N is a pre/co-requisite of CHEM131N General Chemistry II and MATH106N Statistics is a pre/co-requisite of BIOL230N Genetics. Students with placement test scores greater than MATH120N are encouraged to take MATH210N Calculus I to fulfill MATH requirements for the degree. Upon the completion of the Associate of Science degree in Biological Sciences, graduates will be able to:

1. Communicate effectively and fluently: read with comprehension; listen, clarify and follow directions; speak and write competently. Be able to draw conclusions, present and defend findings.
2. Develop skills in reflection, analysis, logical reasoning, and evaluation to formulate judgments, reach conclusions, and solve problems.
3. Apply appropriate mathematical processes to problems found in the physical and biological science by utilizing quantitative and qualitative data and applying scientific principles and methods.
4. Utilize technology to locate, evaluate, organize, generate data and utilize information accurately and responsibly and draw logical conclusions.
5. Acquire knowledge and skills that can be applied to more effectively function as an informed and responsible citizen.
6. Demonstrate an understanding of the theoretical principles, concepts and their application in a range of disciplines in the physical and biological sciences.
7. Perform and utilize a wide variety of laboratory techniques for determining results in physical and biological sciences.
8. Generate and maintain increasingly sophisticated laboratory documents, including laboratory notebooks and research papers. Graduates will also be able to demonstrate competency of the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
BIOL107N	Principles of Biology: Molecular and Cellular**	3	3	4
OR				
BIOL105N	Biology in Focus: Cellular Basis of Life**	3	3	4
CHEM130N	General Chemistry	3	3	4
ENGL101N	College Composition	4	0	4
MATH120N	Precalculus* -OR-	4	0	4
MATH210N	Calculus I	4	0	4

**Semester Credits: 16**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
BIOL108N	Principles of Biology: Diversity, Evolution and Ecosystems	3	3	4
OR				
SCIENCE/MATH Elective***		3/4	0/3	4
CHEM131N	General Chemistry II***	3	3	4
General Education Core Requirement:				
English/Communications		3	0	3
MATH106N	Statistics I**	4	0	4

**Semester Credits: 15**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
BIOL215N	Microbiology	3	3	4
BIOL220N	Ecology**	3	3	4
OR				
SCIENCE/MATH Elective***		3/4	0/3	3/4
PSYC101N	Intro to Psychology	3	0	3
SCIENCE/MATH Elective***		3/4	0/3	3/4

**Semester Credits: 14/15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
BIOL270N**	Advanced Topics in Biology****	3	2/3	3/4
BIOL230N	Genetics**	3	3	4
General Education Requirement:				
History/Political Science		3	0	3
General Education Elective (or Core Requirement):				
Humanities/Fine Arts or Global Awareness*****		3	0	3
Open Elective or SCIENCE/MATH Elective***		3/4	0/3	3/4

**Semester Credits: 16/18**

**Total 61/64 Credits**

\* Students who do not test directly into MATH120N may substitute MATH110N. Note that MATH120N is a pre/corequisite of CHEM131N. Students with appropriate test scores may substitute a higher level of course.  
 \*\* UNH Transfer Preference  
 \*\*\* MATH/SCIENCE options within Physical/Biological Sciences and Mathematics  
 \*\*BIOL201N A&PI, \*\*BIOL202N A&PII, BIOL205N Basic Pathophysiology, BIOL207N Immunology, BIOL260N Scientific Inquiries, \*\*BTEC205G-Bioethics (on-line GBCC, fall only option), MATH110N Algebra & Trigonometry, \*\*MATH210N Calculus I, \*\*MATH211N Calculus II, or greater, \*\* PHYS130N Physics I, \*\* PHYS131N Physics II, or greater.  
 \*\*\*\*BIOL205N, BIOL207N and BIOL202N will satisfy this requirement  
 \*\*\*\*\*HUMAXXXN or PHIL109N

Students must consult an advisor at NCC and chosen transfer college(s) for guidance about course selection. Careful planning is required to ensure that mathematics and science courses will fulfill bachelor degree requirements. Students are encouraged to use open electives to best suit their transfer needs.

# Associate in Science Degree in Business Administration: Accounting (Day/Evening Program)

The mission of the Department of Business at Nashua Community College is to provide a variety of degrees and professional certificates that respond to the needs of local and regional employers, while maintaining academic integrity. Degrees, certificates, and courses are designed to provide students with the opportunity to learn skills, theories, and practices that prepare students to be successful in business endeavors. Additionally, degrees, certificates, and courses are designed to fulfill the academic requirements to allow students to transfer into a variety of bachelor's degree programs.

The Associate in Science Degree in Business Administration Accounting offers a mix of both applied and theoretical courses. Specifically, the Accounting program is designed to provide students with the accounting knowledge and skills required to confidently pursue a career in the accounting field.

Students enrolled in this program will participate in a comprehensive learning experience through the challenges of increasingly complex levels of accounting study. In addition, students will have the opportunity to further enhance and master their accounting skills by selecting an accounting elective or by gaining real world experience through participation in an accounting internship program. To ensure that students are exposed to, and are familiar with, automated accounting software used in business, Accounting Information Systems is the capstone course for this degree program. Upon graduation, students will be well prepared for successful employment in this dynamic profession. For students planning to continue their education beyond the associate degree, the Accounting program is also designed to provide transferability to a college or university that offers a bachelor's degree in Accounting, Accounting/Finance or Business Administration Accounting.

Upon the completion of the degree in Business Administration: Accounting, graduates will be able to:

1. Describe the conceptual framework of accounting as conveyed in FASB Statements of Financial Accounting Concepts.
2. Demonstrate a sound working knowledge of authoritative accounting regulation, accounting terminology, concepts and theory through the application of U.S. Generally Accepted Accounting Principles as documented in FASB Accounting Standards Codification.
3. Demonstrate confident ability to prepare, analyze, and communicate all Financial Statements including disclosure notes, optional operating summaries and management discussion items required for complete, accurate and timely reporting to both external and internal interested parties.
4. Identify and differentiate between alternative forms of business organizations, including how to properly journalize and report business transactions unique to each.
5. Prepare, analyze, monitor and control both static and dynamic budgets.
6. Explain the uses of Cost Accounting, its relationship to Financial Accounting, and the concept of Standard Costs including variance analysis, and the types of cost systems used in business.
7. Apply fundamental accounting principles in a computerized environment using automated accounting software.
8. Demonstrate the ability to reason logically and think critically as evidenced through successful completion of increasing complex levels of accounting study and all other degree requirements.
9. Demonstrate effective writing and communication skills through

research of current accounting topics.

10. Incorporate basic math skills to interpret and analyze both quantitative and qualitative data found in Financial Statements and other reporting summaries.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BUS101N	Introduction to Business	3	0	3
BCPT208N	Spreadsheets: Excel	2	2	3
ENGL101N	College Composition	4	0	4

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ACCT102N	Financial Accounting II	4	0	4
BUS110N	Principles of Management	3	0	3
General Education Core Requirement:				
	English / Communications	3	0	3
General Education Core Requirement:				
	Quantitative Literacy *	4	0	4

**Semester Credits: 14**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
ECON201N	Microeconomics	3	0	3
ACCT201N	Intermediate Accounting	4	0	4
ACCT206N	Cost Accounting	4	0	4
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3
BUSxxxN	Business Elective***	3	0	3

**Semester Credits: 17**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
BUS240N	Business Law	3	0	3
ACCT202N	Intermediate Accounting II	4	0	4
ACCT214N	Accounting Information Systems	3	0	3
ACCT290N or OR	Accounting Internship	1	8	3
XXXXxxxN	Open Elective**	3	0	3
General Education Core Requirement:				
	Science	3	2/3	4

**Semester Credits: 17**

**Total Credits: 62**

\*MATH106N, MATH110N or MATH115N is recommended.

\*\*ACCT210N strongly recommended

\*\*\* Consult with Advisor



# Associate in Science Degree in Business Administration: Management (Day/Evening/Online Program)

The mission of the Department of Business at Nashua Community College is to provide a variety of degrees and professional certificates that respond to the needs of local and regional employers, while maintaining academic integrity. Degrees, certificates, and courses are designed to provide students with the opportunity to learn skills, theories, and practices that prepare students to be successful in business endeavors. Additionally, degrees, certificates, and courses are designed to fulfill the academic requirements to allow students to transfer into a variety of bachelor's degree programs.

The Associate in Science Degree in Business Administration in Management offers a mix of applied and theoretical courses. The objective of the program is to provide the knowledge students will need for successful business careers.

The program has been designed to expose the student to broad business applications including: Accounting, marketing, management, and comprehensive computer courses, which give the management student valuable skills in this growing field.

Business Management graduates are prepared for immediate career entry into the challenging fields of:

- Wholesaling/distribution
- Retailing
- Sales
- Banking
- Insurance
- Management-trainee positions in business and industry
- Manufacturing

For the student looking to pursue an education beyond the associate degree, this program is designed for easy transfer to bachelor's degree programs.

Upon the completion of the degree in Business Administration, Management graduates will be able to:

1. Demonstrate an appropriate application of contemporary management skills and practices in solving real-life business problems.
2. Demonstrate a working knowledge of labor laws, federal and state rules and policies, as well as an understanding of global differences in these areas to effectively manage a contemporary workforce.
3. Demonstrate an understanding of management theories designed to develop programs to motivate staff.
4. Demonstrate the ability to apply financial management skills to meet organizations objectives, compete effectively, and organize data efficiently.
5. Demonstrate a working knowledge of a variety of software systems, including management information systems, to allow for preparing effective reports that enhance communication with senior level staff, customers, and others.
6. Demonstrate the ability to prepare and present meaningful presentations and reports that relate short-and long-term objectives for a variety of business audiences.
7. Demonstrate the ability to utilize research techniques and analytical skills in evaluating business problems in order to develop problem-solving strategies.
8. Demonstrate an understanding of various ethical principles and their

application in various global business scenarios.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BUS101N	Introduction to Business	3	0	3
BCPT119N	Software Applications	2	2	3
ENGL101N	College Composition	4	0	4

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ACCT102N	Financial Accounting II	4	0	4
BUS110N	Principles of Management	3	0	3
General Education Core Requirement: Science		3	2/3	4
General Education Core Requirement:				
	Behavioral Social Science	3	0	3
MATH106N	Statistics I	4	0	4

**Semester Credits: 18**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
BUS230N	Introduction to MIS	3	0	3
ACCT210N	Managerial Accounting	3	0	3
BUS218N	Dynamics of Organizational Behavior	3	0	3
ENGL109N	Public Speaking -OR- Professional Writing and Presentations	3	0	3
General Education Core Requirement:				
Humanities / Fine Arts or Global Awareness		3	0	3

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
ECON201N	Microeconomics	3	0	3
	OR			
ECON202N	Macroeconomics	3	0	3
BUS240N	Business Law	3	0	3
BUS204N	Small Business Management	3	0	3
BUS201N	Human Resources Management	3	0	3
BUS290N	Management/Small Business Entrepreneurship Internship	1	8	3
	OR			
XXXXxxxN	Business Elective**	3	0	3

**Semester Credits: 15**

**Total Credits: 62**

\*\*Consult with advisor



# Associate in Science Degree in Business Administration: Marketing

(Day/Evening/Online Program)

The mission of the Department of Business at Nashua Community College is to provide a variety of degrees and professional certificates that respond to the needs of local and regional employers, while maintaining academic integrity. Degrees, certificates, and courses are designed to provide students with the opportunity to learn skills, theories, and practices that prepare students to be successful in business endeavors. Additionally, degrees, certificates, and courses are designed to fulfill the academic requirements to allow students to transfer into a variety of bachelor's degree programs.

The Associate in Science Degree in Business Administration in Marketing offers a mix of applied and theoretical courses. The objective of the program is to provide the knowledge students will need for successful marketing careers.

The Marketing courses prepare students for entry-level jobs in marketing, for future advancement into marketing management and for entrepreneurial opportunities. The curriculum builds a broad knowledge base in business that includes the latest ideas in marketing thought and practice:

- Marketing research, analysis and application
- Marketing strategies
- Integrated Marketing Communications

Most important, marketing students learn critical people management skills to build solid relationships with their clients. Elective marketing courses also permit individual students to develop a program for their specific interests.

For students looking to pursue an education beyond the associate degree, this program is designed to transfer to bachelor's degree programs.

Upon the completion of the degree in Business Administration, Marketing graduates will be able to:

1. Demonstrate the ability to apply principles of marketing management to problem-solving activities within corporate and small business scenarios.
2. Demonstrate the ability to research, analyze, develop and execute a theoretical marketing plan.
3. Demonstrate the ability to apply sales, promotions, merchandising, selling, and consumer behavior models to domestic and international business scenarios.
4. Demonstrate an understanding of opportunities and effects of integrated promotional efforts
5. Demonstrate an understanding of the importance of relationship marketing.
6. Demonstrate the ability to work cooperatively with team members to solve business problem scenarios.
7. Demonstrate the ability to use inductive and deductive logic in team settings to understand, solve, and present business problem solutions.
8. Demonstrate the ability to work with limited resources of time, money and human capital in developing effective marketing strategies.
9. Demonstrate a working knowledge of ratio analysis, statistical modeling, and quantitative research methods in developing product and pricing strategies to compete effectively through marketing campaigns.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BUS101N	Introduction to Business	3	0	3
BCPT119N	Software Applications	2	2	3
ENGL101N	College Composition	4	0	4

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
BUS104N	Principles of Marketing	3	0	3
MATH106N	Statistics I	4	0	4
BUS213N	Principles of Advertising	3	0	3
General Education Elective:				
	Behavioral Social Science	3	0	3
General Education Core Requirement:				
	Science	3	2/3	4

**Semester Credits: 17**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
ECON201N	Microeconomics	3	0	3
BUS207N	Sales	3	0	3
BUS206N	Consumer Behavior	2	2	3
ENGL109N	Public Speaking -OR- Professional Writing and Presentations	3	0	3
BUS215N	Integrated Marketing Communications	3	0	3

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
BUS240N	Business Law	3	0	3
BUS210N	Marketing Strategies: A Capstone Experience	3	0	3
SOCI101N	Introduction to Sociology	3	0	3
BUS294N	Marketing Internship	1	8	3
OR				
XXXXxxxN	Business Elective*	3	0	3
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3

**Semester Credits: 15**

**Total 61 Credits**

\*Consult with advisor



# Associate in Science Degree in Business Administration: Small Business Entrepreneurship

(Day/Evening/Online Program)

The mission of the Department of Business at Nashua Community College is to provide a variety of degrees and professional certificates that respond to the needs of local and regional employers, while maintaining academic integrity. Degrees, certificates, and courses are designed to provide students with the opportunity to learn skills, theories, and practices that prepare students to be successful in business endeavors. Additionally, degrees, certificates, and courses are designed to fulfill the academic requirements to allow students to transfer into a variety of bachelor degree programs.

The Associate in Science Degree in Business Administration curriculum in Small Business Entrepreneurship offers a mix of applied and theoretical courses. The objective of the program is to provide the knowledge students will need for successful careers as owners of a small business.

This option should be considered by students who desire to learn the methods and processes of starting a small business enterprise or by those individuals who seek to manage a small company or family-owned business.

Topics of study include:

- Developing the idea
- Describing the business to potential investors
- Preparing a comprehensive Business Plan
- Marketing the idea
- Critical cash flow analysis

For students looking to pursue an education beyond the associate degree, this program is designed to transfer to bachelor degree programs.

Upon the completion of the degree in Business Administration, Small Business Entrepreneurship graduates will be able to:

1. Demonstrate the capability and initiative to identify entrepreneurial opportunities, as well as assessing and evaluating risks by developing a theoretical business plan.
2. Demonstrate the ability to prepare, communicate, and present a business plan to a professional audience.
3. Demonstrate the ability to conceptualize, plan, finance, manage, and grow a mock small business.
4. Demonstrate a working knowledge of research and analytical skills necessary by developing a comprehensive business plan for a successful new business venture.
5. Demonstrate the ability to develop tactical, operational, and strategic plans.
6. Demonstrate the ability to use and understand the basic financial statements according to the generally accepted accounting principles in order to manage the efficient and effective use of company resources.
7. Demonstrate the ability to utilize promotional and public relations concepts, theories and models to develop marketing strategies.
8. Demonstrate the ability to synthesize previous coursework while assessing management strengths and weaknesses of business entities.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BCPT119N	Software Applications	2	2	3
ENGL101N	College Composition	4	0	4
General Education Core Requirement:				
	Behavioral Social Science	3	0	3

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ACCT102N	Financial Accounting II	4	0	4
BUS110N	Principles of Management	3	0	3
BUS104N	Principles of Marketing	3	0	3
General Education Core Requirement:				
	English / Communications	3	0	3
	MATH106N	4	0	4

**Semester Credits: 17**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
BUS207N	Sales	3	0	3
BCPT216N	Desktop Publishing	2	2	3
BUS213N	Principles of Advertising	3	0	3
BUS240N	Business Law	3	0	3
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
BUS201N	Human Resources Management	3	0	3
CSCI102N	Website Development I -OR-	2	2	3
BUSXXXN	Business Elective	3	0	3
BUS204N	Small Business Management: A Capstone Experience	3	0	3
BUS290N	Management/Small Business Entrepreneurship Internship	1	8	3
OR				
XXXXxxxN	Open Elective**	3	0	3
General Education Core Requirement:				
	Science	3	2/3	4

**Semester Credits: 16**

**Total 62 Credits**

\*\*Consult with advisor



# Business Studies Certificates

The Accounting Certificate programs are designed to provide the basic accounting skills required for clerical and entry-level positions, or to improve the existing accounting skills of individuals who seek promotional opportunities. Credits earned in the Certificate programs can be applied to the Associate in Science in Business Administration curriculum with a specialization in Accounting.

## Accounting Certificate I Fall Semester

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BCT119N	Software Applications	2	2	3
ACCT102N	Financial Accounting II	4	0	4
BCPT208N	Spreadsheets: Excel	2	2	3

**Total 14 Credits**

## Accounting Certificate II

(Prerequisite: Completion of Accounting Certificate I)

### Spring Semester

		CL	LAB	CR
ACCT201N	Intermediate Accounting I	4	0	4
ACCT214N	Accounting Information Systems	3	0	3
ACCT202N	Intermediate Accounting II	4	0	4
ACCT206N	Cost Accounting	4	0	4

**Total 15 Credits**

## Accounting Certificate III

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
ACCT102N	Financial Accounting II	4	0	4
BUS110N	Principles of Management	3	0	3
BCPT208N	Spreadsheets: Excel	2	2	3
ACCT201N	Intermediate Accounting I	4	0	4
ACCT202N	Intermediate Accounting II	4	0	4
ACCT206N	Cost Accounting	4	0	4
General Education Core Requirement: Quantitative Literacy *		4	0	4

**Total 30 Credits**

\*MATH106N or MATH115N is recommended.

## Marketing Certificate

		CL	LAB	CR
BUS104N	Principles of Marketing	3	0	3
BUS213N	Principles of Advertising	3	0	3
BUS215N	Integrated Marketing Communications	3	0	3
BUS210N	Marketing Strategies	3	0	3
BUS207N	Sales	3	0	3

**Total 15 Credits**

## Small Business Management Certificate (Day/Evening Program)

Small business functions will be studied in detail including financial operations, personnel requirements, management, and marketing.

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BUS104N	Principles of Marketing	3	0	3
BUS110N	Principles of Management	3	0	3
BCPT119N	Software Applications	2	2	3
CSCI102N	Website Development I -OR-	2	2	3
BUSXXXN	Business Elective	3	0	3
BUS201N	Human Resources Management	3	0	3
BUS204N	Small Business Management	3	0	3

**Total 22 Credits**

## Spreadsheet Certificate

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
BCPT119N	Software Applications	2	2	3
BCPT208N	Spreadsheets: Excel	2	2	3
BUS230N	Introduction to MIS	2	2	3
General Education Core Requirement: Quantitative Literacy *		4	0	4

**Total 17 Credits**

\*MATH106N or MATH115N is recommended.



# Associate in Science Degree in Collision Repair Technology (Day Program)

The Collision Repair Technology Program is designed to provide students with the skills necessary to enter the collision repair industry. The Collision Repair student will study the theory of repair and actually perform each of the different types of repairs (panel replacement, frame straightening, refinishing, etc.) on damaged vehicles.

The students will work in a controlled, safe environment and have hands-on training on modern equipment including:

- A heated, down-draft spray booth and prep station
- A drive-on frame straightening machine with computerized and mechanical measuring systems
- An on site paint mixing system
- HVLP Spray Equipment

Graduates of this program will satisfy an industry need for well-educated and technically-trained people. Typical positions available in the collision industry include:

- Collision Repair Technician
- Refinish Technician
- Automotive Frame Technician
- Automobile Damage Estimator
- Shop Manager
- Sales Representative
- Automotive Detailer

In addition to the general admission requirements, Collision Repair Technology applicants should be aware of the following criteria:

1. A minimum of one year of high school Algebra I is recommended.
2. Basic skills in written English are required.
3. A basic automotive tool kit and roll cabinet are required. Accepted students needing tools may purchase tool kits at a college-sponsored Tool Day in August at a substantial discount. Approximate tool kit cost to the student is between \$2,500 and \$4,800 depending on the manufacturer. Prices are subject to change.
4. Students are expected to possess a good work ethic and a strong desire to learn.
5. A valid driver's license is required.

Students should familiarize themselves with the Industry and Transportation General Education Policies located in the General Education Policies section of this Catalog

Technical Standards: Please refer to Technical Standards section in this catalog for details regarding this program.

Upon the completion of the degree in Collision Repair Technology, graduates will be able to:

1. Evaluate, diagnose, and repair various automotive systems using NATEF guidelines.
2. Use technology and basic scientific principles for research and problem solving.
3. Employ effective written and oral communication skills.
4. Employ effective technical writing skills.
5. Utilize mathematical logic and analysis for problem solving.
6. Understand the connections between individuals and society.
7. Have the ability to achieve ASE Master Certification.
8. Perform reading skills at a college level.
9. Demonstrate effective interpersonal skills.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
CRTN101N	Basic Collision Repair**	2	4	4
CRTN102N	Introduction to Collision Repair**3	0	0	3
CRTN105N	Basic Automotive Refinishing**	2	4	4
ENGL101N	College Composition	4	0	4
General Education Core Requirement: Quantitative Literacy				
		4	0	4
<b>Semester Credits: 19</b>				

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CRTN125N	Intermediate Automotive Refinishing	2	4	4
CRTN135N	Mechanical/Electrical Systems I	2	3	3
CRTN140N	Collision Repair Welding**	2	3	3
CRTN151N	Intermediate Collision Repair	2	4	4
General Education Core Requirement: English / Communications				
		3	0	3
<b>Semester Credits: 17</b>				

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CRTN210N	Structural Analysis & Repair	2	6	4
CRTN211N	Structural Analysis & Measuring2	0	3	3
CRTN235N	Mechanical Electrical Systems II	2	3	3
PHYS101N	Physical Science I	3	2	4
Behavioral Social Science OR				
General Education Core Requirement: History/Political Science				
		3	0	3
<b>Semester Credits: 17</b>				

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CRTN201N	Advanced Collision Repair	2	6	4
CRTN225N	Advanced Automotive Refinishing	2	6	4
CRTN230N	Estimating and Customer Service: A Capstone Experience	3	0	3
CRTN245N	Mechanical/Electrical Systems III	2	3	3
General Education Core Requirement: Humanities / Fine Arts or Global Awareness				
		3	0	3
<b>Semester Credits: 17</b>				

### Total 70 Credits

\*\*A student must earn a 'C' or better to achieve a passing grade in this course.

# Collision Repair Technology Certificate

## FALL SEMESTER

		<b>CL</b>	<b>LAB</b>	<b>CR</b>
CRTN101N	Basic Collision Repair*	2	4	4
CRTN102N	Introduction to Collision Repair*	3	0	3
CRTN105N	Basic Automotive Refinishing*	2	4	4

**Semester Credits: 11**

## SPRING SEMESTER

		<b>CL</b>	<b>LAB</b>	<b>CR</b>
CRTN125N	Intermediate Automotive Refinishing	2	4	4
CRTN135N	Mechanical/Electrical Systems I	2	3	3
CRTN140N	Collision Repair Welding*	2	3	3
CRTN151N	Intermediate Collision Repair	2	4	4

**Semester Credits: 14**

**Total Credits: 25**

\* Student must earn a 'C' or better to achieve a passing grade in this course.

# Associate in Arts Degree in Communications

(Day/Evening Program)

The Associate in Arts Degree in Communications has been developed to provide the first two years of preparation for a student wishing to complete a bachelor degree with a major in communication or media studies, or journalism.

Students selecting the Communications degree must have strong writing, critical thinking and application skills in order to be successful in this program.

Career tracks for the Communications major include print or broadcast reporter or editor, public relations specialist, advertising, social media, educator, among many other choices.

All students in the program are required to meet the requirements of the following courses to remain in the Communications degree: ENGL101N College Composition Composition or ENGL110N Honors Expository Writing (minimum grade of B- required) Note: transfer or Running Start credit requires a minimum grade of B-; comparable CLEP score is 59.

COMM101N Introduction to Media Studies and COMM115N Introduction to Media Writing (minimum grade of B- is required to remain in the Communications program).

Students are encouraged to work closely with their academic advisor while at NCC. An early decision by the student as to which four-year college/university he/she plans to transfer will make the advising process more effective. Students planning to transfer into a Communications program at a four-year institution are encouraged to contact that institution's transfer admission office to review specific curriculum requirements.

## FIRST YEAR - FALL SEMESTER

			CL	LAB	CR
ENGL101N	College Composition		4	0	4
ANTH105N	Ethnography of Work -OR-		3	0	3
General Education Core Requirement:					
	Behavioral Social Science		3	0	3
MATH106N	Statistics I		4	0	4
POLS102N	American Government & Politics		3	0	3

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

			CL	LAB	CR
COMM101N	Introduction to Media Studies		3	0	3
General Education Core Requirement: Science					
ENGL109N	Public Speaking		3	0	3
General Education Elective (or Core Requirement):					
	Quantitative Literacy*		4	0	4
General Education Core Requirement:					
	Humanities/Fine Arts or Global Awareness		3	0	3

**Semester Credits: 17**

## SECOND YEAR - FALL SEMESTER

			CL	LAB	CR
COMM115N	Introduction to Media Writing		3	0	3
General Education Elective (or Core Requirement):					
	Humanities/Fine Arts or Global Awareness**		3	0	3
General Education Elective (or Core Requirement):					
	Science		3	0/3	3/4
COMMxxxN	Communications Elective		3	0	3
POLS220N	American Politics & Mass Media		3	0	3

**Semester Credits: 15/16**

## SECOND YEAR - SPRING SEMESTER

			CL	LAB	CR
COMMxxxN	Communications Elective		3	0	3
COMMxxxN	Communications Elective		3	0	3
ARTS120N	Graphic Design Theory		3	0	3
COMMxxxN	Communications Elective		3	0	3
COMM285N	Communications Internship		1	8	3

**Semester Credits: 15**

**Total 61/62 Credits**

A minimum of 60 credits must be earned in the required categories to complete the program of studies. A minimum of 15 credits must be earned at Nashua Community College, and 8 of those 15 credits must be earned in courses at the 200 level.

\*MATH103N recommended, \*\*HUMA140N recommended

Upon the completion of the degree in Communications, graduates will be able to:

- Display a professional work ethic as a result of adhering to the principle of objectivity.
- Identify and understand the purpose of various media types.
- Understand the global impact of the media.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

# Associate in Science Degree in Computer Engineering Technology

(Day/Evening/Online Program)

The Computer Engineering Technology (CET) Program prepares the student to use basic engineering principles and theories of science, engineering and mathematics to solve technical problems in research and development, install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment.

Using modern electronic laboratories, students become familiar with circuit analysis, analog and digital circuit design and analysis, high-level programming, microprocessor/microcontroller programming and interfacing, computer architecture, operating systems and networking basics.

The U.S. Department of Labor's Bureau of Statistics (BLS) reports that one of the top ten best paying jobs for individuals with an associate's degree is the Engineering Technician, with positive job growth expected through 2026.

In addition to the general admission requirements, Computer Engineering Technology applicants should be aware of the following criteria:

Completion of high school Algebra I, Algebra II and Geometry are recommended as well as other high school courses such as physics, chemistry, electronics and computer programming. Basic writing skills in English are required. Accepted students will be required to possess or purchase approximately \$100 of minor accessories.

The educational objectives of the Computer Engineering Technology Associate Degree Program are to provide graduates with the knowledge, techniques, skills, and use of modern tools in computer engineering technology. Graduates have strengths in the building, testing, operation, and maintenance of computer systems and their associated software systems. The CET program includes instruction in the following topics:

- a. application of electric circuits, computer programming, associated software applications, analog and digital electronics, microcontrollers, operating systems, local area networks, and engineering standards to the building, testing, operation, and maintenance of computer systems and associated software systems; and
- b. application of natural sciences and mathematics at or above the level of algebra and trigonometry to the building, testing, operation, and maintenance of computer systems and associated software systems.

Technical Standards: Please refer to Technical Standards for details regarding this program.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ELET115N	Introduction to Programming Using C++	2	3	3
ELET121N	Digital Circuits I	2	3	3
ELET131N	Circuit Analysis I	3	3	4
ENGL101N	College Composition	4	0	4
MATH110N	Algebra and Trigonometry	4	0	4

**Semester Credits: 18**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCN101N	Computer Architecture and Operating Systems	2	3	3
ELET132N	Circuit Analysis II	3	3	4
MATH120N	Precalculus	4	0	4
PHYS130N	Physics I	3	3	4
PSYC130N	Human Relations OR General Education Core Requirement Elective: Social Science	3	0	3

**Semester Credits: 18**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CSCI230N	Object Oriented Programming Using C++	2	2	3
CSCN116N	Networking Basics	2	2	3
ELET250N	MicroControllers	3	3	4
MATH210N	Calculus I	4	0	4
PHYS131N	Physics II	3	3	4

**Semester Credits: 18**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCN170N	Linux Essentials	2	2	3
CSCI285N	Senior Software Development Lab: A Capstone Experience	2	2	3
ELET274N	-OR- EET Capstone Project	1	3	2
ENGL122N	Technical Writing	3	0	3
HUMA230N	Ethics in the Workplace	3	0	3

**Semester Credits: 11/12**

### Total 65/66 Credits

At the completion of the degree in Computer Engineering Technology, graduates must demonstrate that they will be able to:

- (1) apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
- (2) design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
- (3) apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature
- (4) conduct standard tests, measurements, and experiments and to analyze and interpret the results; and
- (5) function effectively as a member of a technical team.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

# Associate in Science Degree in Computer Networking

(Day/Evening/Online Program)

The Computer Networking associate degree provides a solid foundation to begin or advance in a career in information technology. Additionally, it can serve as a launch point for those who wish to continue on to a bachelor degree. This degree is for those who wish to develop the "hands on" skills that are required to function in a high tech environment. The core courses all integrate conceptual understanding with practical lab applications.

There are three general areas of career preparation:

- Supporting end users with their PCs, peripherals and applications
- Building and maintaining the infrastructure that provides the connectivity between computers and other devices in homes, businesses, and throughout the Internet
- Administering the servers (both Windows and Linux) that host network resources

Part of the core program is the Cisco Networking Academy, which covers all of the requirements to obtain the coveted CCNA (Cisco Certified Networking Associate) certification. This includes extensive lab work with configuration of Cisco routers and switches.

In addition to technical skills, the successful graduates learn the skills required to communicate and interact successfully with end users, customers, colleagues and supervisors.

Technical Standards: Please refer to Technical Standards for details regarding this program.

Upon the completion of the degree in Computer Networking, graduates will be able to:

1. Design, administer and troubleshoot network along with its underlying infrastructure.
2. Use critical thinking skills to solve networking and computer systems problems.
3. Be able to design, assemble, configure and troubleshoot computer hardware including workstations, servers, routers, switches and other networking devices.
4. Install, configure and manage operating system: Windows, Linux/Unix, IOS and other related networking systems.
5. Manage services, user accounts and security of a system.
6. Be familiar with basic programming, scripting and database concepts.
7. Communicate effectively with technical and nontechnical staff.
8. Work well as a member of a team.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.



## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
CSCN101N	Computer Architecture and Operating Systems	2	3	3
CSCN104N	Internet of Things	2	2	3
CSCN116N	Networking Basics	2	2	3
General Education Core Requirement:				
	Behavioral Social Science	3	0	3
	OR			
General Education Core Requirement:				
	History / Political Science	3	0	3

**Semester Credits: 16**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCN216N	Routing and Switching Essentials	3	3	4
CSCI161N	Intro to Programming	2	2	3
	Elective in Major*	2	2	3
General Core Education Requirement:				
	Quantitative Literacy *	4	0	4
CSCN170N	Linux Essentials	2	2	3

**Semester Credits: 17**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CSCN204N	Administering Windows Servers	2	2	3
CSCN217N	Scaling Networks	2	2	3
General Education Core Requirement:				
	English/Communications	3	0	3
General Education Core Requirement:				
	Science**	3	2/3	4
	Elective in the Major*	2	2	3

**Semester Credits: 16**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCN210N	Advanced Windows Servers	2	2	3
	Elective in the Major*	2	2	3
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3
CSCN290N	Computer Science Internship	1	8	3
	OR			
CSCN286N	Networking Capstone Project	3	0	3
	OR			
CSCN250N	CCNA Security	2	2	3

**Semester Credits: 12**

**Total 61 Credits**

\*Includes CSCN, ELET MATH or BCPT courses

\*\*Science elective must be 4 credits

# Computer Sciences Certificates

## COMPUTER NETWORKING CERTIFICATE

(Day/Evening/Online Program)

This certificate teaches the skills necessary to provide IT support in a network environment. It begins with computers as the end devices in a computer network. Part of this certificate, utilizing curriculum developed by Cisco Systems, teaches students to design, implement, and maintain the local and wide area network infrastructure. This includes all of the skills necessary to achieve CCENT or CCNA certification. The other courses include the skills to place servers on that infrastructure in order to provide many of the network services that are expected today.

		CL	LAB	CR
CSCN101N	Computer Architecture and Operating Systems	2	3	3
CSCN116N	Networking Basics	2	2	3
CSCN216N	Routing and Switching Essentials	3	3	4
CSCN217N	Scaling Networks	2	2	3
CSCN170N	Linux Essentials	2	2	3
CSCN204N	Administering Windows Servers	2	2	3
	Choice of CSCN105N, CSCN210N, or CSCN218N	2	2	3

**Total 22 Credits**

## CYBERSECURITY NETWORKING CERTIFICATE

(Day/Evening Program)

The field of computer security is growing rapidly. The basis for this certificate will be the existing CISCO Networking Academy program and their Security certification. We will include elements of the (ISC)2 and Comp TIA Security+. Students will be prepared to take jobs in the field of IT System Administration with emphasis on Network Security.

Upon completion of this certificate program students will be able to:

1. Set up and secure a small to medium size network.
2. Recognize the potential security threats facing modern network.
3. Secure network environment using firewalls, VPNs and other tools.
4. Monitor for signs of intrusion.
5. Perform configuration on routers, switches, and hardware security appliances.
6. Perform basic system administration, including management of system accounts.
7. Apply critical thinking skills in order to resolve troubleshooting and security issues.



		CL	LAB	CR
CSCN116N	Networking Basics	2	2	3
CSCN150N	Fundamentals of Cybersecurity*	2	2	3
CSCN170N	Linux Essentials	2	2	3
CSCN204N	Administering Windows Servers	2	2	3
CSCN210N	Advanced Windows Servers	2	2	3
CSCN216N	Routing and Switching Essentials	3	3	4
CSCN217N	Scaling Networks	2	2	3
CSCN250N	CCNA Security	2	2	3

**Total 25 Credits**

\*This certificate is directed at professionals in the field who want to increase their specific knowledge of cybersecurity. Students who do not have any professional experience should take CSCN101N and CSCN104N before attempting this class.

## WEBSITE DESIGN CERTIFICATE

(Day/Evening Program)

The Website Design Certificate program is designed to teach the fundamental information needed to develop and maintain a website. Common web development tools, including HTML, graphics and multimedia are introduced as well as use of web servers and browsers. UNIX and its use and impact on the Internet will also be covered.

		CL	LAB	CR
CSCI106N	Introduction to Software and Web Development	3	0	3
CSCI102N	Website Development I	2	2	3
CSCI103N	Website Development II	2	2	3
CSCI161N	Introduction to Programming	2	2	3
CSCI175N	Programming Using C++	2	2	3
CSCI201N	Client-Side Scripting Using JavaScript	2	2	3
CSCI206N	Server Side Scripting Using PHP	2	2	3
CSCI207N	Database Design and Management	2	2	3

**Total 24 Credits**

# Associate in Science Degree in Criminal Justice (Day Program)

The Criminal Justice degree program is designed to prepare students for careers in Law Enforcement, Corrections, Juvenile Justice, the Court system, and Homeland Security. In addition, it also serves as the academic foundation to transfer on to complete a baccalaureate degree. For those already in service, the program provides professional development for promotion or career enhancement purposes. The degree of Associate in Science with a major in Criminal Justice will be awarded upon completion of all requirements. Students with an associate degree in Criminal Justice qualify for employment in various city, county, and state criminal justice agencies, and in the rapidly-growing private industrial security field.

Technical Standards: Please refer to Technical Standards for details regarding this program.

Upon the completion of the certificate in Criminal Justice, graduates will be able to:

1. Employ effective written and oral communication skills.
2. Describe the components of the American criminal justice system, to include their history, functions, processes, and goals.
3. Understand the application of technology within the Criminal Justice System.
4. Understand the causes and effects of crime within our society.
5. Understand the fundamental principles and techniques of criminal investigation.
6. Describe the organization, management, and administration of criminal justice agencies at the local, state, and federal levels.
7. Explain juvenile justice system and the magnitude of juvenile delinquency in the United States.
8. Analyze the different components of the correctional system.
9. Discriminate between the roles of police officers, judges, prosecutors, defense attorneys, juries, and legislators in the application of criminal law.
10. Apply the theories and principles of the Criminal Justice system to their practical application within the components of the system.
11. Display the strong ethical qualities that reflect those within the field.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
CRMJ101N	Introduction to Criminal Justice	3	0	3
CRMJ102N	Criminology	3	0	3
MATH106N	Statistics I	4	0	4
SOCI101N	Introduction to Sociology	3	0	3

**Semester Credits: 17**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ENGL109N	Public Speaking	3	0	3
General Education Core Requirement:				
	Science	3	2/3	4
CRMJ121N	Criminal Investigations	3	0	3
CRMJ122N	Law Enforcement Organizations	3	0	3
PSYC101N	Introduction to Psychology	3	0	3

**Semester Credits: 16**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
POLS210N	State and Local Government	3	0	3
CRMJ220N	Juvenile Justice	3	0	3
CRMJ240N	Criminal Law and Prosecution	3	0	3
HUMA230N	Ethics in the Workplace	3	0	3
COMM102N	Principles of Communication	3	0	3

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
General Education Core Requirement -OR- Elective for Behavioral Social Science-OR- History / Political Science				
		3	0	3
CRMJ260N	Criminal Procedure	3	0	3
CRMJ265N	Corrections	3	0	3
CRMJ280N	Criminal Justice Internship			
OR				
CRMJ285N	Criminal Justice Senior Project	3	0	3

**Semester Credits: 12**

**Awarding of Associate Degree Total 60 Credits**

# Criminal Justice Certificate

This certificate is designed to prepare students for careers in Law Enforcement, the Court System, or Corrections. In addition, graduates of the certificate program may continue their education in undergraduate programs in Criminal Justice, Criminology or Homeland Security. For those already in service the program provides professional development for career advancement purposes. Students with a certificate in Criminal Justice qualify for employment in city, county, and state criminal justice agencies, and in the rapidly-growing private industrial security field.

Please note that dropping from a required program course may mean that the student will be out of sequence in program course offerings which may delay graduation. Students who begin the program in the spring semester or who need developmental course support should recognize that it may take longer to complete the program.

It is also important to note that many protective services careers have health and fitness requirements as well as other specific expectations. Individuals who have had difficulty with the law depending upon the nature of the problem may not be employable. Applicants who have any questions should discuss their concerns with an advisor prior to enrolling in this program.

Upon the completion of the certificate in Criminal Justice, graduates will be able to:

- Employ effective written and oral communication skills.
- Describe the components of the American criminal justice system, to include their history, functions, processes, and goals.
- Understand the application of technology within the Criminal Justice System.
- Understand the causes and effects of crime within our society.
- Employ effective technical writing skills.
- Understand the fundamental principles and techniques of criminal investigation.
- Describe the organization, management, and administration of criminal justice agencies at the local, state, and federal levels.

- Display the strong ethical qualities that reflect those within the field.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
CRMJ101N	Introduction to Criminal Justice	3	0	3
CRMJ102N	Criminology	3	0	3
MATH106N	Statistics I	4	0	4
SOCI101N	Introduction to Sociology	3	0	3

**Semester Credits: 17**

## SPRING SEMESTER

		CL	LAB	CR
ENGL109N	Public Speaking	3	0	3
General Education Core Requirement:				
	Science	3	2/3	4
CRMJ121N	Criminal Investigations	3	0	3
CRMJ122N	Law Enforcement Organizations	3	0	3
PSYC101N	Introduction to Psychology	3	0	3

**Semester Credits: 16**

**Total 33 Credits**

# Associate in Science Degree in Culinary Arts

## (Day Program)

The mission of the Culinary Arts Program is to prepare students for employment in commercial and institutional positions in the culinary industry and to provide the foundational skills for those who wish to take their passion for cooking to the next level of expertise, skill and knowledge.

The program is designed to meet current and future needs of the food service industry in which the demand for employment is high, employing more than nine million people annually in the United States. Students enrolled in the Culinary Arts program receive "hands-on" practical lab training paired with traditional academic culinary courses that are aligned with industry needs.

Upon the completion of the degree in Culinary Arts, graduates will be able to:

1. Work effectively in commercial food production environments such as restaurants, hotels and resorts, private clubs and institutional foodservice, catering, and other food-related businesses.

2. Apply skills in communication and interpersonal relationships, safety and sanitation, industry terminology, and leadership.
3. Utilize knowledge in many forms of cookery, hot and cold food preparation, soups and sauces, buffet presentations, dining room service, beverage management, and storeroom procedures.
4. Interpret weights and measurements, calculate and execute standard recipes, and understand and implement cost controls and inventories.
5. Demonstrate appropriate work ethic through proper conduct and dress.
6. Demonstrate the importance of diversity as it relates to food and culture.
7. Identify the benefits of continued professional growth.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.



## Technical Requirements for Culinary Arts students

### COMMUNICATION

- Communicate effectively and professionally when interacting with peers, faculty, staff, and guests using the English language verbally and in written form.
- Follow verbal and written instructions
- Explain procedures, give directions, describe decisions, demonstrate listening skills, write reports, and follow directions.
- Speak clearly and distinctly.

### PHYSICAL STRENGTH AND STAMINA

- Lift and move without assistance cookware typically found in a commercial kitchen and independently lift and move cookware containing product.
- Lift and move stock and supplies up to 50 pounds.
- Stand and move about kitchen/laboratory for up to eight hours.
- Complete cleaning responsibilities requiring stooping, bending, and climbing.
- Use a hand-held fire extinguisher.
- Lift and safely move pots, pans, stock pots, and small equipment.
- Lift and safely move pots, pans, stock pots containing hot food being prepared according to instructions.
- Lift and move bags and boxes of supplies weighing up to 50 pounds.
- Stand and move about in kitchen and dining areas during food preparation.
- Lift and transport trays with plated foods, china, and small wares.
- Serve and clear tables where guests are seated.

### MOBILITY AND MOTOR SKILLS

- Move freely, quickly, and safely in a close environment.
- Work in coordination with other students.
- Move supplies between floor and standard height above head.
- Safely manipulate small wares, equipment, and equipment controls.
- Safely pour liquids including hot liquids.
- Safely handle hot foods.
- Perform repetitive tasks required in a commercial kitchen.
- Move from workstation to workstation near other students and equipment.
- Lift containers (bulk and prep) individually and in coordination with other students.
- Lift supplies from floor, pallet or table and place on storage racks.
- Remove supplies from storage racks above head at standard height.
- Hold containers such as pots and bowls while mixing and blending ingredients in those containers.
- Operate machinery and equipment safely and efficiently.
- Safely use knives and other commercial cooking equipment.
- Efficiently use whisking, dicing, and piping skills.

### SENSORY

- Hear voice instructions in a noisy environment.
- Hear equipment alarms.
- Read meters and gauges.
- Read printed and written instructions and labels.
- Feel product texture.
- Distinguish smells and tastes.
- Handle a variety of foods including meat, seafood, and poultry.
- Hear instructor's voice in a noisy kitchen/lab environment.
- Hear food preparation equipment alarms.
- Read temperature and pressure gauges.
- Read ingredients labels.
- Taste and feel product to determine quality and doneness.
- Adjust flavor appropriately.
- Read MSDS documents.

### INTERPERSONAL AND EMOTIONAL

- Work cooperatively with other students and instructors.
- Complete an equitable share of kitchen duties.
- Follow directions of instructors and fellow students.
- Remain calm in a stressful environment.
- Display characteristics of emotional stability.
- Self-manage medical and emotional conditions.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
CULA103N	Culinary Skills & Procedures	1	5	3
CULA105N	Food Safety and Sanitation	1	2	2
CULA120N	Fundamentals of Baking	1	4	3
ENGL101N	College Composition	4	0	4
MATH103N	Quantitative Reasoning	4	0	4

**Semester Credits: 16**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CULA140N	Nutritional Cuisine	3	0	3
CULA145N	Menu Development and cost controls	2	0	2
CULA210N	Intermediate Food Preparation	1	4	3
CULA225N	Intermediate Baking	1	4	3
ENGL103N	Professional Writing and Presentations	3	0	3

**Semester Credits: 14**

## FIRST YEAR - SUMMER SEMESTER

		CL	LAB	CR
CULA290N	Culinary Internship*	1	8	3

**Semester Credits: 3**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CULA211N	American Regional Cuisine	1	4	3
CULA222N	Classical Cuisine	1	5	3
CULA235AN	Customer Service I	1	3	2
PSYC130N	Human Relations	3	0	3
BIOL105N	Biology in Focus: Cellular Basis of Life	3	3	4

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CULA212N	International Cuisine	1	6	4
CULA215N	Garde Manger	1	4	3
CULA230N	Quality Food Production	1	4	3
CULA235BN	Customer Service II	0	3	1
CULA236N	Classic Baking and Plate Composition	1	4	3
General Education Core Requirement: Humanities/Fine Arts		3	0	3

**Semester Credits:17**

**Total 65 Credits**

\*An approved uniform and knife set are required at the start of the program.

A student must earn a 'C' or better in Culinary Arts classes in order to progress to the next culinary class.

# Associate in Science Degree in Cybersecurity Networking

(Day/Evening Program)

The Associate in Science Degree in Cybersecurity is designed to provide students with networking skills focused on the network security. It prepares students for entry-level positions as Network Security Specialists. Students will be able to set up and administer basic computer network systems and secure them against outside intrusion. This degree also prepares students to handle security incident responses. Students will be presented with materials necessary for Cisco CCNA Security certification, CompTIA Security+ and introductory elements of (ISC)2 security program.

Upon completion of the degree in Cybersecurity, graduates will be able to:

1. Set up and secure a small to medium-sized network.
2. Recognize the potential security threats facing the modern network.
3. Secure network environment using firewalls, VPNs and other tools.
4. Monitor for signs of intrusion and handle incident responses.
5. Perform configuration on routers, switches, and hardware security appliances.
6. Perform basic system administration including management of system accounts
7. Apply critical thinking skills in order to resolve troubleshooting and security issues.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
CSCN101N	Computer Architecture and Operating Systems	2	3	3
CSCN104N	Internet of Things	2	2	3
CSCN116N	Networking Basics	2	2	3
General Education Core Requirement:				
	Behavioral Social Science	3	0	3
OR				
General Education Core Requirement:				
	History / Political Science	3	0	3

**Semester Credits: 16**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCN216N	Routing and Switching Essentials	3	3	4
CSCN150N	Fundamentals of Cybersecurity	2	2	3
CSCN170N	Linux Essentials	2	2	3
CSCI161N	Introduction to Programming	2	2	3
General Core Education Requirement:				
	Quantitative Literacy *	4	0	4

**Semester Credits: 17**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CSCN204N	Administering Windows Servers	2	2	3
CSCN211N	Network Security Monitoring	2	2	3
CSCN217N	Scaling Networks	2	2	3
General Education Core Requirement:				
	English/Communications	3	0	3
	General Education Core Requirement: Science**	3	2/3	4

**Semester Credits: 16**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCN210N	Advanced Windows Servers	2	2	3
CSCN250N	CCNA Security	2	2	3
	Elective in the Major*	2	2	3
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3

**Semester Credits: 12**

**Total 61 Credits**

\*Includes CSCN, ELET, MATH or BCPT courses

\*\*Science elective must be 4 credits

# Associate in Science Degree in Early Childhood Education

## (Evening Program)

The Associate Degree and Certificate in Early Childhood Education provide the theoretical studies and practical experiences that prepare the graduate to care for and teach children from infancy through age eight in a variety of early childhood education and care settings. Graduates may be qualified for employment opportunities in child development and child care programs, preschools, nurseries, head start, after school programs, and private kindergartens. Degree graduates may also be eligible for employment as a paraprofessional in the public school setting in kindergarten through third grade. For students looking to pursue an education beyond the associate degree, the degree program is designed to provide transferability to bachelor degree programs in Early Childhood Education. Students work closely with their academic advisor for proper course selection and sequencing to prepare for transferability.

The Early Childhood Education degree and certificate course curriculum follows the standards of the National Association of the Education of the Young Child Degree Standards for Preparing Early Childhood Professionals. The degree also provides general education courses that offer the student the opportunity to develop an understanding and knowledge of concepts and skills that support the development of the educated person. Supervised practicum field experiences provide direct experience with the young child in an early childhood setting. Future early childhood teachers are encouraged to gain extended practical experience with young children by completing observation experiences offered in many of the courses.

Students in this program are advised that to participate in the practicum field experience, and to gain employment working with young children, they must be free of criminal convictions as required by the NH Bureau of Child Care Licensing and the NH Department of Education. It is now required that students complete the fingerprinting process through State Police or DMV in order to participate in the ECE practicum field experience. The student may incur fees in meeting these requirements. The College must insure that students in the program do not put themselves or children in jeopardy during the practicum field experience

### TECHNICAL STANDARDS

Technical Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the Early Childhood Education profession. Applicants who feel they may not be able to meet one or more of the technical standards should contact department faculty to discuss individual cases.

The Early Childhood Education Department will seriously consider all academically qualified candidates provided that the technical standards can be met with or without reasonable accommodations. No essential technical standards will be waived or modified. Information on the Technical Standards for this program is also available in the Technical Standards section of this catalog.

Students in Early Childhood Education program must have sufficient strength, stamina, motor coordination and sensory capabilities to perform the following:

- Standing for sustained periods of time, walking, running, bending, and sitting on the floor to meet children's needs and accomplish tasks;
- Frequent lifting, moving and transferring children, especially infants and toddlers;
- Sufficient visual and hearing acuity to ensure a safe environment; and ability to respond quickly to children, colleagues, and professional partners in the event of emergency;
- Sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, colleagues, professional partners, and parents;
- Sufficient skills in written expression to accurately record children's daily progress and milestones as well as medications administered, accident and suspected child abuse/neglect reports, etc.;
- Ability to work with frequent interruptions, to respond appropriately to unexpected situations including situations requiring immediate crisis response and role responsibility exchange; to demonstrate safe and required care for children, families, colleagues and the workplace as a whole; and to cope with substantial variations in workload and stress levels;
- Ability to consistently attend and participate in classes and practice in a timely manner;
- Ability to demonstrate and maintain organizational skills and time management in classes and at the practicum site;
- Ability to respond to children's personal needs, including changing diapers, in a manner that safeguards the health and safety of the student, children, and staff;
- Ability to work in a professional and respectful manner with a diverse range of children including children of different races, cultures, religions, and ethnicities as well as children with a wide range of disabling conditions;
- Ability to maintain proper boundaries in both the school and home environments; and
- Ability and disposition to adhere to and practice the Code of Ethical Conduct set forth by the National Association for the Education of Young Children.

NCC reserves the right to amend its technical standards at anytime and impose them on all current students.

Upon the completion of the degree in Early Childhood Education, graduates will be able to:

- Promote child development and learning: understanding young children's characteristics and needs, the multiple influences on their development and learning; and how to create healthy, respectful, supportive and challenging learning environments;
- Building family and community relationships: understanding diverse family and community characteristics through respectful, reciprocal relationship and involving them in their children's development and learning;
- Observe, document, and assess young children to support them and their families: understanding the goals, benefits and uses of various types of and then applying the appropriate assessment tools and approaches to promote positive outcomes for each child as well as to building partnerships with families and other professionals;
- Use developmentally effective approaches: to understand positive relationships and supportive interactions as the foundation of their work with young children. Know and understand effective strategies and tools for early education, including appropriate uses of technology. Using a broad repertoire of developmentally appropriate teaching /learning approaches. Be able to reflect on own practice to promote positive outcomes for each child;
- Use content knowledge to build meaningful curriculum: Understand content knowledge and resources in academic disciplines: language and literacy; the arts – music, creative movement, dance, drama, visual arts; mathematics; science, physical activity, physical education, health and safety; and social studies. Know and use the central concepts, inquiry tools, and structures of content areas or academic disciplines. Use own knowledge, appropriate early learning standards, and other resources to design, implement, and evaluate developmentally meaningful and challenging curriculum for each child;
- Become a professional: Identify and involve oneself with the early childhood field. Know about and uphold ethical standards and other early childhood professional guidelines. Engage in continuous, collaborative learning to inform practice; using technology effectively with young children, with peers, and as a professional resource. Integrate knowledgeable, reflective, and critical perspectives on early education.
- Engaging in informed advocacy: for young children and the early childhood profession.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
ECE101N	Foundations of Early Childhood Education	3	0	3
ECE102N	Growth and Development of the Young Child	3	0	3
General Education Core Requirement: Quantitative Literacy				
		4	0	4

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ECE103N	Safe Healthy ECE Programs	3	0	3
ECE104N	Curriculum for Early Childhood Care and Education	3	0	3
ECE105N	Children with Special Needs and Their Families	3	0	3
PSYC101N	Introduction to Psychology	3	0	3
BIOL115N	Nutrition	3	0	3
OR				
General Education Core Requirement: Science				
		3	2/3	4

**Semester Credits: 15/16**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
ECE190N	Early Childhood Education Practicum I	1	8	3
ECE200N	Programs for Infants and Toddlers	3	0	3
ECE204N	Behavior Guidance and Classroom Management	3	0	3
ECE215N	Creativity & the Young Child	3	0	3
General Education Core Requirement: English / Communications				
		3	0	3

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
ECE203N	Emerging Literacy in Early Childhood Education	3	0	3
ECE290N	Early Childhood Education Capstone Course	1	8	3
ECE230N	The ECE Profession and the ECE Portfolio	2	0	2
General Education Core Requirement: History / Political Science**				
		3	0	3
General Education Core Requirement: Humanities / Fine Arts or Global Awareness**				
		3	0	3
ECE201N	Organization and Management in Early Childhood Education**	3	0	3
OR				
General Education Core Requirement: Behavioral Social Science**				
		3	0	3

**Semester Credits: 17**

### Total 61/62 Credits

\*\*Students are advised to meet with their advisor to make appropriate elective selections based on their career goals and to facilitate the broadest range of transferability.

This degree meets requirements for State of New Hampshire DHHS Bureau of Child Development and Head Start Collaboration credential of Teacher Credential Level 5 or Administrator Level 1, with course ECE 201N Organization and Management in Early Childhood Education.

# Early Childhood Education Certificate

This certificate will prepare the student to work directly in the early childhood child care and education environment. The courses in the certificate meet NH Child Care Licensing Requirements as well as provide knowledge in the Core Knowledge areas required for by NHDHHS, Bureau of Child Development and Head Start Collaboration Credential. The course curriculum follows the standards of the National Association of the Education of the Young Child Degree Standards for Preparing Early Childhood Professionals.

Upon completion of the ECE certificate, students may enter NH Child Care and Early Childhood Education programs as lead teachers, associate level teacher, assistant level teacher.

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
ECE101N	Foundations of Early Childhood Education	3	0	3
ECE102N	Growth and Development of the Young Child	3	0	3
ECE103N	Safe and Healthy Programs in Early Childhood Education	3	0	3
ECE104N	Curriculum for Early Childhood Care and Education	3	0	3
ECE190N	Early Childhood Education Practicum I	1	8	3
ECE230N	The ECE Profession and Professional Portfolio	2	0	2
ECE200N	Dev. App. Programs for Infants and Toddlers*	3	0	3
	OR			
ECE105N	Children with Special Needs and their Families*	3	0	3
	OR			
ECE204N	Guidance and Classroom Management*	3	0	3

## Total 24 Credits

Meets requirements for State of New Hampshire credential of Associate Level 4 Teacher.

\* Students are advised to meet with their advisor and choose appropriate courses depending on their goals and work requirements.

Upon the completion of the Early Childhood Education Certificate, graduates will be able to:

1. Use their knowledge and understanding of the young child's development to provide opportunities and environments that support the physical, social, emotional, language, cognitive, and creative development and learning of children birth through age eight.
2. Understand, respect, and value the need for supportive relationships with the families of young children in relationship to the child's development and learning.
3. Understand and mindfully assist in and use informal and formal observation, documentation and assessment strategies and techniques to plan and individualize the learning environment, curriculum and teacher interactions and practices for young children.
4. Assist in the establishment and maintenance of positive and supportive relationships with young children in an environment that has been designed to be a physically, cognitively, emotionally, and psychologically respectful and healthy learning environment for all young children.
5. Demonstrate college-level proficiency in the skills of written and verbal communication.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

# Associate in Arts Degree in Educator Preparation

## (Day/Evening Program)

The Associate in Arts Degree in Educator Preparation offered by Nashua Community College is designed to prepare students to transfer to Educator Preparation Programs at four-year colleges and universities or to work as paraeducators in school settings.

The Educator Preparation Program (EPP) uses the NH Department of Education Professional Educator Preparation Programs/IntASC standards and the recommendations of the NH Task Force on Effective Teaching. The degree establishes requirements in three areas: 1) general education 2) educator preparation and 3) an area of concentration.

The general education area is a coherent and substantive balance in English and literature; science; mathematics; social science; and humanities/arts/world language. Educator preparation area courses help students determine if education is truly a career of interest. The educator preparation area provides an introduction to education as a profession and offers entry-level courses that transfer to many NH bachelor's degree programs in education. Finally, at the beginning of their Educator Preparation program, all students should also select an area of concentration - that is a "major" such as reading, math, social studies, etc.

Field-based experiences are required in most Educator Preparation courses. Students are expected to provide their own transportation to these sites. Professional language, behavior and dress are expected at all times. Students must demonstrate that they have sufficient social, emotional, and physical abilities to respond quickly and appropriately to unexpected student and classroom situations. Please refer to the Technical Standards for details regarding this program.

Students must complete a NH Criminal History Records (CHRI) check when first enrolling in the Educator Preparation Program at NCC. Criminal History Records Release Forms are available on each course's Canvas site. There is a fee for the CHRI. Students may not participate in field experiences until they have submitted their forms and appropriate payment to the Program Advisor for EPP or designee.

Students should be aware that NH state standards (ED606.1 (a) 1) require that "Prior to full admission into (a four/five year educator preparation program) a candidate shall demonstrate proficiency in numeracy and literacy by passing a nationally approved test of academic proficiency." Most four/five year Educator Preparation Programs also require a minimum 2.5 GPA, and often a 3.0 in the student's major for transfer. Students will also be required to take Praxis II in their subject area which, for elementary teachers, requires knowledge in English/language arts, mathematics, science, and social studies as well as in the area of education. Technology skills are expected for educators at all grade levels. Courses should be taken to ensure students are able to meet these requirements. If students did not score above the 50th percentile on their SATs in math and English, they are encouraged to take the Praxis Core of Academic Skills for Educators (or similar test such as the MTEL) as soon as they have completed their required mathematics and English courses at NCC to determine their level of proficiency prior to transfer.

Because each four/five year institution has unique requirements for its Educator Preparation Program, it is imperative that early in their college career, students consider to which institutions they may wish to transfer to be prepared with the appropriate course requirements for transfer. Students should contact NCC Academic Advising or the Program Coordinator of the Educator Preparation Program to be sure their planned program will prepare them for their futures.

Upon completion of the Associate Degree in Arts in Educator Preparation, graduates will be able to:

1. Demonstrate a beginning understanding of various education professions including the historical context, the implications of the profession, and the role played by education in contemporary society.
2. Articulate a beginning philosophy of education that incorporates an understanding of relevant theories and models of education.
3. Demonstrate a comprehensive knowledge and appreciation of the general education areas of literature, science, mathematics, social sciences, and humanities/fine arts/world language.
4. Exhibit beginning knowledge, skills and dispositions of the reflective practitioner as outlined in the NH Department of Education's Standards for Educational Personnel/IntASC Standards.
5. Apply an understanding of diversity, equity, exceptionality, and adult-student-peer relationships to the creation of positive classroom environments that maximize on-task student behavior and support academic, social, and emotional student learning.
6. Make informed decisions regarding one's future career choices based on chosen goals.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## EDUCATOR PREPARATION PROGRAM

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
EDU130N	Foundations of Education	3	0	3
ENGL101N	College Composition	4	0	4
General Education Core Requirement: History/Political Science (HIST140N or HIST141N recommended)				
		3	0	3
Quantitative Literacy Core Requirement: (MATH106N recommended)				
		4	0	4
General Education Core Requirement: Humanities/Fine Arts OR Global Awareness*				
		3	0	3
<b>Semester Credits: 17</b>				

### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
EDU132N	Introduction to Exceptionalities	3	0	3
General Education Requirement: English/Communications*				
		3	0	3
General Education Core Requirement: Science* (Lab Science required)				
		3	2/3	4
General Education Core Requirement: Behavioral Social Science (PSYC 201N recommended)				
		3	0	3
Elective in area of concentration*				
		3	0	3
<b>Semester Credits: 16</b>				

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
EDU231N	Teaching with Technology	2	2	3
General Education: Quantitative Literacy (MATH110N or higher recommended)				
		4	0	4
General Education Elective Humanities/Fine Arts OR Global Awareness*				
		3	0	3
General Education Elective: Behavioral Social Science*				
		3	0	3
Elective in area of concentration*				
		3	0	3
<b>Semester Credits: 16</b>				

### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
EDU240N	Creating Positive Learning Environments	3	0	3
General Education Elective Humanities/Fine Arts OR Global Awareness*				
		3	0	3
General Education Requirement: Science (Lab Science Required)*				
		3	2/3	4
Elective in area of concentration* (EDU135N Recommended for Elementary majors)				
		3	0	3
<b>Semester Credits: 13</b>				

**Minimum Total Credits: 62**

#### \*Consult with advisor for transfer

Students are advised to contact transfer institutions in order to make appropriate elective course selections. Please check with the Educator Preparation Program Coordinator prior to registering for courses.

Two lab science electives must be selected. ("BIOL115N - Nutrition" does not satisfy this requirement at most institutions). Check with an advisor to discuss transfer requirements at the four/five year institution of your choice.

Students planning on transferring to a four/five year institution in Educator Preparation must select an area of concentration aligned with their transfer institution's requirements.

Several higher education institutions require two semesters of a second language so students may wish to plan their Humanities/Arts/World Language courses to meet this requirement.

Students are strongly encouraged to take Praxis Core of Academic Skills for Educators (or equivalent) test prior to graduation. This should be a focus of the final semester.

### PARA EDUCATOR II CERTIFICATES:

#### EARLY CHILDHOOD PARA EDUCATOR II CERTIFICATE

(Focus on K - Grade 3)

		CL	LAB	CR
ECE105N	Children with Special Needs and their Families	3	0	3
MATH103N	Quantitative Reasoning	4	0	4
OR				
MATH110N	Algebra & Trigonometry	4	0	4
ENGL101N	College Composition	4	0	4
ECE204N	Behavior Guidance and Classroom Management in Early Childhood Education	3	0	3
ECE203N	Emerging Literacy in Early Childhood Education	3	0	3

**Total Credits 17**

#### SCHOOL-AGED PARA EDUCATOR II CERTIFICATE

(Focus on Grades 3 - 12)

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
EDU132N	Introduction to Exceptionalities	3	0	3
EDU135N	Supporting Reading and Writing Skills of Diverse Learners	3	0	3
MATH110N	Algebra & Trigonometry	4	0	4
EDU240N	Creating Positive Learning Environments	3	0	3

**Total Credits 17**

# Associate in Science Degree in Electronic Engineering Technology

(Day/Evening Program)

The Electronic Engineering Technology Program concentrates on the use of principles and theories of science, engineering and mathematics to solve technical problems in research and development, manufacturing, sales, construction, and maintenance. Through the use of modern electronic laboratories, the student will become familiar with the areas of electronics, including circuit analysis, analog and digital integrated circuits, discrete semiconductor devices, electronic communications and linear operational amplifier circuits. The student will also become familiar with C++ programming and microcontrollers using assembly language programming.

This program provides students with knowledge of currently established design and laboratory techniques.

The U.S. Department of Labor's Bureau of Statistics (BLS) reports that one of the top ten best paying jobs for individuals with an associate's degree is the Engineering Technician, with positive job growth expected through 2026.

In addition to the general admission requirements, Electronics Engineering Technology applicants should be aware of the following criteria:

Completion of high school Algebra I, Algebra II and Geometry are recommended as well as other high school courses such as physics, chemistry, electronics and computer programming. Basic writing skills in English are required. Accepted students will be required to possess or purchase approximately \$100 of minor accessories.

The Electronic Engineering Technology program prepares graduates to have competence in the following curricular areas:

a. the application of circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems; and

b. the application of natural sciences and mathematics at or above the level of algebra and trigonometry to the building, testing, operation, and maintenance of electrical/electronic systems.

Technical Standards: Please refer to Technical Standards for details regarding this program.

An agreement with UNH-Manchester will allow NCC students the option of an UNH-Manchester degree in electronic engineering technology and continue their coursework at UNH-Manchester to earn a Bachelor of Science degree in electrical engineering technology.

\*\*\*Accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ELET115N	Introduction to Programming Using C++	2	3	3
ELET121N	Digital Circuits I	2	3	3
ELET131N	Circuit Analysis I	3	3	4
ENGL101N	College Composition	4	0	4
MATH110N	Algebra and Trigonometry	4	0	4

**Semester Credits: 18**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ELET132N	Circuit Analysis II	3	3	4
ELET141N	Electronics I	3	3	4
ENGL122N	Technical Writing	3	0	3
MATH120N	Precalculus	4	0	4
PHYS130N	Physics I	3	3	4

**Semester Credits: 19**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
ELET250N	MicroControllers	3	3	4
ELET241N	Electronics II	3	3	4
HUMA230N	Ethics in Workplace	3	0	3
MATH210N	Calculus I	4	0	4
PHYS131N	Physics II	3	3	4

**Semester Credits: 19**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
ELET221N	Advanced Digital Circuits	3	3	4
ELET245N	Communications Theory and	2	2	3
OR				
MATH211N	Calculus II	4	0	4
ELET274N	EET Capstone Project	1	3	2
PSYC130N	Human Relations	3	0	3

OR  
General Education Core Requirement Elective: Behavioral Social Science

**Semester Credits: 12/16**

**Total 68/72 Credits**

At the completion of the degree in Electronic Engineering Technology, graduates must demonstrate that they will be able to:

1. apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
2. design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
3. apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature
4. conduct standard tests, measurements, and experiments and to analyze and interpret the results; and
5. function effectively as a member of a technical team.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.



# Associate in Arts Degree in English

## (Day/Evening Program)

The Associate in Arts Degree in English has been developed to provide the first two years of preparation for a student wishing to complete a bachelor degree with a major in English. Students who choose this program have the opportunity to plan their courses in one of the following focus areas:

- Literature
- Writing (professional and creative)

Students selecting English must have strong writing, critical thinking and application skills in order to be successful in this program. At a four-year transfer institution, the student may elect a major in English, journalism, literature, American studies or writing. Career tracks for an English major include education, writing, editing, reporting, law, publishing, and foreign service, among many other choices. All students in the program are required to complete the following courses:

- ENGL101N College Composition or ENGL110N Honors Expository Writing (minimum grade of B- required) (Note: transfer or Running Start credit requires a minimum grade of B-; comparable CLEP score is 59)
- ENGL102N College Composition II: Writing About Literature
- ENGL105N Introduction to Literature
- Two semesters of sequential British literature courses (ENGL230N/ENGL231N)
- ENGL241N American Literature: Civil War to Present
- ENGL285N Topics in English Studies Seminar

Students are encouraged to work closely with their academic advisor while at NCC. An early decision by the student as to the four-year college/university to which he/she plans to transfer will make the advising process more effective. Students planning to transfer into an English program at a four-year institution are encouraged to contact that institution's transfer admission office to review specific curriculum requirements.

Upon the completion of the degree in English, graduates will be able to:

1. Create a connection of textual analysis to cross disciplinary subjects.
2. Display a professional work ethic as a result of adhering to completeness and timeliness requirements of the curriculum.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

**\*\*Suggested Electives for Four-Year Degree Focus:**

Literature

ENGL215N / ENGL240N

Writing

ENGL103N / ENGL122N / ENGL206N / ENGL235N

Speaking:

ENGL109N

Communications:

COMM101N, COMM102N, COMM115N, COMM120N,

COMM125N, COMM130N, COMM204N, COMM206N

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL110N	College Composition	4	0	4
MATH106N	Statistics I	4	0	4
General Education Core Requirement:				
Behavioral Social Science		3	0	3
General Education Core Requirement:				
Humanities/Fine Arts or Global Awareness		3	0	3

**Semester Credits: 14**

### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ENGL102N	College Composition II: Writing About Literature	3	0	3
General Education Core Requirement:				
History/Political Science		3	0	3
General Education Elective (or Core Requirement):				
Quantitative Literacy*		3/4	0	3/4
General Education Elective (or Core Requirement):				
Humanities/Fine Arts or Global Awareness		3	0	3
ENGL105N	Introduction to Literature	3	0	3

**Semester Credits: 15/16**

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
General Education Core Requirement: Science				
		3	2/3	4
General Education Elective (or core Requirement):				
Behavioral Social Science OR				
History/Political Science		3	0	3
ENGL230N	British Literature Middle Ages to 1800	3	0	3
ENGL241N	American Literature Civil War to Present	3	0	3
ENGL/COMM Elective**		3	0	3

**Semester Credits: 16**

### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
General Education Elective (or Core Requirement):				
Science		3	0/3	3/4
General Education Elective (or Core Requirement):				
Humanities/Fine Arts or Global Awareness		3	0	3
ENGL231N	British Literature 1800 to Present	3	0	3
ENGL/COMM Elective**		3	0	3
ENGL285N	Special Topics in English Studies Seminar	3	0	3

**Semester Credits: 15/16**

### Minimum 60/62 Credits

A minimum of 60 credits must be earned in the required categories to complete the program of studies. A minimum of 15 credits must be earned at Nashua Community College, and 8 of those 15 credits must be earned in courses at the 200 level.

\*ECON201N/202N will satisfy the Quantitative Literacy elective for this major.

# Associate in Science Degree in Foundations in Data Analytics

(Day/Evening/Online Program)

The Foundations of Data Analytics program provides a strong base for students interested in developing skills to collect, organize, analyze, interpret and present data. Students completing the program can pursue employment or a baccalaureate degree in the area of data analytics. The combination of courses in mathematics, computer science, and data analytics provides the student with the necessary knowledge and experience to use large data sets to make data driven decisions and to effectively communicate patterns and relationships. Program content is reinforced with hands on experience, and students will be required to apply course content to applications from business and industry.

Upon completion of this program students will have a strong foundation in computing, mathematics and data science needed to succeed in an entry level data analytics position or to pursue a baccalaureate degree.

Technical Standards: Please refer to Technical Standards for details regarding this program.

Upon the completion of the degree in Foundations in Data Analytics, graduates will be able to:

1. Understand the data science life cycle and how it applies across a variety of industries.
2. Efficiently collect and organize data from a variety of sources.
3. Effectively apply statistical tools to identify patterns and relationships in large data sets.
4. Effectively use data mining techniques to make recommendations to address real world problems.
5. Effectively communicate patterns and relationships using a variety of data visualization techniques.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
DATA101N	Introduction to Data Analytics (1st half semester)	2	2	3
MATH106N	Statistics I	4	0	4
CSCI161N	Introduction to Programming	2	2	3
DATA105N	Data Mining (2nd half semester)	2	2	3
<b>Semester Credits: 17</b>				

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCI207N	Database Design and Management	2	2	3
ENGL109N	Public Speaking	3	0	3
DATA120N	Applied Data Analysis (1st half semester)	2	2	3
MATH206N	Statistics II	4	0	4
General Education Core Requirement:				
	Behavioral Social Science	3	0	3
OR				
General Education Core Requirement:				
	History / Political Science	3	0	3
<b>Semester Credits: 16</b>				

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
BUS101N	Introduction to Business	3	0	3
MATH210N	Calculus I	4	0	4
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3
General Core Education Requirement: Science				
		3	2/3	4
<b>Semester Credits: 14</b>				

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
MATH211N	Calculus II	4	0	4
DATA205N	Data Visualization (2nd half semester)	2	2	3
DATA220N	Introduction to Machine Learning (2nd half semester)	2	2	3
MATH215N	Linear Algebra	4	0	4
<b>Semester Credits: 14</b>				

**Total 61 Credits**

# Data Analytics Certificate

The Certificate in Data Analytics provides a strong base for professionals or students interested in developing skills to collect, organize, analyze, interpret and present data. The combination of courses provides the necessary knowledge and experience to use large data sets to make data driven decisions and to effectively communicate patterns and relationships. Content is reinforced with hands on experience applying course content to applications from business and industry using current industry accepted computer programs.

<b>Fall Semester</b>		<b>CL</b>	<b>LAB</b>	<b>CR</b>
DATA101N	Introduction to Data Analytics (1st half semester)	2	2	3
MATH106N	Statistics I	4	0	4
CSCI161N	Introduction to Programming	2	2	3
DATA105N	Data Mining (2nd half semester)	2	2	3
<b>Spring Semester</b>		<b>CL</b>	<b>LAB</b>	<b>CR</b>
DATA120N	Applied Data Analysis (1st half semester)	2	2	3
CSCI207N	Database Design and Management	2	2	3
DATA205N	Data Visualization (2nd half semester)	2	2	3
DATA220N	Introduction to Machine Learning (2nd half semester)	2	2	3
		<b>Total Credits: 25</b>		

Upon the completion of the Data Analytics Certificate, graduates will be able to:

1. Understand the data science life cycle and how it applies across a variety of industries.
2. Efficiently collect and organize data from a variety of sources.
3. Effectively apply statistical tools to identify patterns and relationships in large data sets.
4. Effectively use data mining techniques to make recommendations to address real world problems.
5. Effectively communicate patterns and relationships using a variety of data visualization techniques.

# Associate in Science Degree in General Studies

## (Day/Evening Program)

The Associate in Science in General Studies degree program is designed for students who wish to pursue a flexible degree plan tailored to their specific educational or career goals. Students pursue the General Studies degree to acquire new skills, to upgrade their current occupational skills, or to build a foundation for further education.

The General Studies program may be appropriate for students who:

- Have earned a variety of college credits and want to complete a degree
- Wish to sample various course offerings within degree programs to help guide their future
- Have career goals that cannot be met through another degree program

Since the General Studies degree plan is developed around individual career goals, prospective students must meet with the General Studies Program Coordinator to establish a program of study.

### Residency Requirements

At least 15 semester credits must be taken at Nashua Community College not including transfer credits. A minimum of 8 credits of coursework in the program must be completed at the "200" level.

### Admission Requirements

Applicants must:

- Be high school graduates or have the GED equivalent.
- Submit an application for admission and have official transcripts forwarded to Nashua Community College by secondary and post-secondary institutions previously attended.
- Participate in the ACCUPLACER® Placement Assessment test when appropriate.

At the completion of the degree in General Studies, graduates will be able to:

1. Articulate an understanding of the importance of lifelong learning.
2. Use contemporary information technology to locate, evaluate and utilize information for an intended purpose.
3. Express oneself clearly and cogently, through written and oral communication.
4. Employ both qualitative and quantitative reasoning to solve problems.
5. Apply logical, critical, ethical, and creative thinking to analyze problems, evaluate alternative solutions, and make decisions.
6. Integrate and apply the fundamental processes of scientific inquiry, social sciences, and arts and humanities.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

### Graduation Requirements

A minimum of 61 credits is required for graduation to be distributed in the following manner:

	<b>CR</b>
Specialty and Support courses	32
General Education as follows:	24
ENGL101N College Composition	4
General Education Core Requirement: English / Communications	3
General Education Core Requirement: Science	4
General Education Core Requirement: Behavioral Social Science	3
General Education Core Requirement: History / Political Science	3
General Education Core Requirement: Quantitative Literacy	4
General Education Core Requirement: Humanities / Fine Arts or Global Awareness	3
Open Electives	6

# Associate in Science Degree in General Studies Health (Day/Evening/Online Program)

The Associate in Science in General Studies Health degree program has been designed for students who have a desire to work in the healthcare industry or allied health but who have not yet chosen a specific health field or area of interest.

The first year includes courses that would be required for general education as well as a career in the healthcare field. At the end of the first year, students will have the option of transferring to another associate degree program to complete their course work in a specific field or continue on to receive their associate degree with a focus on coursework pertaining to their focused health related interest. The second year is flexible for students to choose courses that could then potentially transfer to a 4 year college in the field of their choice.

With careful planning, the student will be able to earn credits that will fit their intended field of study. Matriculated students will work with a faculty advisor to design a program of study that meets the individual's needs.

Acceptance into the General Studies Health program does not guarantee acceptance in or give preferential treatment to an applicant to a specific health program at a later date.

After completion of general studies health program, the student will meet the following outcomes:

1. The student will communicate effectively and fluently; read with comprehension; listen, speak and write competently.
2. The student will develop skills in reflection, analysis, logical reasoning, and evaluation to formulate judgments, reach conclusions, and solve problems.
3. The student will evaluate and utilize quantitative and qualitative data and apply mathematical and scientific principles and methods.
4. The student will utilize technology to locate, evaluate, organize, and utilize information accurately and responsibly.
5. The student will acquire knowledge and skills to function effectively as informed and responsible citizens.
6. The student will acquire knowledge and skills that will enable respect for diversity as well as an awareness of global interdependency.
7. The student will formulate a plan for personal and professional growth in a health related career.
8. The student will articulate the importance and necessity of lifelong learning in particular as it applies to health related fields.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## Residency Requirements

At least 15 semester credits must be taken at Nashua Community College not including transfer credits. A minimum of 8 credits of coursework in the program must be completed at the "200" level.

## Admission Requirements

Applicants must:

- Be high school graduates or have the GED equivalent.
- Submit an application for admission and have official transcripts forwarded to Nashua Community College by

secondary and post-secondary institutions previously attended.

- Participate in a personal interview if required.
- Participate in the ACCUPLACER® Placement Assessment test when appropriate.

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ANTH105N	Ethnography of Work -OR- General Education Core Requirement:			
Behavioral Social Science		3	0	3
PSYC101N	Introduction to Psychology	3	0	3
BIOL201N	Anatomy and Physiology I -OR-			
BIOL105N	Biology in Focus: Cellular Basis of Life -OR-	3	3	4
CHEM110N	Chemistry for Health Sciences	3	2	4
ENGL101N	College Composition	4	0	4

**Semester Credits: 14**

### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
BIOL202N	Anatomy and Physiology II - OR -			
BIOL105N	Biology in Focus: Cellular Basis of Life - OR-	3	3	4
CHEM110N	Chemistry for Health Sciences	3	2	4
PSYC201N	Human Growth and Development	3	0	3
MATH106N	Statistics I	4	0	4
	General Education Core Requirement: Humanities/Fine Arts or Global Awareness	3	0	3
	General Education Core Requirement: English/Communications	3	0	3

**Semester Credits: 17**

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
BIOL210N	Medical Microbiology	3	3	4
BIOL201N	Anatomy and Physiology I (if not taken semester 1)	3	3	4

Specialty and Support Courses\* as appropriate to student's career plans  
\*8 credits in specialty and support courses if taking BIOL201N this semester.

**Semester Credits: 16**

### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
BIOL202N	Anatomy and Physiology II (if not taken semester II)	3	3	4

Specialty and Support Courses\* as appropriate to student's career plans  
\*12 credits in specialty and support courses if taking BIOL202N

**Semester Credits: 16**

**Minimum Total Degree Credit Hours: 60 Credits**

# Associate in Arts Degree in History & Political Science

(Day/Evening Program)

The Associate in Arts Degree in History & Political Science has been developed to provide the first two years of preparation for a student wishing to complete a bachelor degree with a major in history or political science.

The Liberal Arts Degree in History and Political Science may be especially appropriate for students who plan to pursue careers in the fields of education, government, historic preservation, public history, or law. Students are encouraged to work closely with their academic advisor while at NCC. An early decision by a student as to the four-year college/university to which he/she plans to transfer will make the advising process more effective.

Upon the completion of the degree in History & Political Science, graduates will be able to:

1. Utilize knowledge of historical trends, political institutions and processes to evaluate contemporary problems/issues.
2. Practice collaborative skills that prepare individuals to engage in the democratic process.
3. Employ the historical method of inquiry as a problem solving tool.
4. Identify frame of reference and context when evaluating evidence.
5. Differentiate between facts and interpretations.
6. Synthesize multiple perspectives when problem solving.
7. Support hypotheses with credible evidence.
8. Communicate hypotheses effectively both orally and in writing.
9. Cite sources using the Chicago Manual of Style.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

			CL	LAB	CR
ANTH105N	Ethnography of Work		3	0	3
OR					
General Education Core Requirement: Behavioral Social Science					
ENGL101N	College Composition		4	0	4
HIST101N	Western Civilization from Ancient Times to 1700		3	0	3
MATH106N	Statistics I		4	0	4

**Semester Credits: 14**

## FIRST YEAR - SPRING SEMESTER

			CL	LAB	CR
General Education Core Requirement:					
English/Communications					
POLS101N	Introduction to Political Science		3	0	3
OR					
POLS106N	Citizen and Society				
General Education Core Requirement: Science					
GEOG110N	World Regional Geography		3	0	3
OR					
GEOG130N	Human Geography				
HIST102N	Western Civilization from 1600 to the Present		3	0	3

**Semester Credits: 16**

## SECOND YEAR - FALL SEMESTER

			CL	LAB	CR
ECON202N	Macroeconomics*		3	0	3
General Education Elective (or Core Requirement): History/Political Science**					
			3	0	3
General Education Elective (or Core Requirement): History/ Political Science**					
			3	0	3
General Education Core Requirement: Science					
			3	0/2	3/4
General Education Core Requirement:					
			3	0	3

**Semester Credits: 15/16**

## SECOND YEAR - SPRING SEMESTER

			CL	LAB	CR
General Education Elective (or Core Requirement): History/ Political Science**					
			3	0	3
General Education Core Requirement:					
			3	0	3
General Education Core Requirement:					
			3	0	3
General Education Elective (or Core Requirement): Global Awareness***					
			3	0	3
HIST285N	Intro to Historical Research Methods		3	0	3

**Semester Credits: 15**

## Total 60/61 Credits

A minimum of 60 credits must be earned in the required categories to complete the program of studies. A minimum of 15 credits must be earned at Nashua Community College, and 8 of those 15 credits must be earned in courses at the 200 level

\*Fulfills General Education Quantitative Literacy requirement for this major.  
\*\* Consult Advisor\*\*\*Depending on a student's transfer pathway, it may be recommended that he/she study two semesters of the same world language.

# Associate in Science Degree in Honda Automotive Technology Professional Automotive Career Training (PACT) (Day Program)

The Honda Automotive Technology program, otherwise known as PACT (Professional Automotive Career Training) is a partnership among Nashua Community College, American Honda Motor Co., Inc. and Honda/Acura Dealers. This associate degree program is designed to train students for employment in Honda/Acura dealerships and to prepare them for ASE Master certification. The training includes classroom theory, hands-on lab work, an internship at a dealer and general education components. The technical instruction at the College is conducted in a professionally equipped, modern facility. American Honda supplies the program with vehicles, special tools, and access to technical data.

Graduates of the PACT program will have received more than 50% of the required training to become a Honda/Acura Master Technician in addition to being prepared for ASE Master certification. This is a significant head start into a career with job security and high income potential.

In addition to the general admission requirements, the PACT Program applicants should be aware of the following criteria:

1. A minimum of one year of high school algebra is recommended. Basic skills in written English are required.
2. Required interview with the Program Coordinator.
3. A basic automotive tool kit and roll cabinet are required. A copy of the required tool kit list is available on the College website. The major tool manufacturers offer substantial discounts to enrolled PACT students. The College hosts a "Tool Day" at the College in late August for enrolled students needing tools or tool kits. Depending on the tool manufacturer, approximate tool kit cost is between \$2,000 and \$4,000.
4. After successfully completing all coursework in the first semester with a 2.0 GPA, students are then qualified for an internship. Students must maintain a CGPA of 2.0 to remain on internship.
5. All PACT students are required to complete the internship.
6. All PACT internships carry a per credit tuition charge.
7. Students must be matriculated into the PACT program to take HATN courses.
8. A copy of a valid driver's license and clean driving record are required for admission to the PACT program. (See PACT Program Coordinator for details.)

Students should familiarize themselves with the Industry and Transportation Department General Education Policies located in the General Education Policies section of this Catalog.

This program is Master Automobile Service Technology (MAST) Accredited by the National Automotive Technicians Education Foundation (NATEF)

Technical Standards: Please refer to Technical Standards for details regarding this program.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
HATN106N	Honda Internal Combustion Engine*	2	3	3
HATN121N	Honda Service and Maintenance*	2	4	4
HATN113N	Honda Electricity and Wiring*	2	3	3
ENGL101N	College Composition	4	0	4
General Education Core Requirement:				
	Quantitative Literacy	4	0	4

**Semester Credits: 18**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
HATN114N	Honda Steering and Suspension	2	4	4
HATN122N	Honda Brakes and Stability Systems	2	4	4
HATN185N	Honda Engine Performance I	2	4	4
HATN190N	Honda Dealer Internship I**	0	12	2
General Education Core Requirement:				
	English / Communications	3	0	3

**Semester Credits: 17**

## SUMMER SEMESTER

		CL	LAB	CR
HATN195N	Honda Dealer Internship II**	0	24	3

**Semester Credits: 3**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
HATN205N	Honda Advanced Electrical & Electronic Systems	2	4	4
HATN226N	Honda Transmission and Drivelines	2	6	4
HATN191N	Honda Dealer Internship III**	0	12	2
PHYS101N	Physical Science I	3	2	4
General Education Core Requirement:				
	Behavioral Social Science	3	0	3
OR				
General Education Core Requirement				
	History / Political Science	3	0	3

**Semester Credits: 17**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
HATN215N	Honda Engine Performance II	2	4	4
HATN228N	Honda Engine Repair	2	6	4
HATN221N	Honda Heating and AC Systems	2	4	4
HATN192N	Honda Dealer Internship IV**	0	12	2
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3

**Semester Credits: 15/17**

**Total 70 Credits**

# **Associate in Science Degree in Honda Automotive Technology Professional Automotive Career Training (PACT) (Day Program)**

\*A student must earn a 'C' or better in order to progress in this program.

\*\*Seven Internship credit hours total must be earned in order to graduate.

To qualify for a Honda dealership placement, a student must successfully complete all program coursework leading up to each of the internship courses. A 2.0 GPA is required for Internship placement.

Upon the completion of the degree in Honda Automotive Technology, graduates will be able to:

1. Evaluate, diagnose, and repair various automotive systems using NATEF guidelines.
2. Use technology and basic scientific principles for research and problem solving.
3. Employ effective written and oral communication skills.
4. Employ effective technical writing skills.
5. Utilize mathematical logic and analysis for problem solving.
6. Understand the connections between individuals and society.
7. Have the ability to achieve ASE Master Certification.
8. Demonstrate proficiency with the Honda Interactive Network and other technological and information resources.
9. Demonstrate effective interpersonal skills.
10. Perform reading skills at a college level.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.



# Associate in Arts Degree in Humanities

(Day/Evening Program)

The Associate in Arts degree program in Humanities is designed specifically to prepare students for successful transfer to a four-year baccalaureate degree program in a variety of majors. To achieve this purpose, the Humanities degree program provides students with a broad academic background in the field of fine arts, philosophy, and the humanities. Students may elect to focus their study in one of these three areas.

Students will have an opportunity to explore a variety of disciplines within the humanities while also completing the general education requirements necessary for transfer. The program also provides the student with the essential skills for academic, professional and personal purposes, including the ability to communicate effectively; think critically; analyze and apply inquiry from research; gain a global perspective; and appreciate cultural diversity. The College's required general education core studies further strengthens the students' skills areas.

Upon the completion of the degree in Humanities, graduates will be able to:

1. Communicate effectively and fluently; read with comprehension; listen, speak and write competently
2. Apply skills in reflection, analysis, logical reasoning, and evaluation to formulate judgments, reach conclusions, and solve problems.
3. Evaluate and utilize quantitative and qualitative data and apply mathematical and scientific principles and methods
4. Utilize technology and apply inquiry through researching and evaluating multiple perspectives from multiple formats
5. Acquire knowledge and skills to function effectively as informed and responsible citizens
6. Acquire knowledge and skills that will enable respect for diversity as well as an awareness of global interdependency
7. Develop an appreciation of the variety of fields of study in the humanities

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
ANTH105N	Ethnography of Work	3	0	3
HUMA101N	Introduction to Humanities	3	0	3
General Education Core Requirement:				
MATH103N	Quantitative Reasoning -OR-			
MATH106N	Statistics I*	4	0	4
<b>Semester Credits: 14</b>				

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
HUMA102N	Art Appreciation -OR-	3	0	3
HUMA103N	Music Appreciation	3	0	3
HUMA110N	Critical Thinking Skills -OR-	3	0	3
PHIL109N	Introduction to Philosophy	3	0	3
General Education Core Requirement:				
English/Communications				
		3	0	3
General Education Core Requirement:				
Behavioral Social Science				
		3	0	3
General Education Core Requirement: Science				
		3	2/3	4
<b>Semester Credits: 16</b>				

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
General Education Core Requirement: Science				
		3	0/3	3/4
General Education Core Requirement:				
Quantitative Literacy**				
		3/4	0	3/4
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
<b>Semester Credits: 15/17</b>				

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
General Education Core Requirement:				
Behavioral Social Science -OR-				
		3	0	3
General Education Core Requirement:				
History/Political Science				
		3	0	3
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
HUMA/PHIL/ARTS/GA Elective				
		3	0	3
<b>Semester Credits: 15</b>				

## Total 60/62 Credits

\*Students on the UNH pathway should take MATH106N in the first year.

\*\*MATH106N or ECON202N is recommended

Suggested Tracks: Humanities/Fine Arts/Philosophy

A minimum of 60 credits must be earned in the required categories to complete the program of studies. A minimum of 15 credits must be earned at Nashua Community College, and 8 of those 15 credits must be earned in courses at the 200 level.

# Associate in Science Degree in Human Services

## (Day/Evening Program)

The Associate in Science Degree program in Human Services prepares students to work with individuals who are consumers of the human services delivery system, providing them with direct services and linking them with other community services and resources.

Graduates of the Human Services program may be employed in human services agencies which deal with developmental disabilities, mental health, residential treatment, hospice care, abuse prevention and substance abuse. Graduates will be prepared for employment in positions such as service coordinator, group home manager, job coach, vocational instructor and trainer, residential living counselor, community living instructor, program manager, site supervisor, supported or independent living specialist, and family support coordinator.

The job market for human service workers has experienced tremendous growth during the past twenty years, concurrent with the expansion of community-based mental health and developmental disabilities programs for the elderly, the disabled, individuals on the autism spectrum, and families in crisis.

Locally, employment growth in Hillsborough County is projected to be the fourth highest of all ten counties in New Hampshire. One of the fastest growing occupations in NH includes social and human service assistants, projected to increase by 43.4% over the next ten years.

Entry-level salaries with an associate degree can range from \$27,000 to \$45,000 with opportunities for overtime, tuition reimbursement, and insurance coverage.

Transfer Agreements: Graduates wishing to pursue their bachelor's degree can benefit from our transfer agreements with many different colleges and may enroll after transferring credits earned at Nashua Community College.

All candidates are required to have a personal interview with a department faculty member.

The College also offers a Certificate program in Human Services, providing students with the major courses required for entry level position, as well as providing them with an entry point for the continuation of studies. All Certificate courses have been incorporated into the first year of the Degree Program.

Technical Standards have been established as guidance tools to inform program applicants of skills and standards necessary for successful completion of the Human Service programs. Any applicant who has concerns or questions regarding the Technical Standards is encouraged to contact the Department Chair to discuss individual issues. Information on the Technical Standards for this program is also available in the Technical Standards section of this catalog.

Students in the Human Service programs must be able to demonstrate:

- Ability to communicate verbally as a student in classes, and

later as a professional in individual and group counseling situations;

- Sufficient verbal skills and language to collaborate with a wide variety of helping professionals in clinical, societal and professional areas; deliver accurate and required information; and to search for information, e.g., questioning;
- Sufficient writing ability to formulate written assessment, charting notes, and reports, etc.;
- Ability to sustain cognitive integrity in areas of short and long-term memory, areas of written documentation and follow-through of responsibilities;
- Ability to concentrate on the execution of treatment plans, assigned skills and tasks as well as the integration and communication of this work for both short and long-term periods of time;
- Ability to work in settings that may lend themselves to frequent interruptions, immediate crisis response and role responsibility exchange;
- Ability to cope with a variety of stressors, including people-place occurrences, and demonstrate safe and required care for individuals and the workplace as a whole;
- Ability to secure transportation to practicum sites and classes;
- Ability to consistently attend and participate in classes;
- Ability to demonstrate and maintain organizational skills, time management and professional respect and conduct as a human service student, either at a practicum site or in the community;
- Ability to adhere to and practice the Human Service Department's ethical guidelines.

**A State Police criminal check is the responsibility of students and may be required for clinical fieldwork and/or employment upon request of an agency. Applicants who have had difficulty with the law depending upon the nature of the problem may not be employable or even eligible for fieldwork. Applicants need to discuss these matters in an interview with the Department Chair to determine future direction.**

# Associate in Science Degree in Human Services

(Day/Evening Program)

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
PSYC101N	Introduction to Psychology	3	0	3
HSV111N	Introduction to Human Services	3	0	3
General Education Core Requirement:				
Behavioral Social Science		3	0	3
General Education Core Requirement:				
Quantitative Literacy		4	0	4

**Semester Credits: 17**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
HSV123N	Supportive Communication Skills	3	0	3
PSYC206N	Learning and Behavior	3	0	3
PSYC210N	Abnormal Psychology	3	0	3
HSV190N	Fieldwork I	1	8	3
General Education Elective or (Core Requirement):				
Behavioral Social Science		3	0	3

**Semester Credits: 15**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL102N	College Composition II: Writing About Literature			
OR				
ENGL103N	Professional Writing and Presentations	3	0	3
PSYC212N	Individual Counseling: Theory and Practice	3	0	3
PSYC240N	Drugs and Alcohol	3	0	3
General Education Core Requirement: Science*				
General Education Core Requirement:				
Humanities / Fine Arts or Global Awareness		3	0	3

**Semester Credits: 15/16**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
HSV225N	Family Dynamics	3	0	3
PSYC222N	Group Dynamics and Counseling	3	0	3
General Education Core Requirement:				
History / Political Science		3	0	3
HSV291N	Capstone Experience	1	8	3
Open Elective		3	0	3

**Semester Credits: 15**

**Total 62/63 credits**

complete the program. Individuals must recognize that to be successful in the Human Service field, they should be emotionally stable, creative, and flexible.

Upon the completion of the degree in Human Services, graduates will be able to:

1. Communicate effectively, including speaking, writing, and listening in order to express, transmit and interpret knowledge and ideas.
2. Research and plan in order to search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.
3. Use interpersonal skills for resolving conflict, relating to and helping people, such as empathy, genuineness, self-awareness, patience, etc.
4. Be competent in formal/informal assessment practices in order to understand the needs and interests of the participant.
5. Be competent in defining, discussing and performing the five basic case management functions: assessment, planning, linking, monitoring and advocacy.
6. Identify both personal and professional strengths and weaknesses and engage in appropriate self-development activities.
7. Describe roles of the various human service professionals in providing services.
8. Summarize the history of human services in America and identify important persons and movements
9. Conduct both directed and non-directed interviews for the purposes of obtaining personal historical information, determining eligibility for services and conducting a mental status evaluation.
10. Be able to demonstrate an understanding of ethical principles and apply them to professional practice.
11. Knowledgeable of the requirements for documentation in the organization and be able to manage these requirements efficiently.
12. Understand theoretical bases for different interventions as well as to initiate, develop and terminate interventions in a manner that enables continuous client growth.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## HUMAN SERVICES CERTIFICATE

(Day/Evening Program)

		CL	LAB	CR
PSYC101N	Introduction to Psychology	3	0	3
HSV111N	Introduction to Human Services	3	0	3
PSYC206N	Learning and Behavior	3	0	3
ENGL101N	College Composition	4	0	4
HSV123N	Supportive Communication Skills	3	0	3
General Education Core Requirement:				
Behavioral Social Science		3	0	3
HSV190N	Fieldwork I	1	8	3

**Total 22 Credits**

\*Lab Science recommended

Students are advised to meet with their advisor to make appropriate elective selections based on their career goals and to facilitate the broadest range of transferability.

Dropping from a required program course may mean that the student will be out of sequence in program course offerings which may delay graduation.

Students who begin the program in the spring semester or who need developmental course support should recognize that it may take longer to

# Associate in Arts Degree in Liberal Arts

## (Exploratory Pathway)

The Associate in Arts in Liberal Arts degree program prepares students for successful transfer to a four-year baccalaureate degree program in a wide variety of majors. In the degree program, students will study a coherent and substantive balance of English, mathematics, the sciences, the arts and humanities, and the social science. Because the program gives students the opportunity to explore different academic interests, it is particularly appropriate for students who have not yet decided on an academic major.

In addition to the transfer function of the Liberal Arts Program, the liberal arts have a practical application by providing essential skills needed by students in their personal and professional lives. These skills include the ability to: 1) communicate effectively; 2) think critically; 3) use quantitative tools; 4) employ technology as an information resource; 5) apply research methods to solve problems; 6) reason about contemporary ethical issues and values; 7) embrace the importance of cultural diversity and a global perspective.

Students who have not yet decided on a college major are encouraged to enroll in the Liberal Arts Program and follow the Exploratory Pathway. Exploratory students choose an Academic Focus Area based on their individual interests and then follow a core curriculum of courses to provide students with the tools and resources necessary for selecting a college major and career pathway.



Arts, Humanities, Communication & Design



Business



Health Sciences & Services



Hospitality & Culinary



Industry & Transportation



Social, Educational & Behavioral Sciences



STEM & Advanced Manufacturing

SEMESTER ONE

### CAREER COACH



1

Take the free online **Career Coach** survey to narrow down your interests and goals!

[nashuacc.emsicc.com](http://nashuacc.emsicc.com)

### CHOOSE YOUR AFA



2

Choose a program in an **Academic Focus Area** that best matches your interests!

Still deciding? Check out our Exploratory Schedules in **Step 3**.

### EXPLORATORY SCHEDULE



3

Choose from STEM, Business, Humanities, Health Sciences or Social, Educational & Behavioral Sciences while enrolled in our supportive career exploration core Course: **Ethnography of Work**.

### MEET WITH ADVISOR



4

Meet with your academic advisor to choose a major or set up the second semester of the **Exploratory Program**.

SEMESTER TWO

### STAY ON TRACK



5

Follow your second semester schedule while enrolled in the Exploratory core course: **Citizen in Society**.

### MEET WITH ADVISOR



6

Meet with your advisor to review your Exploratory pathway and discuss your **co-curricular experiences** and options for a declared major.

### CHOOSE YOUR MAJOR



7

Select a major and register for your next semester. **Follow your new path!**

### FINISH IN ONE MORE YEAR



By following the NCC Exploratory Pathway, you have earned 30 credits by the end of your first year at NCC—9 of those credits in your major program. And you now are on track to finish your Associate degree in one more year- along with your peers in the AFA Degree Pathways.

# Associate in Arts Degree in Liberal Arts

(Day/Evening/Online Program)

By identifying early the four-year college to which they wish to transfer, and with the assistance of academic advisors, students will develop a program of study that meets their future plans. Requirements of the four-year college will guide some of the course selections chosen by students, but future plans and areas of personal interest will also contribute to students' program design. While the Liberal Arts program is ideal for students who wish to explore a variety of academic interests, students with more specific goals may choose to earn an Associate degree in one of the following programs: Communications, English, History, Mathematics, Psychology, or Science.

Upon the completion of the degree in Liberal Arts, graduates will be able to:

1. Communicate effectively and fluently; read with comprehension; listen, speak and write competently.
2. Develop skills in reflection, analysis, logical reasoning, and evaluation to formulate judgments, reach conclusions, and solve problems.
3. Evaluate and utilize quantitative and qualitative data and apply mathematical and scientific principles and methods.
4. Utilize technology to locate, evaluate, organize, and utilize information accurately and responsibly.
5. Acquire knowledge and skills to function effectively as informed and responsible citizens.
6. Acquire knowledge and skills that will enable respect for diversity as well as an awareness of global interdependency.

In addition, the graduate will be able to demonstrate the competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

	CL	LAB	CR
ANTH105N      Ethnography of Work	3	0	3
ENGL101N      College Composition	4	0	4
General Education Core Requirement: History / Political Science	3	0	3
General Education Core Requirement: Quantitative Literacy*	4	0	4
General Education Elective	3	0	3

**Semester Credits: 17**

## FIRST YEAR - SPRING SEMESTER

	CL	LAB	CR
General Education Core Requirement: English / Communications	3	0	3
General Education Core Requirement: Behavioral Social Science	3	0	3
General Education (or Core Requirement): Quantitative Literacy*	3/4	0	3/4
General Education Core Requirement: Humanities / Fine Arts or Global Awareness	3	0	3
Open Elective	3	0	3

**Semester Credits: 15/16**

## SECOND YEAR - FALL SEMESTER

	CL	LAB	CR
General Education Core Requirement: Science	3	2/3	4
General Education Elective (or Core Requirement): Behavioral Social Science: or General Education Elective (or Core Requirement): History / Political Science	3	0	3
General Education Elective (or Core Requirement): Humanities / Fine Arts or Global Awareness	3	0	3
General Education Elective	3	0	3
Open Elective	3	0	3

**Semester Credits: 16**

## SECOND YEAR - SPRING SEMESTER

	CL	LAB	CR
General Education Elective (or Core Requirement): Science	3	2/3	4
General Education Elective (or Core Requirement): Humanities / Fine Arts or Global Awareness	3	0	3
General Education Elective	3	0	3
General Education Elective	3	0	3
Open Elective	3	0	3
Open Elective (as needed)			

**Semester Credits: 16**

### Minimum 64 Credits

A minimum of 64 credits must be earned in the required categories to complete the program of studies. A minimum of 16 credits must be earned at NCC, and 8 of those 16 credits must be earned in courses at the 200 level.

# Associate in Science Degree in Mathematics (Day/Evening Program)

The Associate in Science Degree in Mathematics has been developed to provide the first two years of preparation for a student wishing to complete a bachelor degree with a major in mathematics or mathematics education.

In addition, the Mathematics degree provides a strong foundation for a student who wishes to transfer to a four-year institution to study engineering, physics, or related fields.

Students graduating in mathematics will be capable of interpreting the language of mathematics, perform accurate mathematical calculations, and be able to understand how mathematics can be utilized to model natural phenomena.

Calculus-based Physics I and Calculus-based Physics II are recommended as laboratory science courses to meet the General Education requirements at Nashua Community College.

Students are encouraged to work closely with their academic advisor while at NCC. An early decision by a student as to which four-year college/university he/she plans to transfer will make the advising process more effective.

Upon the completion of the degree in Mathematics, graduates will be able to:

1. Demonstrate technical proficiency and effective problem solving ability in completing mathematical processes.
2. Apply mathematical concepts to other disciplines including business, economics, social sciences, and natural sciences.
3. Communicate mathematics effectively in both oral and written formats using appropriate mathematical language.
4. Use appropriate logical reasoning, understand mathematical proof and be capable of justifying results.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
MATH210N	Calculus I	4	0	4
ENGL101N	College Composition	4	0	4
MATH106N	Statistics I	4	0	4
General Education Core Requirement: Science*		3	2/3	4

**Semester Credits: 16**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
MATH211N	Calculus II	4	0	4
MATH215N	Linear Algebra	4	0	4
General Education Core Requirement: English/Communications		3	0	3
General Education Elective (or Core Requirement): Science*		3	2/3	4

**Semester Credits: 15**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
MATH170N	Discrete Mathematics	4	0	4
MATH212N	Calculus III - Multivariate Calculus	4	0	4
General Elective Core Requirement: Behavioral Social Science		3	0	3
General Education Elective (or Core Requirement): Humanities/Fine Arts OR				
Global Awareness		3	0	3

**Semester Credits: 14**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCI175N	Programming Using C++	2	2	3
MATH220N	Differential Equations	4	0	4
General Education Elective (or Core Requirement): Behavioral Social Science				
OR				
General Education Elective (or Core Requirement): History/Political Science		3	0	3
General Education Elective (or Core Requirement): Humanities/Fine Arts OR Global Awareness		3	0	3
General Education Core Requirement: History/Political Science		3	0	3

**Semester Credits: 16**

**Total 61 Credits**

\*Recommended Lab Science courses are Calculus-Based Physics I and Calculus-Based Physics II.

# Associate in Science Degree in Mechanical Design Technology

## (Day/Evening Program)

Mechanical Design Technology responds to industry needs for trained individuals who can follow the design process from inspiration to the final production design of manufactured products. The Mechanical Design Technology program prepares specialists who are capable of integrating all the steps of the design process.

The mechanical designer requires knowledge in many areas including Computer Aided Drafting and Design, Machine Shop, Robotics, and Machine Components.

Foundation courses will provide knowledge of physics, mathematics, machine shop practices, machine theory and automation programming. Subsequent courses build upon this basic knowledge to develop applications related to modern machine design.

To prepare students for the rapid pace of technological changes in the workplace, the Mechanical Design Technology program seeks to develop long-term sustainable design and problem-solving capabilities.

While manufacturing has had its struggles in recent years, demand is expected to be strong for mechanical designers as companies emphasize high-quality and safe products that are easy to use. High technology products in medicine, transportation, and other fields, and growing global competition among businesses are expected to keep designers busy.

Technical Standards: Please refer to Technical Standards section for details regarding this program.

Upon the completion of the degree in Mechanical Design Technology, graduates will be able to:

1. Evaluate and apply information technology effectively.
2. Generate engineering drawings that conform to industry standards.
3. Create three dimensional CAD models and assemblies that meet specific design criteria.
4. Use three dimensional CAD models for strength and motion analysis, animation, machining and rapid prototyping processes.
5. Evaluate and specify economical and environmentally friendly manufacturing processes and materials for product development.
6. Produce complete and comprehensive drawing packages as well as understand Engineering Change Order procedures.
7. Develop, design and manufacture a socially responsible industrial product.
8. Demonstrate critical and creative thinking skills to meet design and production deadlines.
9. Perform basic automation programming, fluid power, machining, and electronics related tasks in a production or test environment.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
CAD111N	CADD I	3	4	5
MTTN101N	Manufacturing Processes	3	0	3
ENGL101N	College Composition	4	0	4
MATH110N	Algebra and Trigonometry	4	0	4

**Semester Credits: 16**

### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CAD112N	CADD II	3	4	5
MTTN118N	Machining Technology*	2	3	3
MDTN110N	Automation Programming	3	1	3
PHYS130N	Physics I	3	3	4
	OR			
PHYS101N	Physical Science	3	2	4

**Semester Credits: 15**

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CAD215N	CADD III (Pro E)	3	6	5
ELET131N	Circuit Analysis I	3	3	4
ELMT203N	Applied Mechanics I	3	1	3
General Education Core Requirement: English/Communications		3	0	3

**Semester Credits: 15**

### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
MDTN285N	Design Capstone Project	3	2	4
ELMT204N	Fluid Power Design	2	1	2
ELMT210N	Applied Mechanics II	2	1	2
MTTN201N	Lean and Green Manufacturing Methods	3	0	3
General Education Core Requirement: Behavioral Social Science		3	0	3
General Education Core Requirement: Humanities / Fine Arts or Global Awareness		3	0	3

**Semester Credits: 17**

**Total 63 Credits**

\*MTTN111AN can be used to satisfy this requirement

# Associate in Science Degree in Nursing

## (Day Program)

The Mission of the Nursing Program is to challenge students with an academically rigorous, evidence-based education, which promotes critical thinking and enables the provision of safe, comprehensive, competent nursing care to diverse individuals, families, groups, and communities.

### Fall 2020 Admission Requirements for the Associate in Science in Nursing Program (ASN)

In an effort to provide you with the most current and comprehensive information about our program, prospective nursing students must attend a Nursing Information session prior to submitting an application. Dates and times for info sessions can be found online at [www.nashuacc.edu/admissions/information-sessions](http://www.nashuacc.edu/admissions/information-sessions).

ASN applications must be completed by December 27, 2019 to be considered for acceptance in the fall 2020 class. A completed application is the responsibility of the nursing candidate. Incomplete applications will not be considered.

Candidates must complete the college admission requirements, the nursing department admission requirements and provide documentation of the following criteria for admission consideration:

- Attendance at a nursing information session.
- Completed application for the program.
- Completion of Anatomy & Physiology I and Intro to Psychology with a C+ or higher within 5 years of the start of the first nursing course.
- Two professional confidential references, work or education – related. (Forms provided by college) References must be submitted in a sealed envelope.
- Pre-admission examination: the Test of Essential Academic Skills (TEAS) by Assessment Technologies Institute (ATI) with an adjusted individual score in the following categories: Reading – 74.50% or better, Math – 68.80% or better, Science 55.3% or better and English 66.7% or better. The TEAS test evaluates the academic ability of prospective RN students. See [www.atitesting.com](http://www.atitesting.com) for more information about preparing for the test and to register for the TEAS.
- The TEAS must be taken within 2 years prior to the start of the first nursing course.
- Ability to meet the Health, Character, and Technical Standards for the ASN program (please see below).
- Applicants demonstrating the above requirements may be invited for an interview.

### Selection Criteria

Selection is determined by a cumulative point system that is based on applicable courses and grades, the interview, TEAS scores, and references. Applications will be reviewed and admission decisions will be made by the Vice President of Student and Community Affairs, and the Chair of the Department of Nursing.

Preference will be given to applicants who:

- Are New Hampshire residents.
- Higher grades for A&P I and II relative to the applicant pool

- Higher scores on the interview relative to the applicant pool
- Have completed a greater number of nursing related general education courses relative to the applicant pool.
- Have a history of academic success.

Qualified students who are not accepted in the initial selection process may be assigned to a prioritized wait list based on the above criteria. They may be subsequently admitted if an opening becomes available. The wait list will expire once classes begin. Applicants still desiring admission must reapply.

### Advanced Placement for Licensed Practical Nurses

Licensed practical nurses may have the opportunity to transfer into the ASN program with advanced standing in the spring semester of the first year on a space available basis. Applicants must have an active LPN license in New Hampshire and successfully complete the National League for Nursing (NLN) Nursing Acceleration Challenge Exam (NACE) with a required overall percent score of 74% or better. Applicants who successfully complete the NLN NACE exam and are accepted into the program will be awarded 8 credits in place of NURS 125N, Fundamental Concepts and Skills for Nursing Practice. Applicants must also show documentation of completion of Human Growth and Development and A&P II with a C+ or better prior to entering the program in the spring semester. The deadline for LPN advanced placement applications is November 1st.

### Transfer Students

Transfer Students who have been enrolled in a nursing program within the past five years may have the opportunity to transfer into the ASN program at NCC on a space available basis. Nursing credits must be no more than five years old from the start of the first nursing course with a minimum grade of B-. Science credits must be no more than five years old from the start of the first nursing course with a minimum grade of C+. Intro to Psychology and Human Growth and Development must be no more than five years old from the start of the first nursing course with a minimum grade of C+. Applicants must also submit a letter of reference on school letterhead from the director of the nursing program at the previous school. Transfer students must also complete the NACE exam with the required pass rate. Transcripts of previous college credits may be submitted and will be evaluated for transferability.

### Time Allotment for Program Completion

All nursing courses must be completed within (5) five years of the date of entry into the first nursing course. Students must follow the program of study requirements as published in the College Catalog in the academic year of their acceptance into the AD Nursing Program. In the event of a curriculum change prior to completion and phasing out of previous courses, the student may be required to repeat one or more courses for placement in the new curriculum.

**Upon Conditional Acceptance** It is understood that acceptance is conditional upon submission of satisfactory evidence in the form of the following documents:



# Associate in Science Degree in Nursing

## (Day Program)

- The nursing program utilizes CastleBranch for submission of required documents. All costs associated with Castlebranch and tests required are the responsibility of the student. Accepted students will be given specific information regarding accessing CastleBranch during orientation.
- Documents that are required to be submitted include report of a current (within 1 year prior to beginning the first Nursing course) physical examination on the school health form including all required health screening: Two step Mantoux testing to assess exposure to tuberculosis, titers for measles, mumps, rubella (MMR), varicella, hepatitis B, and immunization for tetanus, diphtheria and pertussis (Tdap). Flu immunization is required yearly between September 1 and October 1. Students are responsible for submitting updates to immunizations yearly i.e. flu and Tdap if needed.
- Possess and maintain personal health insurance. Students are responsible for providing documentation of insurance coverage yearly. If insurance information changes during the academic year, students must notify Castlebranch immediately.

To be accepted health insurance must meet the following criteria:

- United States based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act (<https://www.healthcare.gov/glossary/essential-health-benefits/>);
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college;
- Will remain in effect for the entire semester (except for termination due to the attainment of a maximum age, or other situation resulting in a loss of plan eligibility).

The follow plans DO NOT meet the criteria:

- An accident-only policy
  - A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
  - A ministry sharing plan, even if it is recognized by the ACA
- Any other health benefits program (e.g., a community care program) that is not recognized by the State of NH as being health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all of the requirements specified above.

- Possess and maintain professional liability insurance. This professional liability insurance coverage is included in the first semester tuition bill.
- Acquire and maintain certification in cardiopulmonary resuscitation (CPR) at the healthcare provider level (basic life support for healthcare providers from the AHA or Red Cross) that will be valid for the entire two years of the program through graduation.
- Complete a criminal background check.
- A drug test - must be done within two weeks prior to the first clinical day. The cost is to be incurred by the student.
- Individuals with a court record or a criminal conviction may

wish to contact the Board(s) of Registration in Nursing in any state in which they plan to work for guidelines. The NH Board of Nursing can be reached at 603-271-2323. This will allow the individual to make an informed decision about choosing to pursue nursing education at this time.

- Students will repeat the criminal background check, TB and drug testing prior to their senior year.

**In addition:** Fees may include but are not limited to:

- Clinical Fees
- Assessment Technologies Institute® (ATI) testing package, V-Sim virtual patient software, DocuCare Electronic Medical Record (EMR) software.
- Uniform, stethoscope, penlight, watch with a second hand, textbooks, skills lab kit and supplies for lab practice, nursing pins, NCLEX preparation and licensure.

### **Please Note:**

Degree requirements must be completed within 5 years of the first nursing course. Completion of the program does not guarantee RN licensure.

### **Health, Character, and Technical Standards for the Associate in Science in Nursing Program**

Technical standards have been established to inform the student of minimum standards to satisfactorily function in the program and ultimately in the profession. The College must ensure that patients/clients of clinical affiliates are not placed in jeopardy by students during learning experiences. Therefore, students in service learning and clinical experiences must demonstrate sufficient emotional stability to withstand the stress, uncertainties, and rapidly changing circumstances that characterize the responsibilities of patient/ client care. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with patients, their families, agency staff, faculty, and classmates. Applicants must be in good physical and mental health to meet program objectives. Technical Standards information is also available in the Technical Standards section of this catalog.

1. Sufficient hearing to assess patient needs, physiological signs, understand instructions, identify emergency signals, assess body functions, and engage in telephone conversation.
2. Sufficient visual acuity to observe patients, manipulate equipment, interpret data, ensure a safe environment, identify color changes, read fine print/writing, and do fine calibrations.
3. Sufficient speech and language ability to express, comprehend, and exchange information and ideas in English verbally, nonverbally, and in writing, and to interact clearly and logically with patients, family members, physicians, nurses, faculty, peers, and other ancillary medical personnel.
4. Sufficient tactile ability to assess pressure, temperature, position, vibration, and movement.
5. Ability to work with frequent interruptions, to respond appropriately in emergencies or unexpected situations, and to cope with extreme variations in workload and stress levels.

# Associate in Science Degree in Nursing

## (Day Program)

6. Sufficient emotional intelligence to exhibit empathy and compassion, to maintain productive relationships in classroom and clinical settings, and to integrate direction, instruction, and criticism into behavioral changes.
7. Sufficient strength, endurance, and motor coordination to perform the following physical activities: participation in lengthy classroom activities; fine and gross motor skills to carry out procedures; ability to safely and frequently handle, lift, and/ or carry equipment and patients up to thirty pounds; stamina to complete an eight to twelve hour work shift; and ability to perform CPR.
8. Sufficient information technology access and skills to complete assignments according to program standards.
9. Applicants with latex allergies are advised to seek professional medical consultation.

### Accreditation

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, Suite 850  
Atlanta, GA 30326  
404-975-5000  
www.acenursing.org

Questions about the status of accreditation for the Nursing program should be addressed to the Accreditation Commission for Education in Nursing, Inc.

The nursing program is also approved by the New Hampshire Board of Nursing (NHBON). Upon satisfactory completion of the program, the graduate is eligible to apply to the NHBON for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). NCC's NCLEX pass rates can be viewed at [www.nh.gov/nursing](http://www.nh.gov/nursing). The NHBON's licensing regulations may restrict candidates who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to the NH Board of Nursing, 121 South Fruit Street, Concord, NH 03301, (603) 271- 2323.

### Criteria for Progression in the Program

The curriculum includes a general education component that supports courses in nursing. Students must earn a minimum grade of C+ in Anatomy and Physiology I and II, Microbiology, Intro to Psychology, Human Growth and Development and a B - in all nursing courses in order to progress in the program. Courses in nursing (NURS) are taken sequentially and include a clinical component. Students who do not meet criteria for progression may seek reentry at the point of last success with approval from the chair of the department and on a space-available basis. Re-entry is not guaranteed. A student may be granted one opportunity to reenter the program.

### Continuing Education

Graduates of the program are encouraged to earn the Bachelor and/or Master of Science in Nursing. Articulation agreements are maintained with Franklin Pierce University, Granite State College, Rivier University, and Southern NH University. Students may also

identify other programs that meet their specific needs. Students planning to continue their education toward the Bachelor's or Master's of Science in Nursing should plan their program of study with an academic advisor from the Department of Nursing. Further information can be obtained from the respective programs or from the Chair of the Department of Nursing.

### Program Outcomes:

Upon completion of the degree in Nursing, graduates will be able to:

1. Plan and deliver safe individualized care to patients by integrating the nursing process and pertinent nursing knowledge, principles of teaching/learning, and preferences of patients or legal designees across the lifespan, diversity of culture, and the levels of prevention.
2. Practice collaboratively on the multi-professional health care team using principles of leadership across the disciplines and throughout the healthcare system to influence and facilitate conflict resolution and the establishment and achievement of shared goals.
3. Support a culture of continuous quality improvement by using data to monitor outcomes; identifying and reporting actual or potential problems; collaborating with the multi-professional team throughout the healthcare system; and developing evidence-based strategies for optimal practice.
4. Use health care system resources and technology, including information technology, time, policies and procedures, materials, and equipment, to coordinate and deliver individual and/or population-focused care that is effective and efficient.
5. Communicate clearly in goal-oriented, culturally sensitive, caring, concise, and timely way using written, verbal, nonverbal, and electronic modalities.
6. Demonstrate accountability for professional practice using legal, ethical, and regulatory guidelines and participate in activities that contribute to lifelong learning.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

# Associate in Science Degree in Nursing

(Day Program)

## NURSING:

\* Proof of successful completion with a C+ or higher and taken within five years of the first nursing course. Anatomy and Physiology I and Intro to Psychology, must be submitted by the nursing application deadline date.

		CL	LAB	CR
BIOL201N*	Anatomy & Physiology I	3	3	4
PSYC101N*	Intro to Psychology	3	0	3
<b>Semester Credits: 7</b>				

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition I	4	0	4
BIOL202N	Anatomy & Physiology II	3	3	4
PSYC201N	Human Growth & Development	3	0	3
NURS125N	Fundamental Concepts and Skills for Nursing Practice**	4	12	8
<b>Semester Credits: 19</b>				

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
NURS140N	Nursing Care I: Concepts and Skills	4	12	8
BIOL210N	Medical Microbiology	3	3	4
General Education Core Requirement: Quantitative Literacy*		4	0	4
<b>Semester Credits: 16</b>				

## FIRST YEAR - SUMMER SEMESTER

		CL	LAB	CR
NURS230N	Pharmacology for Nursing Practice	3	0	3
<b>Semester Credits: 3</b>				

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
NURS220N	Nursing Care II: Concepts and Skills	4	15	9
General Education Core Requirement: English / Communications		3	0	3
<b>Semester Credits: 12</b>				

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
NURS240N	Management of Nursing Care Across the Lifespan	4	15	9
General Education Core Requirement: Humanities / Fine Arts or Global Awareness		3	0	3
<b>Semester Credits: 12</b>				

**Total 69 Credits**

\*MATH106N recommended

\*\*LPNs may challenge by exam

# Associate in Science Degree in Paralegal Studies

## (Evening Program)

The Paralegal Studies Program provides students with the education and training necessary to seek and begin a career as a paralegal. Under the supervision of a lawyer, paralegals will: Gather background information, interview clients and witnesses; perform legal research and writing; draft legal documents and contracts; and assist attorneys in preparing for court and at trial.\*

For the student looking to pursue an education beyond the associate degree, this program is designed to provide transferability to bachelor degree programs.

All paralegal courses at Nashua Community College are taught by experienced attorneys. In all paralegal specialty courses, the students will not only be taught the essential knowledge of the law, but will be also given the practical knowledge necessary for employment and success as a paralegal.

For the Mission Statement, Goals and Objectives of the Paralegal Studies Program of Nashua Community College, go to the Paralegal Studies Program web pages on the College website at [www.nashuacc.edu](http://www.nashuacc.edu).

Nashua Community College is a Sustaining Member of the Paralegal Association of New Hampshire ([www.panh.org](http://www.panh.org)).

A criminal conviction may preclude employment as a paralegal. A criminal record check may be required for the Paralegal Internship and/or employment by the organization, law firm, or government agency, and which is the sole responsibility of the student.

To be successful in the Paralegal Studies Program, students should have an interest in the law, must be diligent and committed to their studies, be dependable, have good communication skills, be well-organized; or be willing and able to develop all these skills and qualities.

Internship Considerations: Please refer to Technical Standards section for details regarding internship requirements.

Paralegals work under the direction and supervision of licensed attorneys. \*Paralegals may not provide legal services directly to the public except as permitted by law.

Upon the completion of the degree in Paralegal Studies, graduates will be able:

1. To demonstrate they possess the knowledge, skills, values and attitudes necessary to work effectively, competently, ethically and successfully as a paralegal/legal assistant for a law office/firm, government agency, or other private or public law-related organization.
2. To understand their role as paralegals under the supervision of lawyers, how law is practiced by lawyers in the various settings, and understand the duties and responsibilities of lawyers and paralegals for the delivery of legal services in a competent, professional, and ethical manner.
3. To demonstrate they have been adequately and effectively trained to produce work on a professional level as a paralegal, they possess the fundamental knowledge of the legal system and principles of law acquired in each of their paralegal specialty courses, and possess

the practical knowledge of the practice of law by lawyers necessary to work successfully as a paralegal.

4. To demonstrate they acquired effective communication, quantitative, and analytical skills necessary to work competently and successfully as a paralegal.
5. To demonstrate they possess the necessary time management and organizational skills as they are applied to the duties and responsibilities of paralegals working in the legal profession, including: prioritizing their assigned tasks and projects working independently or with others; preparing checklists for work done and to be done; organizing and categorizing legal files and documents; maintaining accurate calendars of all important matters, dates and deadlines; and maintaining accurate time records of all their work.
6. To demonstrate they are prepared to engage in proper legal analysis of issues of law, to conduct thorough legal research of the issues of law using traditional and technology-based legal research sources and tools, and effectively communicate the results of their legal research, analysis and legal reasoning in oral presentations and in written work-product on a professional level.
7. To effectively communicate with other persons and entities associated with the field of law by utilizing oral communication skills and writing skills on a professional level.
8. To draft legal documents and forms by following required legal procedures and directions of their supervising lawyer.
9. To demonstrate they possess a working understanding of the legal purposes and functions of the different branches and departments of the federal and state governments and court systems, and of the procedural law governing civil and criminal cases from the commencement of a case, through trial, judgment/sentencing and appeal.
10. To perform proper and thorough investigation of legal matters and cases they are assigned by their supervising lawyer through the gathering of relevant evidence and through interviews with clients and witnesses.
11. To demonstrate an understanding of Alternative Dispute Resolution (ADR) and its importance as an alternative to legal action and court proceedings, including mediation and all forms of voluntary, mandatory, binding and non-binding arbitration.
12. To demonstrate they possess the computer skills necessary to work efficiently as a paralegal professional, possess a working knowledge of integrated software applications and word processing utilized in the legal field, and are familiar with other technology utilized in the legal field, including the use of computer databases, case management systems, and trial presentations.
13. To apply basic principles, terminology and methods of financial accounting.
14. To compete effectively in the employment search process, from employment research, through resume and cover letter preparation, interview preparation and skills, and interview follow-up.
15. To demonstrate an understanding of the importance of community service and the importance of making quality legal services available to all persons in the community regardless of socioeconomic status.
16. To demonstrate an understanding of the importance of having a sensitivity and respect for persons and groups with cultures, ethnic backgrounds, and traditions different from their own both in the legal profession and in every-day living.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

# Associate in Science Degree in Paralegal Studies (Evening Program)

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCT101N	Financial Accounting I	4	0	4
PLGL101N	Basic Legal Studies (1st half semester)	3	0	3
PLGL102N	Legal Research and Writing (2nd half semester)	3	0	3
ENGL101N	College Composition	4	0	4
HUMA110N	Critical Thinking Skills	3	0	3

**Semester Credits: 17**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
ENGL103N	Professional Writing & Presentations	3	0	3
PSYC130N	Human Relations	3	0	3
PLGL230N	Contracts & Business Organizations (1st half semester)	3	0	3
PLGL250N	Family Law (2nd half semester)	3	0	3
General Education Core Requirement:				
	Quantitative Literacy*	4	0	4

**Semester Credits: 16**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
PLGL210N	Litigation & Trial Preparation	3	0	3
PLGL220N	Real Estate Law	3	0	3
HIST241N	American Constitutional History	3	0	3
BCPT119N	Software Applications	2	2	3
General Education Core Requirement: Humanities/Fine Arts**				
OR				
	Global Awareness**	3	0	3

**Semester Credits: 15**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
PLGL240N	Probate, Estates and Trusts	3	0	3
PLGL260N	Criminal Law	3	0	3
PLGL290N	Paralegal Internship & Seminar	1	8	3
OR				
PLGL280N	Paralegal Capstone	3	0	3
General Education Core Requirement: Science				
		3	0/3	3/4

**Semester Credits: 12/13**

**Total 60/61 Credits**

\*MATH106N, MATH110N, or MATH115N are recommended.  
HUMA230N, or HUMA109N recommended.

\*\* Any language recommended.

## PARALEGAL CERTIFICATE\*

(Evening Program)

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
PLGL101N	Basic Legal Studies	3	0	3
PLGL102N	Legal Research & Writing	3	0	3
PLGL230N	Contracts & Business Organizations	3	0	3
PLGL220N	Real Estate Law	3	0	3
PLGL210N	Litigation & Trial Preparation	3	0	3
PLGL240N	Probate, Estates and Trusts	3	0	3
PLGL250N	Family Law	3	0	3
PLGL260N	Criminal Law	3	0	3

**Total 28 Credits**

\*Note: Paralegal Certificate courses offered and to be taken in same semesters listed under associate degree.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

# Associate in Science Degree in Precision Manufacturing

## (Day/Evening Program)

At the heart of our mechanized world is the Precision Manufacturing industry requiring skilled technicians to carry out new ideas and plans in the production of all types of manufactured parts. Many of these skilled technicians can earn more than \$50,000 a year.

Precision Manufacturing students receive applied training in basic concepts of machine tool processes during the first year.

In the second year, students will receive training in such specialized areas as production machining and Computer Aided Manufacturing (CAM), Computer Numerical Control (CNC) programming, setup and operation.

Employment opportunities include CNC specialists, mold makers, technical support technicians, field service representatives, and general machinists.

In addition to the general admission requirements, applicants should be aware of the following criteria:

1. A minimum of high school Algebra I is recommended.
2. Good skills in written English are required.
3. Other high school courses such as physics and computer programming are recommended.
4. It is recommended that senior students purchase a basic machinist tool kit.

Technical Standards: Please refer to Technical Standards section for details regarding this program.

Upon the completion of the degree in Precision Manufacturing, the graduate will be able to:

1. Analyze and interpret drawings using ANSI Y 14.5M (2009) standards of Geometric Dimensioning and Tolerancing (GDT) to plan, program and produce complex machined parts to specifications using CNC and manual machines.
2. Work collaboratively to produce a quantity of precision assemblies in an accurate and timely fashion, using CAD/CAM software, writing G and M code programs, planning the project sequence, producing parts within tolerances and inspecting parts for conformance as part of the capstone experience.
3. Use Statistical Process Control, lean manufacturing techniques, ANSI and ISO standards, material safety data sheets, and responsible environmental procedures to safely manage production of machined and fabricated products.
4. Communicate technical and procedural instructions clearly in verbal, written, graphic and electronic formats.
5. Diagnose and solve machining and production problems using appropriate technical resources in a logical, systematic fashion.
6. Demonstrate appropriate interpersonal interactions, conscientious work habits, personal effectiveness, professional conduct, organizational skills and creative problem-solving to enhance job acquisition, retention and advancement.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
MTTN101N	Manufacturing Processes	3	0	3
MTTN111N	Machine Tool Processes & Theory I	3	9	6
ENGL101N	College Composition	4	0	4
MATH110N	Algebra and Trigonometry	4	0	4
OR				
MATH105N	Technical Mathematics	4	0	4
<b>Semester Credits: 17</b>				

### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
MTTN122N	Machine Tool Processes & Theory II	3	9	6
CAD131N	Technical Drawing	2	3	3
MTTN123N	Principles of CNC	2	3	3
General Education Core Requirement:				
	English/Communications	3	0	3
<b>Semester Credits: 15</b>				

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
MTTN231N	Adv Machine Tool Processes & Theory I	3	9	6
MTTN223N	Computer Aided Manufacturing	2	3	3
General Education Core Requirement: Science				
		3	2/3	4
General Education Core Requirement:				
	Behavioral Social Science or History/Political Science	3	0	3
<b>Semester Credits: 16</b>				

### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
MTTN232N	Advanced Machine Tool Processes & Theory II: A Capstone Experience	3	9	6
MTTN201N	Lean & Green Manufacturing Methods	3	0	3
General Education Core Requirement:				
	Humanities / Fine Arts or Global Awareness	3	0	3
<b>Semester Credits: 12</b>				

**Total 60 Credits**

**Machine Tool Technology  
CNC Programming Certificate**

(Day/Evening Program)

		<b>CL</b>	<b>LAB</b>	<b>CR</b>
MTTN101N	Manufacturing Processes	3	0	3
MTTN111N	Machine Tool Processes & Theory I	3	9	6
MATH110N	Algebra & Trigonometry			
OR				
MATH105N	Technical Math	4	0	4
MTTN122N	Machine Tool Processes & Theory II	3	9	6
CAD131N	Technical Drawing	2	3	3
MTTN123N	Principles of CNC	2	3	3
MTTN231N	Advanced Machine Tool Processes & Theory I	3	9	6
MTTN223N	Computer Aided MFR	2	3	3
MTTN232N	Adv. Machine Tool Processes & Theory II	3	9	6

**Total 40 Credits**

# Associate in Arts Degree in Psychology (Day/Evening Program)

The Associate in Arts Degree in Psychology has been developed to provide the first two years of preparation for a student wishing to complete a bachelor degree with a major in Psychology.

Psychology is the wide-ranging scientific study and exploration of behavior and mental processes. Critical thinking skills such as interpretation, analysis, construction and assessment of material will be emphasized and developed.

Students should be aware that careers in the field of professional psychology typically require a master's degree or doctoral degree, depending upon the career path selected.

The courses in this program are designed for students who intend to complete the first two years of a bachelor's degree program at Nashua Community College and then transfer to a four-year college or university to complete the bachelor's degree with a major in psychology. Psychology courses are an excellent complement to any profession or course of training that involves human interaction.

Students are encouraged to work closely with their academic advisor while at NCC. An early decision by a student as to which four-year college/university he/she plans to transfer will make the advising process more effective.

Upon the completion of the degree in Psychology, graduates will be able to:

1. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in psychology.
2. Understand and apply basic research methods in psychology, including research design, data analysis and interpretation.
3. Understand and apply psychological principles to personal, social and organizational issues.
4. Understand and weigh evidence, tolerate ambiguity, act ethically and reflect other values that are the underpinnings of psychology as a discipline.
5. Develop insight into their own and other's behavior and mental processes and apply effective strategies for self-management and self-improvement.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
General Education Core Requirement: History/Political Science				
		3	0	3
General Education Core Requirement: Humanities/Fine Arts				
		3	0	3
PSYC101N	Introduction to Psychology	3	0	3
MATH106N	Statistics I	4	0	4

**Semester Credits: 17**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
PSYC201N	Human Growth & Development	3	0	3
PSYC220N	Research Methods	3	0	3
General Education Elective (or Core Requirement): Humanities/Fine Arts or Global Awareness				
		3	0	3
MATH206N	Statistics II	4	0	4
General Education Core Requirement: English / Communications				
		3	0	3

**Semester Credits: 16**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
PSYC210N	Abnormal Psychology	3	0	3
General Education Elective (or Core Requirement): Humanities/Fine Arts or Global Awareness				
		3	0	3
BIOL105N	Biology in Focus: Cellular Basis of Life	3	3	4
PSYCxxxN	Psychology Elective	3	0	3
General Education Elective (Core Requirement): Behavioral Social Science				
		3	0	3

**Semester Credits: 16**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
PSYC290N	Psychology Internship: A Capstone Experience	1	8	3
PSYC207N	Social Psychology	3	0	3
PSYCxxxN	Psychology Elective	3	0	3
General Education Elective (or Core Requirement): Science				
		3	0/3	3/4

**Semester Credits: 12/13**

**Total 61/62 Credits**

A minimum of 60 credits must be earned in the required categories to complete the program of studies. A minimum of 15 credits must be earned at Nashua Community College, and 8 of those 15 credits must be earned in courses at the 200 level.



# Associate in Science Degree in Software Development

## (Day/Evening Program)

The Software Development Curriculum provides a strong foundation for students interested in transferring to a bachelor's degree in either software development, computer science or other computer-related fields. The combination of theoretical and applied courses provides the student with the concepts and reinforces them with hands on experience. The curriculum has been strongly influenced by the Association of Computing Machinery's (ACM) guidelines for associate degrees in software. Students completing this curriculum will have knowledge in the following areas:

- Programming language such as C++ and java
- Data Structures such as stacks, queues, and linked lists
- Object oriented programming
- Systems Analysis based on UML
- Database design and management
- Overview of basic networking

Technical Standards: Please refer to Technical Standards section for details regarding this program.

At the completion of the degree in Software Development, graduates will be able to:

1. Solve problems through the application of appropriate research methods.
2. Apply critical-thinking skills to identify, analyze and solve problems.
3. Communicate software development related information effectively to a diverse audience using visual and written modes.
4. Demonstrate the ability to apply all facets of the software development life cycle during a project.
5. Demonstrate the ability to follow a systematic progression of software development and refinement when designing and developing software for a project.
6. Participate effectively as a member of a software development team.
7. Articulate an understanding of the need for lifelong learning.
8. Demonstrate an understanding of diversity through interaction with project teammates.
9. Develop software programs that reflect the application of up-to-date tools and techniques of the discipline.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
CSCI106N	Introduction to Software & Web Development	3	0	3
CSCI102N	Website Development I	2	2	3
CSCI161N	Introduction to Programming	2	2	3
MATH110N	Algebra and Trigonometry	4	0	4

**Semester Credits: 17**

### FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCI140N	Essentials of Systems Analysis	2	2	3
CSCI175N	Programming: Using C++	2	2	3
MATH170N	Discrete Mathematics	4	0	4
CSCI103N	Website Development II	2	2	3
General Education Core Requirement: English/Communications*		3	0	3

**Semester Credits: 16**

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CSCI207N	Database Design & Management	2	2	3
CSCI230N	Object Oriented Programming: Using C++	2	2	3
General Education Core Requirement: Science**		3	2/3	4
Elective in Major***		2	2	3
CSCN116N	Networking Basics	2	2	3

**Semester Credits: 16**

### SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCI278N	Data Structures: Using C++	2	2	3
Elective in Major***		2	2	3
General Education Core Requirement: Behavioral Social Science		3	0	3
General Education Core Requirement: Humanities/Fine Arts or Global Awareness		3	0	3
CSCI290N	Computer Science Internship	1	8	3
OR				
CSCI285N	Senior Software Development Lab: A Capstone Experience	2	2	3

**Semester Credits: 15**

**Total 64 Credits**

\*ENGL122N recommended

\*\*PHYS101N or PHYS130N recommended

\*\*\*Includes CSCI, CSCN, MATH, or BCPT courses.

# Associate in Science Degree in Web Application Development

(Day/Evening Program)

The explosive growth of the Internet has changed the way people communicate, conduct business, acquire education, and manage their daily lives. The world's acceptance of these technologies has made the Internet and the Web a basic requirement for most businesses resulting in a widely acknowledged need for professionals having a strong education in web-related areas.

This program combines numerous facets of traditional software engineering skills with graphical user interface design and client server architecture thus producing a broad knowledge base in these areas:

- Problem Solving
- HTML5/CSS3
- Programming Languages such as JavaScript, C++, and PHP
- Systems Analysis including data flow and use case/class diagrams
- Database Design and SQL

Graduates of this program can either seek entry-level positions in web development or continue their education in the field of computers.

Technical Standards: Please refer to Technical Standards section for details regarding this program.

At the completion of the degree in Website Development, graduates will be able to:

1. Solve problems through the application of appropriate research methods.
2. Identify the benefits of quality, timeliness and continuous improvement in regards to software development process.
3. Apply critical-thinking skills to identify, analyze and solve problems.
4. Communicate software development related information effectively to a diverse audience using visual and written modes.
5. Demonstrate the ability to apply all facets of the software development life cycle during a project.
6. Demonstrate the ability to follow a systematic progression of software development and refinement when designing and developing software for a project.
7. Participate effectively as a member of a web application development team.
8. Articulate an understanding of the need for lifelong learning.
9. Demonstrate an understanding of diversity through interaction with project teammates.
10. Develop websites that reflect the application of up-to-date tools and techniques of the discipline.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGL101N	College Composition	4	0	4
CSCI106N	Introduction to Software & Web Development	2	3	3
CSCI102N	Website Development I	2	2	3
CSCI161N	Introduction to Programming	2	2	3
MATH110N	Algebra & Trigonometry	4	0	4

**Semester Credits: 17**

## FIRST YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCI140N	Essentials of Systems Analysis	2	2	3
CSCI175N	Programming: Using C++	2	2	3
MATH170N	Discrete Mathematics	4	0	4
CSCI103N	Website Development II	2	2	3
ARTS120N	Introduction to Graphic Design Theory	2	2	3

**Semester Credits: 16**

## SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CSCI201N	Client-Side Scripting Using JavaScript	2	2	3
CSCI203N	Introduction to UNIX -OR-	2	2	3
CSCN170N	Linux Essentials	2	2	3
CSCI207N	Database Design & Management	2	2	3
CSCN116N	Networking Basics	2	2	3
General Education Core Requirement: Science*		3	2/3	4

**Semester Credits: 16**

## SECOND YEAR - SPRING SEMESTER

		CL	LAB	CR
CSCI202N	Java Programming	2	2	3
CSCI206N	Server-Side Scripting Using PHP	2	2	3
General Education Core Requirement: Behavioral Social Science		3	0	3
General Education Core Requirement: English/Communications**		2	2	3
CSCI290N	Computer Science Internship	1	8	3
OR				
CSCI284N	Senior Website Development Lab: A Capstone Experience	2	2	3

**Semester Credits: 15**

**Total 64 Credits**

\*PHSY101N or PHYS130N recommended

\*\*ENGL122N recommended

# Technical Standards

## Section 1: Precision Manufacturing

- Have command of the English language
- Have reading comprehension skills sufficient to read and comprehend manuals and textbooks
- Have communication skills sufficient to prepare required reports
- Be able to understand and follow both written and oral instructions
- Be able to complete requirements for college level classes
- Have sufficient vision to distinguish colors, read scopes, diagnostic equipment, measuring tool, and information from a computer screen (adaptive equipment acceptable)
- Have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable)
- Have the ability to stand for extended periods of time and physical strength to lift up to 80 pounds
- Have sufficient dexterity to perform manual skills related to machining
- Be able to work in an environment with elevated levels of sound and exposure to machining fluids

## Section 2: Automotive Technology, Collision Repair Technology, and Honda Automotive Technology

- Have a high school degree or equivalent
- Have command of the English language
- Have reading comprehension skills sufficient to read and comprehend service literature
- Have communication skills sufficient to prepare required reports
- Be able to understand and follow both written and oral instructions
- Be able to complete requirements for college-level classes
- Have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information from a computer screen (adaptive equipment acceptable)
- Have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable)
- Have the ability to stand for extended periods of time and physical strength to lift automotive parts and equipment.
- Have sufficient dexterity to perform manual skills related to automotive services
- Be able to work in an automotive service facility environment
- Maintain a valid driver's license
- Be able to operate a manual transmission.

## Section 3: Aviation Technology

- Must be 18 years of age
- Have a high school degree or equivalent
- Have command of the English language
- Have reading comprehension skills sufficient to read and comprehend service literature
- Have communication skills sufficient to prepare required reports
- Be able to understand and follow both written and oral instructions
- Be able to complete requirements for college-level classes
- Mechanics must lift or pull objects weighing at least 70 pounds

- Possess sufficient mobility, dexterity, and visual acuity to perform aviation maintenance
- Have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information (adaptive equipment acceptable)
- Have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable)
- Must be able to tolerate loud noises and vibrations associated with aircraft engines

## Section 4: Criminal Justice

- Awareness that comprehensive background checks are completed by potential employers for many careers in the criminal justice field. Prospective students with a criminal record or history that may affect their internship placement and/or potential employability are encouraged to discuss their career goals with a department/program advisor prior to admission. Students accepted into the program are expected to maintain the high ethical standards of the criminal justice field or face being removed from the program.
- Awareness of the basic health and fitness requirements for many careers in the criminal justice field. Prospective students with special needs or limitations that may affect their internship placement and/or potential employability are encouraged to discuss their career goals with a department/program advisor prior to admission.
- Ability to exercise and maintain the emotional stability and sound judgment required to function within the criminal justice field, to include the ability to maintain composure during stressful and/or emergency situations. Students accepted into the program are expected to maintain the high standards of the criminal justice field or face being removed from the program.
- Ability to understand and follow written instruction and/or verbal direction.
- Ability to communicate verbally as a student in classes, and later as a professional on an individual basis and to large groups in stressful, emergency situations.
- Sufficient verbal and language skills to: communicate verbally, in an effective and efficient manner, with a wide variety of people; solicit information from individuals, e.g., questioning of victims or interrogation of suspects; and to convey information clearly and accurately.
- Sufficient writing ability to formulate written reports and draft official documents.
- Ability to demonstrate and maintain both organizational and time management skills, to include the responsibility to consistently attend and participate in classes, field trips, and internships.

## Section 5: Educator Preparation

Character Expectations: The health and safety of children, adolescents and other learners is of paramount concern to the Educator Preparation Program. Applicants for teaching positions in public schools in New Hampshire should be aware that Criminal History Records checks (CHRI) through the New Hampshire Department of Safety must be completed by potential employees

prior to employment (RSA189:13-a). The law also requires that students complete a CHRI upon enrollment in all Educator Preparation Programs. Depending upon the nature of their experience, applicants who have had difficulty with the law may not be employable or even eligible for field experiences in an Educator Preparation Program. Applicants are advised that such matters may be discussed during an admission interview so that future goals to be an educator will not be compromised.

Technical Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the public or private school setting as educators or paraeducators. Applicants who think they may not be able to meet one or more of the technical standards should contact program faculty members to discuss individual cases. Department faculty will give serious consideration to all academically qualified candidates providing that the technical standards can be met with reasonable accommodations.

Students in the Educator Preparation Program must have sufficient abilities to perform the following:

Physical and sensory motor abilities (mobility/vision/hearing, etc. including with accommodations) to ensure a safe environment, and to respond quickly in the event of emergency;

Oral communication skills in English to express and exchange information and ideas, as well as to interpret important instructions to children, adolescents, colleagues, and parents/guardians;

Reading and writing skills to:

- Read college level textbooks;
- Accurately record students' daily progress and milestones as well as a variety of reports;

Cognitive abilities that facilitate organization and integration of materials and information;

- For students preparing for roles as professional educators, the ability to interpret and evaluate information/data;

Ability to work in a variety of situations, including:

- Working collaboratively with diverse groups;
- Working with frequent interruptions.

Coping with extreme variations in workload and stress levels:

- Responding appropriately to unexpected and potentially dangerous situations.

Students should be aware that all NH colleges and universities (and almost all IHEs in the US) require that students demonstrate proficiency in numeracy and literacy by passing a nationally approved test of academic proficiency. In NH, students may pass the Praxis Core of Academic Skills for Educators; score above the 50th percentile on the SAT/ACT; or pass another state's test of academic skills.

## Section 6: Electronic Engineering Technology

- Have command of the English language
- Have reading comprehension skills sufficient to read and comprehend manuals and textbooks
- Have communication skills sufficient to prepare required reports
- Be able to understand and follow both written and oral instructions

- Be able to complete requirements for college-level classes
- Possess sufficient mobility, dexterity, and visual acuity to do computer and electronic installations, wiring, and repair
- Read meters, gauges, and other electronic measuring devices
- Judge distance and space relationship of objects
- Distinguish basic colors for determining component values
- Examine computer hardware components and software programs for diagnosis and repair
- Calculate electrical values (voltage, current, resistance)
- Work cooperatively with partners and groups

## Section 7: Computer Sciences (networking, code development and data analytics)

- Have command of the English language
- Have reading comprehension skills sufficient to read and comprehend college textbooks
- Have communication skills sufficient to prepare required reports
- Be able to understand and follow both written and oral instructions
- Be able to complete requirements for college level classes
- Have the ability to communicate information and ideas to others.

## Section 8: Human Services

- Ability to communicate verbally as a student in classes, and later as a professional in individual and group counseling situations
- Sufficient verbal skills and language to: Collaborate with a wide variety of helping professionals in clinical, societal and professional areas; deliver accurate and required information; and to search for information, e.g., questioning
- Sufficient writing ability to formulate written assessment, charting notes, reports, etc.
- Ability to sustain cognitive integrity in areas of short and long-term memory, areas of written documentation and follow-through of responsibilities
- Ability to concentrate on the execution of treatment plans, assigned skills and tasks as well as the integration and communication of this work for both short and long-term periods of time
- Ability to work in settings that may lend themselves to frequent interruptions and immediate crisis response management
- Ability to cope with a variety of stressors, including people-place occurrences, and demonstrate safe and required care for groups and individuals
- Ability to secure transportation to practicum sites and classes
- Ability to consistently attend and participate in classes
- Ability to demonstrate and maintain organizational skills, time management and professional respect. Ability to adhere to and practice the Human Service Department's ethical guidelines
- **A State Police criminal check is the responsibility of students and may be required for clinical fieldwork and / or employment upon the request of an agency. Applicants who have had difficulty with the law depending upon the nature of the problem may not be employable or even eligible for fieldwork. Applicants need to discuss these matters in an interview with the Department Chair to determine future direction.**

## Section 10: Mechanical Design Technology

- Have a high school degree or equivalent
- Have command of the English language
- Have reading comprehension skills sufficient to read and comprehend service literature
- Have communication skills sufficient to prepare required reports
- Be able to understand and follow both written and oral instructions
- Be able to complete requirements for college level classes
- Have sufficient vision to distinguish colors and information from a computer screen (adaptive equipment acceptable)
- Have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable)
- Have the ability to stand for extended periods of time and physical strength to lift parts and equipment required for the program.
- Have sufficient fine motor dexterity to perform manual skills related to Mechanical Design Technology
- Be able to work in a variety of environments including but not limited to engineering, laboratory, and electronic machining.

## Section 12: Nursing

Technical standards have been established to inform the student of minimum standards to satisfactorily function in the program and ultimately in the profession. The College must ensure that patients/clients of clinical affiliates are not placed in jeopardy by students during learning experiences. Therefore, students in service learning and clinical experiences must demonstrate sufficient emotional stability to withstand the stress, uncertainties, and rapidly changing circumstances that characterize the responsibilities of patient/client care. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with patients, their families, agency staff, faculty, and classmates. Applicants must be in good physical and mental health to meet program objectives. Technical Standards information is also available in the Technical Standards section of this catalog.

1. Sufficient hearing to assess patient needs, physiological signs, understand instructions, identify emergency signals, assess body functions, and engage in telephone conversation.
2. Sufficient visual acuity to observe patients, manipulate equipment, interpret data, ensure a safe environment, identify color changes, read fine print/writing, and do fine calibrations.
3. Sufficient speech and language ability to express, comprehend, and exchange information and ideas in English verbally, nonverbally, and in writing, and to interact clearly and logically with patients, family members, physicians, nurses, faculty, peers, and other ancillary medical personnel.
4. Sufficient tactile ability to assess pressure, temperature, position, vibration, and movement.
5. Ability to work with frequent interruptions, to respond appropriately in emergencies or unexpected situations, and to cope with extreme variations in workload and stress levels.
6. Sufficient emotional intelligence to exhibit empathy and compassion, to maintain productive relationships in classroom and clinical settings, and to integrate direction, instruction, and criticism into behavioral changes.
7. Sufficient strength, endurance, and motor coordination to

perform the following physical activities: participation in lengthy classroom activities; fine and gross motor skills to carry out procedures; ability to safely and frequently handle, lift, and/or carry equipment and patients up to thirty pounds; stamina to complete an eight to twelve hour work shift; and ability to perform CPR.

8. Sufficient information technology access and skills to complete assignments according to program standards.
9. Applicants with latex allergies are advised to seek professional medical consultation.

## Section 13: Early Childhood Education

Technical Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the Early Childhood Education profession. Applicants who feel they may not be able to meet one or more of the technical standards should contact department faculty to discuss individual cases. The Early Childhood Education Department will seriously consider all academically qualified candidates provided that the technical standards can be met with or without reasonable accommodations. No essential technical standards will be waived or modified.

Students in Early Childhood Education program must have sufficient strength, stamina, motor coordination and sensory capabilities to perform the following:

- Standing for sustained periods of time, walking, running, bending, and sitting on the floor to meet children's needs and accomplish tasks;
- Frequent lifting, moving and transferring children, especially infants and toddlers;
- Sufficient visual and hearing acuity to ensure a safe environment; and ability to respond quickly to children, colleagues, and professional partners in the event of emergency;
- Sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, colleagues, professional partners, and parents;
- Sufficient skills in written expression to accurately record children's daily progress and milestones as well as medications administered, accident and suspected child abuse/neglect reports, etc.;
- Ability to work with frequent interruptions, to respond appropriately to unexpected situations including situations requiring immediate crisis response and role responsibility exchange; to demonstrate safe and required care for children, families, colleagues and the workplace as a whole; and to cope with substantial variations in workload and stress levels;
- Ability to consistently attend and participate in classes and practice in a timely manner;
- Ability to demonstrate and maintain organizational skills and time management in classes and at the practicum site;
- Ability to respond to children's personal needs, including changing diapers, in a manner that safeguards the health and safety of the student, children, and staff;
- Ability to work in a professional and respectful manner with a diverse range of children including children of different races, cultures, religions, and ethnicities as well as children with a wide range of disabling conditions;

- Ability to maintain proper boundaries in both the school and home environments; and
- Ability and disposition to adhere to and practice the Code of Ethical Conduct set forth by the National Association for the Education of Young Children.

#### **Section 14. Life Sciences Courses**

Students who are unable or unwilling to follow standards may not be admitted into certain classes or may be removed if identified after classes start.

- Read and Comprehend scientific textbooks and materials, including laboratory documents
- Communicate with lab partners and professor. Be able to assimilate information, especially quantitative information, either in spoken or printed format.
- Follow the lab safety protocol, including requirements for clothing and footwear, eye protection and gloves.
- Possess sufficient mobility, dexterity and visual acuity to handle and use efficiently and safely for oneself and for others: flame burner, chemicals, live bacteria/organisms, bodily fluids, and other sensitive and potentially hazardous materials or equipment.
- Engage in active participation in conducting experiments, both individually and with lab partners.
- Gather and analyze the results of laboratory exercises. Make, and formulate conclusions from the collected data using deductive and inductive reasoning.
- Draw, comprehend and interpret the graphs and tables made based on collected data.
- Exercise effective time management skills, especially during the assigned lab periods by appropriate preparation and follow up.
- Ability to follow written instructions with minimal supervision, including experimental procedures (especially experimental procedures in biological sciences). Ability to perform lab functions safely, meet deadlines, and work in a project-based environment, both individually and in collaboration with others.
- Have the physical strength and awareness to handle laboratory equipment with enough care and conduct the practical aspects of experiments efficiently.

# Course Descriptions

## **ACCT101N Financial Accounting I 4 Credits**

This course provides a foundation for a thorough understanding of basic accounting procedures and principles through the study of the accounting cycle and financial statements. Additionally, current assets, cash and receivables will be studied. The use of computers in accounting is introduced.

## **ACCT102N Financial Accounting II 4 Credits**

This course is a continuation of ACCT101N. Current and long-term assets are studied along with liabilities and owner's equity items. Accounting for corporations and bonds are also discussed. The course concludes with preparation of the Statement of Cash Flows and financial statement analysis. Prerequisite: ACCT101N.

## **ACCT201N Intermediate Accounting I 4 Credits**

A study of the development of accounting begins this course. A review of the fundamental processes of accounting precedes a detailed study of the financial statements and assets on the balance sheet. Debt and equity financing is also discussed. Prerequisite: ACCT102N.

## **ACCT202N Intermediate Accounting II 4 Credits**

This course is a continuation of ACCT201N. Topics include long term assets, leases, and pensions. An in-depth look at financial reporting issues will complete the course. This course contains a service learning option. Prerequisite: ACCT201N.

## **ACCT206N Cost Accounting 4 Credits**

A study of the basic concepts and procedures of cost accounting and their application to the job order and process cost systems and to standard costs. Prerequisite: ACCT102N.

## **ACCT210N Managerial Accounting 3 Credits**

Financial accounting information is used in planning, evaluating, and controlling business operations. Topics include product costing, cost behavior, cost-volume-profit analysis, budgeting, performance evaluation, and capital investment analysis. Prerequisites: ACCT102N.

## **ACCT214N Accounting Information Systems: Accounting Program Capstone Course 3 Credits**

The utilization of a computerized accounting system for the effective control and audit of service and merchandising businesses. Advanced techniques of customizing and designing forms and importing and exporting data will be introduced. Prerequisites: ACCT201N, ACCT206N.

## **ACCT290N Accounting Internship 3 Credits**

An internship program in Accounting is a hands-on learning experience at a for-profit or not-for-profit organization which allows the student to practice competencies and skills learned in the classroom under the direct supervision of an on-site internship supervisor. Prerequisite: Completion of all catalog-listed courses for the first three semesters in a business student's respective program of study.

## **ANTH105N Ethnography of Work 3 Credits**

In this course, students will use social science research methods to learn about workplace culture and investigate potential career pathways. As ethnographers, students will use anthropological perspectives to evaluate the myths and stereotypes about work while gaining insight into how and why work matters to those within their career. The culture of work is examined in the context of contemporary dynamics of disruption, uncertainty, innovation, and diversity. Assignments encourage students to draw connections between the self and work so they are prepared to make informed decisions about majors and career paths. This course is a requirement for all students in the First Year Program who have not yet selected a major. This course fulfills a General Education Core Requirement: Behavioral Social Science.

## **ANTH108N Introduction to Archaeology 3 Credits**

The course offers an exploration of the basic theories, methods, and principles of prehistoric and historical archaeology in the Old and New Worlds. The course will introduce students to methods used by archaeologists to reconstruct ancient societies, interpret their finds, and explain how and why societies evolve.

## **ANTH110N Cultural Anthropology 3 Credits**

Cultural anthropology is a discipline that seeks to understand the human experience through social-scientific investigations of cultures around the world. This course offers tools for making sense of the experiences of diverse people whose lives are different from the student's own life, as well as putting the student's familiar worlds into new perspectives. **This course fulfills a General Education Core Requirement: Behavioral Social Science.**

## **ANTH260N Special Topics in Anthropology 3 Credits**

This course provides students with an opportunity to learn about an area not covered by existing courses in the social science curriculum. While the topics may vary from semester to semester depending on faculty and student interest, this course emphasizes a core set of essential skills common to all anthropology courses at Nashua Community College. A course description will be made available prior to the start of registration. Prerequisites: ENGL101N or ENGL110N, and SOCI101N or ANTH110N

## **ANTH263N Honors Introduction to Chinese Culture and Society 3 Credits**

With a growing political and economic influence, the study of China is becoming increasingly important for Americans to become a global citizen and educated person. This honors course provides an understanding of the Chinese society and mindset by examining major Chinese geographic features, the formation and evolution of Chinese identity, Chinese philosophical and religious traditions, Chinese political, economic and social systems, Chinese education system, and Chinese literature and arts. Prerequisite or corequisite: ENGL110N or ENGL101N and permission of the Honors Program Coordinator or Admissions into the Honors Program. **This course fulfills a General Education Core Requirement: Global Awareness.**

**ARTS101N Introduction to Drawing 3 Credits**

This course combines an appreciation of drawings by a number of artists with an exploration of drawing using various materials and media. Students will study several drawing materials, themes, and styles. In that way, they may gain the ability to self-evaluate their own drawings and the drawings of others according to basic principles of design, technique, and style. In addition to tuition and fees for the course, students will be expected to purchase up to \$50 of drawing materials and papers for the course.

**ARTS111N Photography & Digital Imaging I 3 Credits**

This course covers the technical and artistic aspects of photography and digital imaging. Topics include camera operation, exposure, composition, and lighting with emphasis on the technical and artistic sides of photography. Through assignments in photographing nature, scenery, people, sports, and existing light and through the study of the styles of many renowned photographers, students will begin to develop their artistic sense and photographic vision. The lab component will use photo editing software to manipulate and composite images. Students must have access to a camera with adjustable apertures and shutter speeds. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**ARTS112N Photography & Digital Imaging II 3 Credits**

This is an advanced course in photographic techniques, styles and, aesthetics. Students will continue building technical and artistic skills with the camera using composition, lighting, and design as well as expanding their proficiency with photo editing software to create and refine personal vision. Students will create a high-quality portfolio of photographs and lab projects. A camera with adjustable apertures and shutter speeds is required. Prerequisite: ARTS111N or permission of the instructor.

**ARTS120N Graphic Design Theory 3 Credits**

This course covers the technical and artistic aspects of graphic design and its purpose as a tool for marketing and disseminating information to the public. Topics include: Elements of creative design, visual communication, type, composition, color formats, requirements for print and web, and using Photoshop as a designing tool. The class also emphasizes both technical and artistic sides of graphic design. Through assignments both in studying successful professional graphic design and creating ads, brochures, posters etc., preparing designs for print and web, utilizing images and text as well as creating designs from a blank file, students will start to develop a logical sense of how to use image, color, form and text to achieve the desired level of clear and effective communication of a message. This course requires reading, research, and has a lab component working with Photoshop. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**ARTS200N Drawing II: Developing a Personal Approach to Drawing 3 Credits**

This course will encourage students to explore different stylistic approaches and materials in drawing in order to encourage them to expand their understanding of the drawing process. Mixed media and experimental techniques including dry and fluid mediums will be experimented with in relation to different themes. Some studies of the human form will be included. In addition

to tuition and fees for the course, students will be expected to purchase up to \$50 of drawing material and papers. Prerequisite: ARTS101N (minimum grade of B) or Permission of Instructor and student portfolio.

**ASL101N Deaf Culture 3 Credits**

This course will focus on the socio cultural view of the American Deaf Community. We will explore the two prevailing perspectives, pathology (disability) and socio-cultural (culture, language, mores, folklore), as we discuss contemporary American Deaf Culture. Finally, students will consider the role of history in the development of Deaf Culture.

**ASL120N Sign Language I 3 Credits**

This course will assist the student in developing basic conversational skills in American Sign Language (ASL). Included in the course will be a study of basic grammatical structures, nonverbal grammatical signals, sign vocabulary, and conversation regulators. Cultural aspects of the Deaf Community will also be discussed. Emphasis will be placed on using American Sign Language (ASL) in one-to-one or small group conversations. **This course fulfills a General Education Core Requirement: Global Awareness.**

**ASL121N Sign Language II 3 Credits**

This course will assist the student in developing the ability to use and understand sign language at the beginning level. Classes will include readiness exercises, skills development, direct interaction activities and sign vocabulary building. Prerequisite: ASL120N.

**ASL220N Sign Language III 3 Credits**

This course will continue with skills development, direct interaction activities and sign vocabulary building. The student will develop the background and skills necessary to participate in one-to-one or small group conversations. Class activities focus on developing expressive and receptive conversational skills through the use of drills; multimedia; and discussion of idioms and colloquial usage. It will cover the use of sign language in the Deaf Community, comprehension and expression of visual/manual language, grammatical structure and sign production. Prerequisite: ASL121N.

**AUTO106N Internal Combustion Engine 3 Credits**

This course examines 2 and 4 stroke engines, their operating systems, and related physical properties. Principles from basic carburation to variable cam timing, forced induction and performance parts are covered. The lab element of this course exposes the students to the construction methods, precision measurements, and tolerances related to engine design. It also covers basic diagnostics of a 4 stroke engine.

**AUTO113N Automotive Electricity & Wiring 3 Credits**

This course will cover the theory of automotive electrical systems and the diagnosis and troubleshooting of these systems. Wiring procedures, reading wiring diagrams, repair techniques for electrical harnesses and components. Starting and charging systems will be covered.

**AUTO114N Automotive Suspension & Steering 4 Credits**

An introduction to automotive suspension systems, four-wheel



alignment, wheel balancing and Roadforce. The lecture covers topics from basic components, Dynamic suspension systems, performance dampers and alignment angles. The lab includes the diagnostics and repair of steering and suspension components, wheel alignments and wheel and tire service. Due to the safety and nature of this course, students must earn a minimum of a 'C' to continue. Prerequisite: AUTO121N.

**AUTO121N Automotive Service & Maintenance 4 Credits**

The study and development of skills in automotive maintenance and preventive maintenance procedures such as engine lubrication, exhaust systems, cooling systems, tire rotation and balance, NH state motor vehicle inspection procedures, engine drive belt, thread repair and Oxy/acetylene torches. A student must earn a 'C' or better to achieve a passing grade in this course. This course contains a service learning opportunity.

**AUTO122N Automotive Brake Systems 4 Credits**

The study of braking systems with an emphasis on the diagnosis and repair of hydraulic systems of disc and drum brakes, the machining of rotors brake drums, brake line fabrication, ABS and stability control. Due to the safety and nature of this course, students must earn a minimum grade of a 'C' to continue. Prerequisites: AUTO106N, AUTO113N, AUTO121N.

**AUTO185N Automotive Engine Performance I 4 Credits**

Theory of operation and diagnosis of the intake and exhaust systems, computerized fuel delivery systems and ignition systems are covered. Testing of these systems with OBD-II interfaces and the use of various pressure gauges, lab scopes and multi-meter will be covered in the lab. Prerequisites: AUTO106N, AUTO113N, AUTO121N.

**AUTO205N Advanced Automotive Electricity & Electronics 4 Credits**

This course includes operating principles and troubleshooting of various systems, body computers, multiplexing, keyless entry, etc. Testing of sensors, circuits and on-board diagnostics related to these systems will be covered. Prerequisite: AUTO113N.

**AUTO215N Engine Performance II 4 Credits**

A continuation of Engine Performance I with a focus on advanced diagnostics of engine control systems using, OBD-II interface and lab scopes. The function and operation of the supporting emission systems to include exhaust Catalyst, EVAP and EGR systems will be covered. Prerequisites: AUTO185N.

**AUTO221N Automotive Heating & Air Conditioning 4 Credits**

The theory and operation of automotive heating, ventilation and air conditioning systems will be covered including safety, maintenance, adjustment, diagnosis and repair. Automatic climate control systems, air conditioning component repair and replacement procedures, and refrigerant safety, recovery, recycling and recharge will be covered. Prerequisites: AUTO121N, AUTO113N; Prerequisite/corequisite: PHYS101N.

**AUTO226N Automotive Power Trains 4 Credits**

This course is designed to introduce students to the basic

principles employed in the construction, operation and diagnosis of the various components and systems involved in the manual drive train of current automotive vehicles. Topics for this course include clutches, manual transmissions/transaxles, both front and rear wheel drive train components including drive shafts, axles and differentials. Four-wheel drive and all-wheel drive systems are discussed as well. This course is designed to meet the requirements of NATEF certification in the topic of manual drive train and axles. Prerequisites: AUTO106N, AUTO121N.

**AUTO227N Automatic Transmissions 4 Credits**

This course covers the theory of operation and overhaul of automatic transmissions. The lecture focuses on the operation of automatics and uses case studies to show common failures and diagnostic steps. The lab focuses on hands-on diagnosis and repair, R&R of complete units, transmission overhauls and the installation of Shift kits. Prerequisites: AUTO106N, AUTO113N, AUTO121N.

**AUTO228N Automotive Engine Repair: A Capstone Course 4 Credits**

This course is designed to give students a better understanding of current practices involved in the diagnosis, disassembly, cleaning, repair and reassembly of today's modern engines. Topics for this course will include engine diagnostic procedures, engine removal practices, proper teardown, cleaning and inspection processes, best practices for component repair/replacement, reassembly and engine reinstallation. There will also be discussion about engine design, performance modifications and specifics regarding certain engine features that are manufacturer specific. This course is designed to meet all of the requirements for NATEF certification in the Engine Repair section. There is also a Capstone Assignment that is part of this course. Prerequisites: AUTO106N, AUTO113N, AUTO114N, AUTO121N, AUTO122N, AUTO185N, AUTO226N, AUTO227N. Prerequisite/corequisite: PHYS101N; Corequisites: AUTO215N, AUTO221N.

**AVTN101N Maintenance Forms & Records 3 Credits**

This course is a study of selection and use of FAA technical and legal publications in order to perform the duties of an aircraft maintenance technician. Maintenance publications, forms and records, mechanic privileges, weight and balance problem solving, aircraft weighing procedures and establishing an aircraft equipment list will be covered.

**AVTN102N Airframe Structures I 4 Credits**

This course is a study of repair procedures on aircraft fabric surfaces and wood structural members in accordance with FAA and manufacturer's instructions, as well as an introduction to sheet metal repairs using correct repair procedures, tools and materials. The application of aircraft finishing including enamel, lacquer and dope for fabric covered surfaces will also be discussed.

**AVTN103N Airframe Structures II 5 Credits**

The various materials and processes used in constructing aircraft are covered in this course. The proper use and selection of materials, rivets, fasteners for structural and nonstructural applications and welding are covered. In addition the following materials and their repair procedures will be covered: honeycomb, fiberglass, plastic and laminated surfaces. Prerequisites: AVTN102N, AVTN108N.

**AVTN104N Materials and Processes 3 Credits**

This course is a study of identification, selection and inspection

of aircraft hardware and materials; use of precision measurement equipment and related tools; identification and performance of nondestructive tests and interpretation of the results. Ground operation and servicing as well as corrosion control will be presented.

**AVTN105N Aircraft Systems 4 Credits**

This course incorporates aircraft instruments and aircraft systems. Topics include basic airframe instruments, correct handling and installation procedures for instruments, ice and rain control systems, fire protection systems, position and warning systems, cabin atmosphere and control systems, fuel systems, inspection, checks, servicing and repair of the various systems and their components.

**AVTN106N Aviation Electronics 3 Credits**

An introduction to DC and AC electricity, including their disassembly and maintenance. This course will also include generators and alternators. Emphasis will be placed on understanding control elements: electrical, hydraulic and pneumatic. The capstone of the course will be the ability to troubleshoot electromechanical problems.

**AVTN107N Digital Logic 3 Credits**

Digital logic gates, flip-flops, PLAs and memory are studied as microprocessor support chips. Gate reduction techniques are introduced. Logic and control circuits using relay logic are a part of this course. Prerequisite: AVTN106N.

**AVTN108N Aviation Drafting & Blueprint Reading 3 Credits**

The study of the fundamentals of drafting and blueprint reading. This course will enable students enrolled in the Aircraft Maintenance Training program to develop the required skills to meet the FAA basic drafting and blueprint reading standards.

**AVTN202N Airframe Electrical Systems 3 Credits**

The application and use of the principles of basic electricity to troubleshoot and repair aircraft electrical systems in accordance with the manufacturer's service instructions, fundamentals of navigation-communication equipment, antenna installation and theory, as well as the operation of the auto pilot systems will be covered in the course. Prerequisite: AVTN106N.

**AVTN203N Hydraulics & Pneumatics 5 Credits**

This course is a study of the theory of operation, maintenance requirements and adjustment of various hydraulic and pneumatic components. Testing, inspecting, troubleshooting and servicing hydraulic and pneumatic system components in accordance with FAA and manufacturers' specifications as well as troubleshooting and repairing wheel and brake systems in accordance with manufacturers' specifications will be covered.

**AVTN204N Assembly & Rigging 4 Credits**

Assembly and rigging of fixed and rotary winged aircraft are introduced, including the checking and alignment of structures, balancing and rigging of movable control surfaces, jacking aircraft and the final assembly and inspection of the aircraft. Students also receive instruction in airworthiness inspection procedures. Prerequisites: AVTN103N, AVTN203N.

**AVTN206N Reciprocating Engines I 5 Credits**

This course will provide the student with a detailed understanding

of the aircraft reciprocating engine, its theory, development and versatile application on today's modern aircraft. Reciprocating engine configurations, such as Horizontally Opposed Engines, Radial engines, In-line and V-Engines, will also be covered. Reciprocating engine reliability, durability, operating flexibility and streamline ability will be discussed with emphasis on the importance of all these key engine requirements. The course will also include an in-depth look at Horizontally Opposed and Radial Engine construction, including all of the many internal components, mechanisms and assemblies. The student will have a hands-on understanding of each of these components, their design and how they all work together to provide safe, efficient and reliable engine power and thrust. Prerequisites: AVTN104N, AVTN203N.

**AVTN207N Reciprocating Engines II 5 Credits**

This course provides the student with a more enhanced knowledge and understanding of the aircraft internal combustion engine. To include engine disassembly and reassembly procedures. Performing detailed visual inspections, including (NDT) Non Destructive Testing, troubleshooting techniques, servicing and repair. Assuring powerplant conformity, airworthiness practices and inspections as mandated by the (FAA) Federal Aviation Administration, thru (FAR) Federal Aviation Regulations and manufactures procedures. Prerequisite: AVTN206N.

**AVTN208N Engine Systems 3 Credits**

This course will provide the student with a detailed understanding of the many aircraft engine systems. These include the Lubrication, Exhaust, Cooling, Fire Detection and Extinguishing Systems. Also the Engines Instrument systems will be presented to provide the student with an in-depth knowledge on how all these systems work together to provide safe and efficient engine performance. The student will also have a hands-on knowledge of each of these systems, along with their many parts and components. The course will also discuss the importance of providing the pilot and technician with reliable and accurate engine parameters, at all times, for flight safety and effective troubleshooting and adjustments. Corequisite: AVTN206N.

**AVTN209N Aircraft Propellers 3 Credits**

This course is a study of the physical laws and design characteristics governing propeller operation. Students receive instruction on propeller theory and maintenance, propeller control system components, types of propellers and propeller installations, identification and selection of propeller lubricants, inspecting, servicing and repairing of fixed pitch, constant speed and feathering propellers, propeller governing systems, propeller synchronizing and ice control systems.

**AVTN210N Turbine Engine & Systems 4 Credits**

The theory and maintenance of gas turbine engine systems and installation are covered in this course. Topics include theory of operation, operating characteristics, axial and centrifugal flow compressors, combustion chambers, exhaust sections, fan and bypass turbine engines, thrust reversing systems, turbine section and turbine blade design. Inspection and adjustment of gas turbine engines are included. Prerequisite: AVTN208N.

**AVTN211N Carburetion & Fuel Systems 3 Credits**

This course is a study of the accessory systems used in aircraft powerplants. Carburetion; engine fuel systems; fuel metering systems; inspection, checking; servicing, troubleshooting and repair of reciprocating and turbine engine fuel metering systems are covered. Prerequisite: AVTN105N.

**AVTN212N Engine Electrical Systems 4 Credits**

This course covers additional powerplant accessory systems including magnetos, high and low tension systems, reciprocating and turbine engine ignition systems, and engine electrical systems and components. Engine fire protection systems will also be discussed. Prerequisites: AVTN202N, AVTN206N.

**BCPT119N Software Applications 3 Credits**

Students will learn basic to intermediate applications of end-user productivity software, this includes word processing, spreadsheet, presentation and relational database software. This course is taught using Microsoft Office and the Windows platform. Students using other platforms are encouraged to speak with the Program Coordinator to understand software challenges. Students using other platforms may need to use campus computers to complete some assignments.

**BCPT204N Word Processing: WORD 3 Credits**

Intermediate and advanced word processing concepts, theory and applications will be studied and applied. Students perform activities in creating styles, outlines, tables, table of contents, mail merge, on-screen forms and managing multi-page documents. Integrating WORD with other applications and the World Wide Web as well as customizing WORD are studied.

**BCPT208N Spreadsheets: EXCEL 3 Credits**

Students will learn basic to advanced spreadsheet skills, this includes formulas, functions, charts, pivot tables and data analysis. This course is taught using Microsoft Excel on the Windows platform. Students using other platforms are encouraged to speak with the Program Coordinator to understand software challenges. Students using other platforms may need to use campus computers to complete some assignments.

**BCPT213N Database Management: ACCESS 3 Credits**

A study of the uses of data and files, database design, and the physical utilization of database access systems. Topics include database design, terminology, and the creation of tables, forms, queries, reports and macros and Structured Query Language (SQL). The lab component will include the development of applications using MS Access, a relational database.

**BCPT216N Desktop Publishing 3 Credits**

Adobe InDesign desktop publishing software is used to create and publish computer-generated digital publications. Students learn to produce advertisements, newsletters, brochures and business forms. Emphasis is placed on the understanding and application of graphic design principles to create and produce high quality digital publications.

**BIOL101N Germs 101 4 Credits**

This General Education science course introduces students to the fascinating, invisible, Microbial world we live in. Through a variety of hands-on projects, students will garner understanding of the

importance of Microbes to life on Earth. Students will learn to see microbes as organisms, both harmful and beneficial. This course does not meet the requirements of Microbiology for the Nursing Program nor for Biology majors. **This course fulfills a General Education Core Requirement: Science.**

**BIOL105N Biology in Focus: Cellular Basis of Life 4 Credits**

Scientific study of living things: Their fundamental processes, their unity and diversity, and connections to everyday lives. Areas of inquiry include cellular organization, metabolism and respiration, photosynthesis, and genetics from classic Mendelism to current biotechnologies. A minimum of 12 laboratory exercises support lecture topics and are designed to develop scientific inquiry and critical thinking. This course is equivalent to a college-paced Advanced Placement Biology course. **This course fulfills a General Education Core Requirement: Science. Biology Majors should take BIOL107N for increased transfer options.**

**BIOL106N Biology in Focus: Exploring Biodiversity 4 Credits**

This course provides students the opportunity to develop critical thinking utilizing current ecological topics. An integrated lecture-lab experience that introduces the basic principles of evolution, biological diversity of living things, population and community ecology, and conservation biology. This course is equivalent to a college-paced Advanced Placement Biology course. This course is equivalent to a college-paced Advanced Placement Biology course. Not a Biology Majors course.

**BIOL107N Principles of Biology: Molecular and Cellular 4 Credits**

This course introduces topics in more depth than BIOL105N, faster pace, higher expectation of application through projected-based learning environment to implement new methodology and critical thinking in and out of the laboratory. Topics covered include the chemical and physical basis of life, biochemistry, cell structure and function, genetics with emphasis on replication, transcription, expression, structure as it links to function at cellular, individual, population, and community levels of organization and evolution. This course is designed for students pursuing careers in biological sciences, biotechnology or areas related to medicine, biomedical research. Prerequisites: Successful completion (C or higher) of college preparatory Biology and Chemistry or be able to pass a biology program entrance exam and placement into ENGL101N. **This course fulfills a General Education Core Requirement: Science.**

**BIOL108N Principles of Biology: Diversity, Evolution and Ecosystems 4 Credits**

This biology majors course introduces topics in more depth than BIOL106N, faster pace, and is an integrated lecture-lab experience that introduces the basic scientific principles of evolution; biological diversity of living things; population and community ecology; and conservation biology. This course provides students the opportunity to develop critical thinking utilizing current ecological topics and project-based laboratory experiences. Prerequisite: Successful completion (C or higher) of college preparatory Biology and Chemistry or be able to pass a program biology entrance exam.

**BIOL111N Basic Human Anatomy & Physiology 4 Credits**

An introductory course centering on the structure and function of the human body with a concentration on normal anatomy with emphasis on system functions and interrelations between systems. This course is for the beginning student. A series of laboratory experiences are included to provide practical support for concepts presented in lecture.

**BIOL115N Nutrition 3 Credits**

This survey course covers basic facts and principles of nutrition. The course is designed for anyone interested in nutrition and how it relates to overall health and wellness. The course examines what role the nutrients serve in the body, their sources, and how the body absorbs and utilizes them. Other topics covered include energy balance, weight management, fitness, and nutrition throughout the life cycle. **This Course fulfills a General Education Core Requirement: Science.**

**BIOL201N Anatomy & Physiology I 4 Credits**

This course focuses on the chemical and molecular organization of the human body and the complementarity of structure and physiological functions. Topics from chemistry of life to organ systems including integumentary, skeletal, muscular and nervous are included with emphasis on physiology. Hands-on classroom and laboratory experiences augment lecture topics and including cytology, histology, physiological experimentation, study of human anatomical models, and dissection of appropriate specimens. Prerequisite: Placement into college-level English, math and science; 'C' or better in: high school biology or BIOL105N; and high school chemistry or CHEM110N, or with permission from the Program Coordinator.

**BIOL20201N Co-Requisite Workshop for Anatomy & Physiology I**

The purpose of this workshop is to provide students identified as needing more support with understanding fundamental concepts found in biology and chemistry courses, the opportunity to have guided review of concepts in light of the current A&P course material. This Co-Requisite Workshop runs concurrently with the course to increase student understanding and ability to process the science behind these complex physiological functions. The first day of class, students are required to take an entrance exam to determine if they would benefit from this extra two hours of support. Co-Req: BIOL201N

**BIOL202N Anatomy & Physiology II 4 Credits**

This course is a continuation of BIOL201N that focuses on understanding how the biochemistry of each system affects the function of the whole organism. Systems covered in this course include endocrine, cardiovascular, immune, respiratory, digestive, excretory, and reproductive. Other topics pertinent to overall homeostasis and survival, including: imbalances, nutrition, metabolism, acid/base and fluid/electrolyte balance and genetics. Hands on experiences and laboratories designed to augment learning, include cytology, histology, physiological experimentation both wet lab and computer-assisted, study of human anatomical models, and dissection of appropriate specimens. May provide independent research option. Prerequisite: BIOL201N.

**BIOL205N Pathophysiology 3 Credits**

This pathophysiology course will discuss many current health

issues at the depth of the cell. This course is designed to provide the student with an understanding of the various cellular mechanisms by which human diseases develop which includes autoimmunity, infection, a survey of common disorders involving each of the major body systems. Students should have a solid background in cell biology before taking this course. This course fulfills an Advanced Biology Topic for Biology majors. Prerequisites: BIOL107N or BIOL202N with a grade of 'C' or better or permission from Program Coordinator.

**BIOL207N Immunology 3 Credits**

This upper level introductory Immunology course will discuss many current health immunology-related issues at the depth of the cellular mechanisms. This course is designed to provide the student with an understanding of the various cellular mechanisms by which human/murine models have developed to provide normal protection; includes a survey of disorders including infections, autoimmunity and developing carcinomas. This course fulfills the Advanced Biology Topic for Biology majors. Prerequisites: BIOL210N/215N or BIOL202N with a grade of 'C' or better or permission of the Program Coordinator.

**BIOL210N Medical Microbiology 4 Credits**

This course introduces the principles and practices of medical microbiology intended nursing students. Topics include: the nature and behavior of microorganisms; principles of growth and reproduction of microorganisms; identification of microorganisms using staining, pure culture, biochemical and antigenic techniques; and the epidemiology, clinical features, laboratory diagnosis and control measures for microbial diseases caused by viruses, bacteria, fungi, protozoa and helminthes. Students are required to complete an organism identification project. Prerequisite: BIOL201N or BIOL105N with a grade of 'C' or better. This course does not meet the requirements for Biology majors.

**BIOL215N Microbiology 4 Credits**

This is a comprehensive study of the principles of microbiology. A brief survey of the history of the science and evolutionary taxonomy is given. Emphasis is placed on understanding the variety and differences among microbes, their metabolism, genetics, and their relationships as pathogens or probiotics to humans and activity in the environment. Also covered are molecular biology technologies, including genetic engineering, gene therapy, PCR genomics, and cloning. Laboratory study accompanies this course requiring successful completion of topic supportive exercises and of completing an unknown project where a mixed culture is given to each student for isolation and identification as partial requirement of the course. This course fulfills Biology major requirements. Prerequisites: ENGL101N or ENGL110N, CHEM110N or CHEM130N, and BIOL105N, BIOL107N or BIOL201N or approval of Program Coordinator.

**BIOL220N Ecology 4 Credits**

The course covers factors that influence the distribution of organisms; populations and species interactions, such competition and predation; communities, their structure, dynamics, and the flow of energy; and ecosystems, their structure and dynamics, and particularly the effects of changing climate. Also covered are the role of evolution and human impact, including effects of harvesting, pesticides, invasive species,

and restoration ecology. This one-semester course is geared toward preparing students for upper division courses in biology and related fields. Laboratory investigation will involve some field-study techniques and support topics discussed in class. Prerequisites: ENGL101N /110N and BIOL108N.

**BIOL230N      Genetics      4 Credits**

This course covers chemical structure of genetic material, Mendelism, gene recombination, and chromosome mapping, mutation, gene expression and regulation, and recombinant DNA. Quantitative inheritance and population genetics utilizing bioinformatics for class project. Laboratory: Hands-on experience with some of the important organisms used for research in genetics (*Drosophila*, *E. coli*, yeast, *C. elegans*, and plants). Investigation of fundamental genetic concepts in the laboratory, experience with transmission and molecular genetic techniques, introduction to bioinformatics, and analysis and interpretation of data. Prerequisites: ENGL101N/110N, CHEM110N/131N, BIOL105N/107N and MATH106N or approval of coordinator.

**BIOL260N      Scientific Inquiry & Techniques      2 Credits**

This methods course is designed to develop scientific inquiry and physical laboratory skills to ensure students are ready for their Science Capstone Experience. The course is taught in three project based research modules so that students will develop the proficiencies needed in several science topics and techniques in molecular biology, bioengineering, bacteriology, biochemistry, etc. This course fulfills the needs of many disciplines within the sciences, teaching students general library literacy in finding and interpreting peer reviewed scientific journals that can be applied to making summaries and predictions regarding the topic of interest. Students will be encouraged to compare and contrast merits of various techniques and analyses methods. In the laboratory, students will reinforce and enhance their knowledge with hands-on experience with these new techniques learning and following all appropriate safety procedures (Good Laboratory Practices). Prerequisites: BIOL107N and CHEM131N; corequisite: BIOL215N.

**BIOL270N      Advanced Topics in Biology      3 or 4 Credits**

Advanced Topics in Biology will rotate through different upper-level science courses per semester, and may include endocrinology, biochemistry, molecular biology, cellular biology, or other topics. This course is designed to increase students' scientific knowledge, hone organizational techniques, advance analytical reasoning and enhance critical thinking skills. Students will have the opportunity to apply basic theories and skills learned in their previous science courses to collect data from scientific databases, assess quality of the cited research, and design analytic rubrics while learning the more in-depth language and content of an upper-level course. In addition to classroom instruction, students will work individually under the supervising faculty member to synthesize information from various current sources with their theoretical knowledge into a final project paper. Laboratory experiences may be added to increase student understanding of the scientific techniques being used in current literature. Students may be asked to present their research to the college community. Laboratory: Any laboratory experience will be project-based and not research based. Emphasis will be on development of technical skills, understanding results from new techniques and applying previous knowledge to problem-solving.

Prerequisites: BIOL108N or BIOL230N and CHEM130N.

**BIOL280N      Science Capstone Experience      3 Credits**

This course is designed to develop students' critical thinking, design, and organizational skills that will result in formulating plausible research proposals. Students will have the opportunity to apply basic theories and skills learned in their fundamental science courses to design test of principle experiments, to develop skills in data collection, use of databases, designing analytic rubrics that will result in a logical written research proposal that students can take to their transferring university or college and present to a collegiate body. Students will work, as individuals or in small groups, under supervising faculty member to apply their knowledge of the laboratory experience in a research environment and in synthesizing and evaluating the developing research proposals. Laboratory: The laboratory work includes applying new techniques to their individual or group research questions. Research laboratory will have a formal technique portion, followed by individualized and closely guided open labs. Emphasis will be on development of technical skills, reasoning, laboratory safety and proposal development. Prerequisite: BIOL260N.

**BUS101N      Introduction to Business      3 Credits**

This is an introductory course designed to survey the functions of business, while exploring current trends and learning about business opportunities. Topical discussions will include, but will not be limited to the environment in which businesses operate, business structures, business ownership models, industry competitiveness, and resource utilization.

**BUS104N      Principles of Marketing      3 Credits**

This course places an emphasis on the four P's of marketing: Product, price, promotion, and place (distribution). In-depth analysis of consumer versus business customers, products, pricing strategies, consumer behavior, advertising, promotion, personal selling, and distribution channels are offered. Marketing strategic planning and marketing research are covered as well.

**BUS110N      Principles of Management      3 Credits**

This is a survey course designed to expose the student to nature of the organizational environment and the major activities performed by its managers. The course is organized around the functions of management: planning, organizing, leading, and controlling; thus making it possible for students to use the techniques of management in a systematic way. Case studies are used to apply the principles of management to hypothetical business situations.

**BUS201N      Human Resources Management      3 Credits**

The purpose of the course is to familiarize the student with the scope and content of the human resource management function. Through case analyses and lectures, this course studies the relationship between employees and human resource managers in employment planning, staff recruitment and selection, training and development, performance appraisal and compensation systems, and the promotion of equal employment opportunity. Prerequisite: BUS110N.

**BUS202N      Labor Relations Management      3 Credits**

The overall objective of this course is to introduce the student

to labor union relationships in both private and public sectors of business. A historical approach will show how unions evolved and continue to evolve in the contemporary global business environment. Topics of discussion include establishing a union, negotiating a collective bargaining agreement, dispute resolution, and contract enforcement. Prerequisite: BUS201N or Permission of the Instructor.

**BUS204N Small Business Management:  
A Capstone Course 3 Credits**

This is the Management capstone course, which studies management techniques as applied to small businesses. Topics involve the requirements necessary to launch a new venture and manage it as an ongoing business. Discussions will cover business plan development, computer applications, human resources, purchasing, marketing, taxation, risk management, and control procedures. The development of a comprehensive business plan allows students to plan for a new venture of their choosing, which is presented in both an oral and written proposal. Prerequisites: ACCT101N, BUS110N.

**BUS206N Consumer Behavior 3 Credits**

This course is a study of how the field of marketing influences the actions of consumers and how marketing influences the retailing process. This course provides the student with an understanding of consumer behavior, the buying process, product life cycles, and the consumer adoption process. This course highlights the importance studying merchandising effect on consumers. Prerequisite: BUS104N.

**BUS207N Sales 3 Credits**

This course covers the planning, direction, organization, and control of the personal selling effort. Emphasis is placed on the relationships between sales and selling activities, as well as other marketing functions. Students will have numerous opportunities to create different types of sales presentations aiming at the business to business, and business to consumer markets.

**BUS210N Marketing Strategies  
A Capstone Course 3 Credits**

This capstone course integrates the theories, models, and concepts covered in other marketing courses. Special emphasis is placed on the development and application of creative analytical problem solving techniques to a wide range of marketing problems. Prerequisite: BUS104N, BUS215N.

**BUS213N Principles of Advertising 3 Credits**

This course is an introduction to the field of advertising, which covers the procedures and theories of creating and using advertisements. The course also focuses on the marketing manager's role in designing the firm's advertising program within an overall corporate strategic plan.

**BUS215N Integrated Marketing  
Communications 3 Credits**

This course provides an overview of marketing communications methods such as advertising, public relations, personal selling, and sales promotion. Emphasis is placed on how these methods are used for direct marketing campaigns. The relationship selling model is emphasized within the overall framework of marketing

communications. Students utilize these methods and develop and integrated marketing communications plan. This course assumes some basic knowledge of marketing communication and promotion theory and practice on the part of the students but does not require any specific work experience. Prerequisite: BUS104N.

**BUS218N Dynamics of Organizational  
Behavior 3 Credits**

This course provides an overview of individual and group behavior within an organizational setting. Discussion topics include motivation, power, political behavior, team development, leadership, culture, and organizational constraints. Case studies are used to illustrate how theoretical models can be applied to various scenarios.

**BUS220N Honors Leadership  
in the Workplace 3 Credits**

This course provides the critical element of analytical and intellectual examination and reflection of certain core issues in the practice of leadership. Understanding of these concepts will be achieved through open discussion, honest self-assessment, experiential exercises and observation of real-life leadership practice. Traits and behaviors of leaders setting the ethical tone of the organization are also studied. Examination of the confusion and gray areas involved in leadership initiatives sets the tone for this as an honors level course.

**BUS230N Introduction to Management of  
Information Systems 3 Credits**

This course is designed to provide a descriptive and functional definition of management information concepts. The organization will be viewed as a total system with three subsystems: management, operations, and information. The student will examine the interactions and procedures of the information subsystems, such as scheduling, production, inventory, sales, purchasing, planning, finance, accounting, and human resource management. Discussion topics include the information requirements of an organization and the interaction of systems hardware, software and data management.

**BUS240N Business Law 3 Credits**

This is an introductory course in business law. Discussion topics include the origin of law, the federal and state court systems, contract law, and the Uniform Commercial Code. The case study approach will be used so that legal concepts can be applied to various business scenarios.

**BUS290N Management/Small Business  
Entrepreneurship Internship 3 Credits**

An internship program in the Department of Business is a hands-on learning experience at a for-profit or not-for-profit organization, which allows the student to practice competencies and skills learned in the classroom under the direct supervision of an on-site internship advisor. Prerequisite: Completion of all catalog-listed courses for the first three semesters in a business student's respective program of study.

**BUS294N Marketing Internship 3 Credits**

An internship program in the Department of Business is a hands-on learning experience at a for-profit or not-for-profit organization, which allows the student to practice competencies and skills learned in the classroom under direct supervision of an on-site internship advisor. Prerequisite: Completion of all catalog-listed courses for the first

three semesters in a business student's respective program of study.

**CAD111N CADD I 5 Credits**

CADD I is the study of graphical communication. The drafting fundamentals studied in this course will include 3D Solid Modeling, blueprint reading, measurement, geometric construction, orthographic projection, section views, dimensioning, threads and fasteners. All work is performed using current CAD software (Solidworks) on personal computers.

**CAD112N CADD II 5 Credits**

CADD II will continue the study of graphical communication exploring advanced 3D Solid Modeling, geometric dimensioning and tolerancing, manufacturing methods, spring and cam design. Students will learn all of the components necessary to design in a 3D environment including solids, surfaces, parts and assemblies, applying materials, and creating animated assemblies. Prerequisite: CAD111N or Permission of the Instructor.

**CAD131N Technical Drawing 3 Credits**

This course covers the basics of drafting fundamentals including blueprint reading, measurement, geometric construction, orthographic projection, section views, auxiliary views, dimensioning and tolerancing, threads and fasteners. All work is performed using current CAD software (Solidworks) on personal computers. This course is designed for the Precision Manufacturing student.

**CAD215N CADD III 5 Credits**

CADD III will continue advanced 3D graphic communications using CREO (formerly Pro Engineer) solid modeling software. Students will learn advanced 3D solid design, tolerancing, detail and assembly drawings, mass properties and advanced manufacturing techniques. Communications between different CAD programs will be introduced. Students will learn the basic steps in the design process including design for manufacture concepts. Prerequisites: CAD112N, MTTN118N, or Permission of the Instructor.

**CHEM110N Chemistry for Health Sciences 4 Credits**

This introductory chemistry course provides students with conceptual and hands-on experience with fundamental principles of chemicals. Included are topics in atomic structure, chemical bonding, periodic table, solutions, medication math calculations, gas laws, acid-base and reduction/oxidation reactions, chemical equilibrium, thermodynamics, and an introduction to organic and biochemistry as it pertains to the cell. This course does not fulfill the requirements of CHEM130N & CHEM131N or Organic Chemistry I & II. **This course fulfills a General Education Core Requirement: Science.**

**CHEM130N General Chemistry I 4 Credits**

This chemistry course introduces the student to the principles of chemistry included in the first semester of a two-semester chemistry course. The course will include topics such as matter, stoichiometry, chemical reactions, gas and kinetic-molecular theory, thermochemistry, quantum theory and atomic structure, chemical periodicity, chemical bonding, and molecular geometry. Principles taught in lectures will be reinforced in laboratory experiments. Prerequisite: Accuplacer score with placement into MATH110N or MATH120N.

**CHEM131N General Chemistry II 4 Credits**

This general chemistry course is designed to teach students the principles of chemistry included in the second semester of a two semester chemistry course. This course will include topics such as intermolecular forces, properties of solutions, kinetics, chemical equilibrium, acid-base equilibrium, electrochemistry, and thermodynamics. Prerequisite: CHEM130N with a 'C' or better; corequisite: MATH120N.

**CHEM136N Honors Chemistry Through Forensics 3 Credits**

This Honors chemistry course introduces the student to the principles of chemistry as they apply to forensic problems such as evidence, drugs, and fire. The course will include topics such as matter, atomic structure, chemical reactions, stoichiometry, chemical bonding and molecular geometry, solutions, introductory organic chemistry, and thermochemistry. This is a non-lab science offering for non-science majors. Prerequisite: Accuplacer Math placement test.

**CHWN101N Foundations of Health & Wellness 3 Credits**

This survey course familiarizes the student with the broad and varied methods and techniques currently recognized in the field of Alternative Health and Wellness. Most frequently used options for treatment of self and others will be explored at some depth. Emphasized will be both Eastern and Western modalities. Furthermore, this course assists the student in choosing one or more areas of focus within the overall program.

**CHWN115N Introduction to Herbology 3 Credits**

This survey course will familiarize the student with the properties and the usage of herbs from around the world. At least 12 herbs will be studied in depth, with the students developing monographs of the herbs studied in class. At the conclusion of this course the student will have developed a Materia Medica and will be able to create herbal products for their own use.

**COMM101N Introduction to Media Studies 3 Credits**

This course studies the mass media in historical and contemporary contexts, focusing on the structure, function, audiences and effects of the news and entertainment industries. Issues such as legal, economic, social and psychological implications within society will be analyzed. This course contains a service learning option. **A minimum grade of B- is required to remain in the Communications program.** Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: English/Communications.**

**COMM102N Principles of Communication 3 Credits**

A survey of the basic theories and principles of human communication by first exploring the fundamental processes central to communication (e.g. listening, verbal and nonverbal communication, message, channel, medium) and then applying those processes to various communication contexts including interpersonal, intrapersonal, small group, public, organizational, and mass communication. Prerequisite: ENGL101N or ENGL110N.

**COMM115N Introduction to Media Writing 3 Credits**

This course will introduce students to the application of writing principles for various forms of media copy: print news and

features; broadcast news for radio and television, public service announcements, advertising, social media, and public relations. Topics covered in this class include: hard news; feature writing; AP style; crafting effective leads; editing; organizational media; interviewing techniques; blogging; identifying and targeting audiences; public service announcements; press releases; and communications ethics and theory. **A minimum grade of B- is required to remain in the Communications program.** Prerequisite: ENGL101N or ENGL110N.

**COMM120N Introduction to Public Relations 3 Credits**  
This course introduces the student to the public relations process and management in addition to the role of the public relations practitioner. The course will discuss how public relations differs from other communication disciplines and how corporate and nonprofit institutions use public relations as a strategic communication tool. Ethics and social responsibility and the impact of social media will be defined. Students will apply public relations practice through a course service learning component. Prerequisite: ENGL101N or ENGL110N.

**COMM125N Introduction to Broadcasting 3 Credits**  
This course will introduce the student to the study of broadcast media. It will trace the development of radio and television through inception to the present day. Social, cultural, economic, and political issues associated with the industry are presented allowing the student to gain greater insight into the origin, roles, operation, and changing philosophy of broadcasting in the United States. Examples of news gathering and reporting, advertising and entertainment are examined. Prerequisite: ENGL101N or ENGL110N.

**COMM130N Blog Writing 3 Credits**  
Applying principles used in business and industry, students will analyze existing blogs, create a blog, use writing skills and graphics to create compelling blog posts, and learn how to market and promote their blog online. Prerequisite: ENGL101N or ENGL110N

**COMM204N Screenwriting 3 Credits**  
Students will learn and apply the techniques and principles of scripting movies and will examine the writing process from idea conception to completed work. Topics covered include: Writing scripts that connect to audiences; screenplay story structures, conventional and unconventional; the sophisticated nature of storytelling through description; the language of screenwriting; characterization and arc; and peer evaluation. Prerequisite: ENGL101N or ENGL110N with a grade of 'C' or better.

**COMM206N Social Media 3 Credits**  
Today's society is directly impacted by social media. Twenty-first century political, social and economic changes have been effected through the use of social networking. In the competitive media world, journalists must possess social media skills. This course will focus on the analysis and use of current and emerging social media, such as Twitter, Facebook, Tumblr, YouTube, SnapChat, Pinterest, Reddit, and other platforms. Students will explore the history, effect, appropriate uses of social media and will learn to craft appropriate messages utilizing the various platforms for different genres of journalism. Prerequisite:

ENGL101N or ENGL110N.

**COMM210N Perspectives in Film 3 Credits**  
This course explores a body of narrative and or non-narrative films related by virtue of style, director, themes, technology or historical perspective. Analysis of the films allows students to critically consider the role and value of film as part of a participatory culture in a shifting media landscape. Prerequisite: ENGL101N or ENGL110N.

**COMM285N Communications Internship 3 Credits**  
This course prepares students for an advanced study of communications at the bachelor degree level and will serve as the capstone experience for Communications students enrolled in the Liberal Arts program. The course is designed to help students synthesize the learning and skills acquired in their program with reality-based application through an on-site internship. Career planning may be strengthened by mentoring relationships developed through the internship experience. Pre-approval of the internship site and intended project by the program coordinator before placement; approved placement is expected prior to the semester start. Prerequisites: Completion of 45 credits of coursework applicable to the Communications program. Minimum grade of 'B-' in ENGL101N or ENGL110N, COMM101N and COMM115N must be achieved to register for COMM285N.

**CRMJ101N Introduction to Criminal Justice 3 Credits**  
This course provides an introduction to the American criminal justice system. Students will learn about the core components of the criminal justice system, including the police, courts, and the correction field. The overall goals of the criminal justice system will be addressed with particular attention given to the competing goals of the crime control and due process models. Students will learn about the interconnectedness of the various components of the criminal justice system from a 'systems' perspective.

**CRMJ102N Criminology 3 Credits**  
This course offers students an opportunity to think critically about crime and criminals in American society. Students will review the history of crime in the United States and evaluate the ongoing relationship between crime and significant events in society, such as economic crises and the development of new technologies. Emphasis will be given to understanding both the relationship between social structure and crime and the role of socialization and primary relationships. Students also explore the ways that cultural beliefs, fear, and stereotypes shape the way we think about and respond to crime. Corequisite: SOCI101N.

**CRMJ121N Criminal Investigation 3 Credits**  
This course introduces the fundamental principles and techniques of criminal investigation. Students will explore a variety of topics including crime scene processing, evidence collection, the development of information sources, identification by witnesses, interviews and interrogation, admissions, and case preparation. Prerequisite: CRMJ101N.

**CRMJ122N Law Enforcement Organizations 3 Credits**  
This course examines the organization, management, and administration of criminal justice agencies from a theoretical perspective. Students will be given the opportunity to evaluate



how the structure and functions of such agencies affect the administration of justice at the local, state, and federal levels. Prerequisite: CRMJ101N.

**CRMJ220N Juvenile Justice 3 Credits**  
In this course, students will examine theories, causative factors, and treatment in regard to youthful offenders. The philosophy behind and development of treatment and rehabilitative practices are explored. Adolescent behavior, peer pressure, and the role of the family will be examined. This course also includes legal, procedural, and substantive issues pertaining to the juvenile justice system. Prerequisite: CRMJ102N.

**CRMJ240N Criminal Law and Prosecution 3 Credits**  
In this course, students will examine the purposes, scope, and sources of criminal law. Students will learn to differentiate the jurisdictional issues and requirements within the criminal court system and discover the essential elements of a crime. The relationship between these elements and an investigation will be explored. Students will evaluate a variety of criminal offenses and the application of criminal liability, criminal responsibility, and an individual's capacity to commit a crime. Students will gain an understanding of criminal prosecution and the corresponding criminal defenses. Prerequisite: CRMJ101N.

**CRMJ260N Criminal Procedure 3 Credits**  
In this course, students will analyze the constitutional issues in the United States which have direct bearing on the role and policies of the criminal justice system. Application of these issues as they relate to investigations, arrest, pretrial and appeal will be emphasized. Prerequisite: CRMJ240N.

**CRMJ265N Corrections 3 Credits**  
In this course, students will study the correctional processes and services, standards, personnel and principles of management; allocation of resources, training and staffing; the role of sentencing and work release programs; special programs and the use of outside contracts will be examined. Prerequisite: CRMJ122N.

**CRMJ280N Criminal Justice Internship 3 Credits**  
In this course, students will have the opportunity to put learned theory into practical application as an intern. The student is responsible for seeking out the agency placement, with the assistance of the course instructor. The internship requires the completion of a mandatory minimum number of hours. A journal is maintained by the student and the final grade is based on a combination of the completion of hours, the journal, a supervising agency assessment, and an analytical report. Prerequisite: Completion of 45 credits of coursework applicable to the Criminal Justice associate degree program.

**CRMJ285N Criminal Justice Senior Project 3 Credits**  
In this course, through on-going and individualized contact with the supervising instructor, the student develops a topic pre-approved through a prospectus presented to the instructor. The student may develop any topic raised in any major class and is not limited by category. Empirical studies, surveys, literature reviews are among the acceptable categories of research. The final grade is determined by a review of the final product and the

extent to which the student has followed the course guidelines. Prerequisite: Completion of 45 credits of coursework applicable to the Criminal Justice associate degree program.

**CRTN101N Basic Collision Repair 4 Credits**  
The theory and development of skills required in making auto body sheet metal repairs. Procedures in the proper use of equipment, tools and materials to straighten, shrink, and restore automobile sheet metal will be covered. Students will learn vehicle disassembly procedures. Shop safety will be stressed and applied. A minimum grade of 'C' is required for progression in Collision Repair Courses.

**CRTN102N Introduction to Collision Repair 3 Credits**  
This course covers the following: The Auto Body Industry, shop operations, OSHA and EPA Regulations, hand and power tools, shop equipment, service procedures, fasteners and hardware. Students will explore various opportunities in the Auto Body Repair Industry. A minimum grade of 'C' is required for progression in Collision Repair Courses.

**CRTN105N Basic Automotive Refinishing 4 Credits**  
The theory and development of skills required to properly prepare an automobile for refinishing. Topics include the selection of abrasives, primers, sealers and other refinishing materials. The proper use of painting equipment such as compressed air systems, respirators, spray guns, paint booths, and drying systems will be covered. Spray gun handling and technique will be covered. Laws, regulations and safety regarding the handling of paint materials will be emphasized. A minimum grade of 'C' is required for progression in Collision Repair Courses.

**CRTN125N Intermediate Automotive Refinishing 4 Credits**  
The theory and development of skills required to properly prepare various panels and vehicle bodies for refinishing. Students will learn to identify paint codes, utilize proper masking techniques, mix and apply single and two stage finishes. Procedures in the application of chip resistant coatings and seam sealers plus final detailing of vehicle finishes will be covered. Shop safety will be stressed and applied. Prerequisites: CRTN101N, CRTN102N, CRTN105N.

**CRTN135N Mechanical/Electrical Systems I 3 Credits**  
The development of skills and knowledge working with automobile cooling systems, HVAC and basic electrical systems will be covered. Shop safety will be stressed and applied. Prerequisites: CRTN101N, CRTN102N, CRTN105N.

**CRTN140N Collision Repair Welding 3 Credits**  
This course is designed to develop basic welding and cutting skills for metals used in the construction of automobiles. Students will learn the proper selection, set up and operation of Oxy-Acetylene, GMAW (MIG), TIG, Resistance Spot Welding and Plasma Cutting. Discussion about aluminum welding will be covered. A minimum grade of 'C' is required for progression in Collision Repair Courses.

**CRTN151N Intermediate Collision Repair 4 Credits**  
Students will receive instruction and practice in the removal and replacement of mechanically attached panels, including but

not limited to: Fenders, doors, bumpers, hoods and deck lids. Instruction on moveable glass, stationary glass, water leaks and wind noise will be covered. Shop safety will be stressed and applied. Prerequisites: CRTN101N, CRTN102N, CRTN105N.

**CRTN201N      Advanced Collision Repair      4 Credits**

Theory and development of skills to repair and replace welded and bonded panels used in automobile construction. Students will study and practice repair to plastic panels such as bumpers and exterior trim. Practice in removing and replacing fixed glass in accordance with industry accepted procedures. The study of aluminum panel repair will be discussed. Shop safety will be stressed and applied. Prerequisite: CRTN151N.

**CRTN210N      Structural Analysis and Repair      4 Credits**

Students will practice anchoring, straightening and repairing structural components of full frame and unibody vehicles. Demonstrations and hand on activities repairing and replacing various components such as frame rails, radiator supports, pillars and quarter panels will be covered. Identifying methods of cold stress relief and using heat to straighten metal will be discussed. Shop safety will be stressed and applied. Prerequisites: Successful completion of first year Collision Repair courses; corequisites: CRTN211N, CRTN235N, PHYS101N.

**CRTN211N      Structural Analysis and Measuring      3 Credits**

Students will analyze collisions causing structural damage to full frame and unibody constructed vehicles. The study and practice of measuring damage using tape measures, tram gauges, mechanical measuring and computer aided laser measuring systems will be covered. Shop safety will be stressed and applied. Prerequisites: Successful completion of first year Collision Repair courses; corequisites: CRTN235N and PHYS101N.

**CRTN225N      Advanced Automotive Refinishing      5 Credits**

This course covers the skills and procedures needed to apply topcoat finishes to the automobile. The course will cover such topics as color theory, paint mixing, blending and tinting techniques, and paint defects. Application of topcoat finishes will include single stage, basecoat/clearcoat, multi-stage, waterborne, and custom paint systems. Safety and proper handling of refinish materials will be emphasized. All students will refinish body panels and complete vehicles in a controlled environment. Prerequisites: CRTN125N.

**CRTN230N      Estimating and Customer Service:  
A Capstone Experience      3 Credits**

Students will learn to assess damages using industry accepted estimating service provider's information. The study of economics in damaged vehicles and their repairs will be discussed. Customer relations and sales skills will be practiced. Students will learn about working with the customer, the insurance company and developing a repair plan. This course includes a Capstone project. Prerequisites: Successful completion of all Collision Repair coursework or permission of Program Coordinator; corequisites: CRTN201N, CRTN225N, CRTN245N.

**CRTN235N      Mechanical/Electrical Systems II      3 Credits**

The study of automotive steering and suspension systems, braking systems and drive trains. Students will have

demonstrations and hands-on exposure to typical repairs encountered in a collision repair shop. Shop safety will be stressed and applied. Prerequisites: Successful completion of all first year Collision Repair courses.

**CRTN245N      Mechanical/Electrical Systems III      3 Credits**

Students will learn electrical component testing and diagnosis on switches, relays, motors, connectors and wiring. Discussion and demonstrations of safety with high voltage systems on hybrid vehicles will be covered. Inspection and replacement of fuel system and exhaust system components. Students will have hands on practice replacing supplemental restraint systems and components as well as diagnose DTC's related to SRS. Shop safety will be stressed and applied. Prerequisite: CRTN235N.

**CSCI102N      Website Development I      3 Credits**

This is the first course in the website development sequence. The student is introduced to fundamental concepts needed to design and build a website. Topics introduced include purpose definition, audience definition, content planning, structure design, elementary page design, and typography/color considerations. Students are required to develop and present a final project using a web authoring tool and concepts learned in the course.

**CSCI103N      Website Development II      3 Credits**

This course is the second course in the website development sequence. The web page and website design principles will be reinforced while the student studies the syntax and semantics of XHTML and CSS tags. Students will explore World Wide Web concepts such as client/server, and search engine optimization. Students are required to develop and present a final hand coded project. The course also contains an optional service learning component or assignment. Prerequisite: CSCI102N.

**CSCI106N      Introduction to Software & Web Development      3 Credits**

This is a survey course for both the Web Application and Software Development programs. This course will examine fundamental aspects of computing such as, the role of an operating system, the history of computers, computer data representation and the stored program concept. The student is introduced to these concepts in order to form a foundation to be utilized and enhanced by other program-related courses.

**CSCI140N      Essentials of System Analysis & Design      3 Credits**

This course provides an introduction to systems analysis and design. Students will be introduced to the basic principles and concepts of software engineering thereby providing the necessary foundation for subsequent software engineering courses. Topics include basic terminology and core software engineering concepts; the Software Development Life Cycle (SDLC); systems requirements gathering and selection; modeling systems using Data Flow Diagrams (DFD) and the Unified Modeling Language (UML); project scheduling using GANTT charts; database environment; and an introduction to a relational model. Prerequisite: CSCI161N.

**CSCI161N      Introduction to Programming      3 Credits**

This course serves as the first computer programming course.

It introduces students to the concepts of problem solving, code development, and code organization. Students learn how to: define a problem, develop a solution, translate the solution into code, compile it, and run the program. Students learn basic principles of declaring variables and memory allocation. They learn control structures such as single, double, and multiple selections and various forms of looping. Students also learn simple data structures such as arrays, and simple on disk file structures such as text and random files. Finally, students learn to analyze existing algorithms and develop their own algorithms for solving applied problems. These concepts are taught using a contemporary programming language. Graphics are incorporated into the course to enhance the class content and enrich the content in a visual manner. Prerequisite: ACCUPLACER® score with placement into MATH110N or concurrent enrollment in MATH110N.

**CSCI175N                    Programming Using C++                    3 Credits**

This course is the first course in C++. The student's problem solving skills will be strengthened while learning C++. The importance of variable data types, arrays, if, if else, loops, and functions will be emphasized. Additionally the student will be introduced to pointers, structures, and selected preprocessor directives. Prerequisite: MATH110N or higher recommended.

**CSCI201N                    Client-Side Scripting  
                                  Using JavaScript                    3 Credits**

This course is an introduction to JavaScript programming. The students will be introduced to the following topics: Language constructs, form handling, input validation using regular expressions, events and event handlers, creating and using cookies, DOM (Document Object Model), and Ajax (Asynchronous JavaScript and XML). Students are required to develop and present a final project. Prerequisite: CSCI103N, CSCI161N.

**CSCI202N                    Java Programming                    3 Credits**

The students will reinforce their understanding of basic programming concepts such as variables, loops, conditions, arithmetic operations, functions, parameters and arrays while learning the Java programming language and the Java SDK. The key concepts of the object-oriented programming such as classes, objects, inheritance, and encapsulation are also addressed as well as object oriented problem conceptualization and class definition. Additionally graphical user interface (GUI) and event driven programming concepts are reinforced. Prerequisite: CSCI161N.

**CSCI203N                    Introduction to UNIX                    3 Credits**

The student will be able to perform ordinary tasks in the UNIX operating system. This would include user file and directory management, use of shell/template, use of an editor, executing commands and managing processes. The student will also learn to customize the work environment, use UNIX utilities and learn simple scripting. (Although there is no prerequisite for this course, students who are new to working with computers should consider taking CSCN101N either before or along with this course.)

**CSCI206N                    Server-Side Scripting Using PHP                    3 Credits**

The student is introduced to the fundamentals of server side

scripting in a web server based environment. This course focuses on the fundamentals needed to design and create dynamic and interactive HTML/XHTML pages that access information on the server. Students learn to design and develop applications for use in an intranet/internet environment. Prerequisite: CSCI103N, CSCI161N.

**CSCI207N                    Database Design & Management                    3 Credits**

This course is an introduction to database design and management. The students will be introduced to the following topics: Database environment, the database development process, including information architecture and system planning, database analysis, database planning and design, the relational theory and terminology as well as normalization. The course will also introduce the student to CASE tools and their uses in the database development process. Additionally the course will study the Structured Query Language (SQL). Students will apply their knowledge with hands-on projects designed to teach the intricacies of database design. Prior knowledge of a programming language as approved by the Program Coordinator is required.

**CSCI230N                    Object Oriented Programming  
                                  Using: C++                    3 Credits**

In this course, the student will continue to develop proficiency in problem solving using more in depth abstract programming constructs using the C++ programming language and object oriented techniques. They will strengthen their knowledge of classes, inheritance and polymorphism. Templates and the Standard Template Library (STL), Exception handling and Operator Overloading will be discussed in detail. File processing will be discussed in greater detail. Students will be familiar with the data structures and algorithms as applied to the solving of everyday problems. Prerequisite: CSCI175N or ELET115N.

**CSCI278N                    Data Structures Using C++                    3 Credits**

This course is the fourth in the software development sequence. It introduces the student to algorithms used to represent data in an efficient manner. Standard data structures and problem solving techniques will be introduced. The data structures studies will involve stacks, queues, linked lists, trees, graphs and hash tables. These structures will be presented in an object-oriented manner using C++ language. Prerequisite: CSCI230N.

**CSCI284N                    Senior Website Development Lab:  
                                  A Capstone Experience                    3 Credits**

This is the website development program's capstone course. Students, in cooperation with supervising faculty members, demonstrate their mastery of website development competencies. They select a project and perform the work necessary to move it through the phases of the SDLC including project definition, project planning, systems analysis and process modeling including data flow and UML, systems design including GUI design and data structure design, project scheduling and project implementation and testing using one or more scripting or programming languages. Students are expected to present the completed project documents as well as to present the actual project to fellow students and department faculty members. Corequisite: CSCI206N.

**CSCI285N Senior Software Development Lab: A Capstone Experience 3 Credits**

This is a capstone course in the software development and website development programs. Students, in cooperation with supervising faculty members, demonstrate their mastery of their software development or website development competencies. They select a project and perform the work necessary to move it through the phases of the SDLC including project definition, project planning, systems analysis and process modeling including data flow and UML, systems design including UI or GUI design, project scheduling and project implementation including testing using one or more 3GL programming languages. Students are required to present the completed project documents as well as to present the actual project to fellow students and department faculty members. Prerequisite or Corequisite: CSCI278N.

**CSCI290N Computer Science Internship 3 Credits**

The internship program allows the student to apply, in a work environment, competencies and skills learned in the classroom. Internship activities include a weekly seminar in which the different business structures and work experience will be shared. Students will keep a journal of their work experience. A final report will be written to evaluate work experience. This course offers a service learning option. Prerequisite: Substantial completion of all catalog-listed courses for the first three semesters in the Computer Science program and approval of the internship coordinator.

**CSCN101N Computer Architecture and Operating Systems 3 Credits**

Computer architecture refers to the basic components that make up a computer system. This includes the operation and interrelation of its internal components and peripheral devices, its memory organization, the Basic O/O (BIOS) system, and storage. Students will become sufficiently familiar with computer hardware to be able to build or fix computers. Windows, Linux, Mac OS and Android operating systems will be introduced with emphasis on Windows OS. Students will be introduced to very basic administration both in native and virtualized systems. Command line and scripting leading to the first programming concepts will be presented. Shell scripting or interpreter, such as Python, may be used. The content of this course is intended to reflect the objectives of the industry recognized A+ Certification, which identifies skills required by IT technicians. This course offers an optional service learning component. Students who take this course online should plan on having computer parts available.

**CSCN104N Internet of Things 3 Credits**

Internet of Things prepares a student to understand, design, implement, and maintain a modern communications system. Current systems are focusing on the convergence of voice, data, and video all transmitted across a common network structure. This course introduces the various media that are used in the transmission process. It includes, but is not limited to: Twisted Pair Cable, Coaxial Cable, Fiber Optic Cable, and Wireless technologies. Students will be exposed through simulation or hands on to PLCs and Single Board Computers such as Raspberry Pi. Students will discuss detections and response to stimuli using current methods. Students will be expected to learn to communicate their technical knowledge to both technical and

non-technical audiences. Online students may need to purchase a small toolkit.

**CSCN105N Internet Server Management 3 Credits**

The student will learn how to set up and maintain internet servers on the Microsoft platform. The course will include setup and configuration of web, ftp, email, and SSL servers. The student will also learn to set up user accounts, utilize NTFS security, monitor network transmissions, manage DNS, and utilize log files.

**CSCN116N Networking Basics 3 Credits**

This course introduces the basic concepts and principles that underlie computer networking using the Open Systems Interconnection (OSI) model and TCP/IP protocol suite. It presents an overview of networking terminology, examines different networking topologies and architectures, discusses the physical components of computer networks and reviews the principles of network connectivity. It also examines the implementation through design and installation of simple Ethernet networks. Although there is no prerequisite for this course, students who are relatively new to working with computers should consider taking CSCN101N, or CSCN104N as a prerequisite or corequisite.

**CSCN150N Fundamentals of Cybersecurity 3 Credits**

This class is an introductory survey course in Cybersecurity. It is based on the Certified Information System Security Professional Common Body of Knowledge Book. Students will be introduced to the major domains of cybersecurity: Security and Risk Management, Asset Security, Security Engineering, Communications and Network Security, Identity and Access Management, Security Assessment and Testing, Security Operations, and Software Development Security. This course is a first step towards providing a deep technical knowledge needed to effectively design, implement and manage overall cybersecurity of an organization. Although there is no prerequisite for this course, students who are relatively new to working with computers should consider taking CSCN101N and CSCN104N as a prerequisite.

**CSCN170N Linux Essentials 3 Credits**

This course is a basic introduction to how computers operate. CPU, memory, and disk concepts will be discussed. The layering of software on top of the operating system and hardware will be discussed. Students will learn how to use computers in both a scripting command line environment, and through a GUI. Differences will be outlined. The concepts will be explained using Linux Operating System. Students will start with basic user account and login concept and will progress to system installation and setup. File system structure and security will be discussed. From there students will move to explore shell scripting and other scripting tools provided by the Linux environment. Compiled programs will be demonstrated via C++ and application examples. Foundations for future learning of client server architecture will be presented.

**CSCN204N Administering Windows Servers 3 Credits**

This course will introduce students to the current Microsoft Windows Server operating system through lectures, demonstrations, discussions, and hands-on labs. Students will perform an installation of how to manage Active Directory objects.

Students will use Microsoft Management Console to monitor system performance and to administer user accounts, and group policies. They will learn how to administer print services and also learn how to manage and maintain hardware in a Windows Server environment. Prerequisite: CSCN116N.

**CSCN209N      UNIX System Administration      3 Credits**  
**Using Linux**

This course will teach the students how to set up and operate Linux based system as a server for a network of computers. The course will start with set up of a local system including booting and shutting down the system. The student will know how to create user accounts on the system, install software on the system and set up the two most popular user interfaces GNOME and KDE. Students will learn how to set up basic Internet services: DNS, FTP, Web Server (Apache), SMTP Mail, POP mail, DHCP, and Secure Shell (SSH). Special attention will be given to setting up and working with Apache Web server. The student will be exposed to some of the Intranet issues: NFS (Network File Server), NIS (Network Information Services), Samba (Windows Connectivity), printing. Finally some more advanced Networking topics will be explored. The TCP/IP will be examined from the system administrator's point of view and from the point of view of setting up firewalls. Prerequisite: CSCN170N.

**CSCN210N      Advanced Windows Servers      3 Credits**

This course is a continuation of CSCN204N, Administering Windows Servers. The course covers the skills and knowledge necessary to configure, manage and troubleshoot a Microsoft Windows Server network infrastructure, including such servers as DHCP, DNS, Routing and Remote Access Server, File Server, Print Server, Windows Software Update Services Server, and Active Directory Certificate Service. The student will also utilize a number of security tools, such as IPsec and Network Access Protection, as well as a number of monitoring tools provided by the operating system. Prerequisite: CSCN204N.

**CSCN211N      Network Security Monitoring      3 Credits**

Network Security Monitoring is an essential activity for enterprise cybersecurity. This course will introduce tools and methods needed for carrying out this task. In current environment it is unlikely that a network will be free of any intrusion attempts. Detecting these attempts and mitigating them makes a difference between a small incident and a major compromise of the network. The students will learn to use open source solutions such as Security Onion and Snort for collecting data, detecting intrusion and analyzing the data. Upon completion of this course students will gain skills needed to be an effective network security analyst. Prerequisite: CSCN116N.

**CSCN216N      Routing & Switching Essentials      4 Credits**

This course is the second in our series that covers the skills required for Cisco's CCENT and CCNA certifications. It describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Prerequisite: CSCN116N.

**CSCN217N      Scaling Networks      3 Credits**

This course is the third in our series to prepare students for CCENT and CCNA certification. It describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Prerequisite: CSCN216N.

**CSCN218N      Connecting Networks      3 Credits**

This course is the fourth course in our series to prepare students for CCENT and CCNA certification. It discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Prerequisite: CSCN217N.

**CSCN220N      Android I      3 Credits**

This is the first introduction to Android Operating Systems, Android Studio and Mobile Systems. This course will teach students how to develop applications for Mobile Devices. Since it is an entry level course, it will deal with data entry, processing and storage. Basic control structures will be introduced. Life cycle of the product will be discussed. Students will learn about user interfaces, built-in widgets and components. Prerequisite: CSCN170N.

**CSCN221N      Android II      3 Credits**

This course solidifies and extends knowledge of Android Operating System, Android Studio and Mobile Systems. This class builds on the knowledge of basic mobile systems development. A large emphasis will be on mining existing systems and on data base development and SQL Lite as present on the Android systems. Students will learn about network connectivity on mobile devices. Prerequisite: CSCN220N.

**CSCN250N      CCNA Security      3 Credits**

CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. CCNA Security is a blended curriculum with both online and classroom learning. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations available. This course prepares students for the CCNA Security certification exam. The following tools are covered: Protocol sniffers/analyzers; TCP/IP and common desktop utilities; Cisco IOS Software; Cisco VPN client; Packet Tracer (PT); Web-based resources. Prerequisites: CSCN217N or CCNA certification or equivalent experience.

**CSCN286N      Networking Capstone Project      3 Credits**

This course draws together the major goals of the Computer

Networking degree: designing a network, implementing that design, providing services to users on that network and maintaining that network. In addition, the course integrates the important ability to communicate technical information to both technical and non-technical individuals. Students will choose, design, or be assigned a project that incorporates the components identified above in the form of a Request for Proposals. Both a written solution and an oral presentation of that solution will be required. Prerequisites/Corequisites: CSCN217N, CSCN210N

**CSCN290N Computer Science Internship 3 Credits**

The internship program allows the student to apply, in a work environment, competencies and skills learned in the classroom. Internship activities include a weekly seminar in which the different business structures and work experience will be shared. Students will keep a journal of their work experience. A final report will be written to evaluate work experience. This course offers a service learning option. Prerequisite: Substantial completion of all catalog-listed courses for the first three semesters in the Computer Science program and approval of the internship coordinator.

**CULA103N Culinary Skills and Procedures 3 Credits**

This is a foundation course for students embarking on culinary careers. It emphasizes basic cooking techniques, culinary terminology and the proper uses of culinary tools. The class consists of a one hour weekly lecture and a five hour lab consisting of a demonstration of food preparation by the instructor followed by hands-on food production by the students. Goals of the course include learning the importance of detailed organization, or "Mise en Place," correct cooking procedures and appropriate attitudes towards the culinary profession as developed by the culinary program and the American Culinary Federation.

**CULA105N Food Safety and Sanitation 2 Credits**

This aspect of the Culinary Arts Program delivers consistent food safety and sanitation training to culinarians and culminates in an exam where the student has the opportunity to take an examination to become Serve-Safe Certified.

**CULA120N Fundamentals of Baking 3 Credits**

This course introduces students to the fundamental elements of baking terminology, methods, science, ingredients, weights and measures, formula conversion, and storage. Topics include formulation of yeast-based products, the functions and properties of various flours, fats sugars, leaveners, and other baking ingredients. Students will spend lab time applying their knowledge in the production of various products. Proper sanitation and safety techniques on the bakery will be emphasized. Corequisite: CULA105N.

**CULA140N Nutritional Cuisine 3 Credits**

Students will learn to apply sound nutritional principles to food preparation and menu planning, in order to provide nutritionally balanced but appealing meals for today's health conscious consumer. The importance of nutritional guidelines, food selection, alternative preparation techniques and presentation is stressed and demonstrated in daily production. Prerequisite: CULA103N.

**CULA145N Menu Development and Cost Controls 2 Credits**

This course introduces students to the intricacies of menu development for foodservice establishments. Topics to be covered include menu development, descriptions, layout, design, and pricing, sales mix, and station balance. Students will also be introduced to proper procedures for purchasing, receiving, storage and issuing of perishable and non-perishable foods. Emphasis is on the development and use of purchasing specifications, quality control, and cost control in purchasing and menu applications. Students will be involved in critiquing and creating menus from the perspective of concept, clarity, cost, price, and efficiency.

**CULA210N Intermediate Food Preparation 3 Credits**

In this course students will advance their studies from the basic food preparation course. Topics include a full range of food preparation techniques including advanced soups, sauces, salads, fish and other seafood, poultry, meats, vegetables, starches and grains. A la Carte and buffet setups will be utilized as presentation methods. Prerequisite: CULA103N.

**CULA211N American Regional Cuisine 3 Credits**

This course will present culinary principles and techniques of Escoffier. Students will learn cooking techniques, timing, and presentation and learn history and terms pertaining to foods and menus with emphasis on American regional cuisines. Prerequisite: CULA210N.

**CULA212N International Cuisine 4 Credits**

This course provides a food tour of the world. Students will study the individual cultures and religions of chosen global regions and the cultural effects upon the predominant indigenous cuisine from them. The class will include lecture, some video, cooking demos and cooking techniques along with daily product identification to showcase how different ingredients and products shaped specific cuisines. There will be a strong emphasis on preparation and setup for volume production and buffet presentation. Recipes will be provided for each day and will be scrutinized to produce authentic food that reflects ethnic tradition and food production methods of each global region. Prerequisite: CULA210N.

**CULA215N Garde Manger 3 Credits**

This laboratory-based class emphasizes garde manger utilization and preparation of appetizers, forcemeats, condiments, and hors d'oeuvres. Topics include hot and cold hors d'oeuvres, patés and terrines, sausages, canapés, garnishing, carving, and decorating. Prerequisite: CULA210N

**CULA222N Classical Cuisine 3 Credits**

This course will explore the history of classical cuisine and its origins. The accomplishments of our forefathers will be explored and their impact on cooking discussed. Students will absorb these concepts and hone their techniques in order to apply them to modern day cooking. Historical chefs like Escoffier and Careme will be introduced and explored. Classical cuisine will be an overview of how cooking has evolved throughout time and will conclude with modern technology, equipment development and the evolution of food products. Prerequisite: CULA210N.

**CULA225N Intermediate Baking 3 Credits**

This course is a continuation of CULA120N. A lecture and lab format is used to introduce students to techniques used in the

production of chiffon, Bavarian creams, mousses, pastry cream and other fillings, phyllo dough products, cakes and icings. Basic cake decorating techniques are also introduced. Prerequisite: CULA120N.

**CULA230N      Quantity Food Production      3 Credits**

The fundamentals of food preparation, and application of these principles to quantity food production in commercial and non-commercial settings. Emphasis is placed on the use of quantity food preparation equipment, and menu planning. In addition, the nutritional components of each food will be reviewed to ensure students are aware of the quality and nutritional values of various foods and methods for maintaining nutrition throughout food preparation and service. Students will also learn work simplification, and standardized production. Major cooking equipment will also be discussed. Prerequisite: CULA103N.

**CULA235AN      Customer Service I      2 Credits**

This course focuses on the basic principles of customer service in the hospitality industry from a front of the house perspective. Theories will be explored in the context of a changing service industry. Hiring, training, motivation, directing, delegation and solving problems are emphasized. Traditional service styles, pairing of food and wine, beverage service and liability and table side cooking are taught. In the service lab students will practice a variety of service styles and participated in advanced service and supervisory duties as they relate to the operation of public restaurants and banquet facilities. Service periods may include weeknights and Saturdays. Prerequisite: CULA145N.

**CULA235BN      Customer Service II      3 Credit**

This course focuses on the basic principles of customer service in the hospitality industry from a front of the house perspective. Theories will be explored in the context of a changing service industry. Hiring, training, motivation, directing, delegation and solving problems are emphasized. Traditional service styles, pairing of food and wine, beverage service and liability and tableside cooking are taught. In the service lab students will practice a variety of service styles and participate in advanced service and supervisory duties as they relate to the operation of public restaurants and banquet facilities. Service periods may include weeknights and Saturdays. Prerequisite: CULA235AN.

**CULA236N      Classical Baking and Plate Composition      3 Credits**

Students in this course will expand on the baking knowledge they attained in CULA 225N (Intermediate Baking). Students will become more proficient in baking techniques through lectures, demonstrations and participation in baking labs. Emphasis is placed on the basic techniques and presentations of American and traditional desserts, terminology, equipment and techniques. Particular emphasis is given to decorative projects. Prerequisite: CULA 225N.

**CULA290N      Culinary Internship      3 Credits**

This hands-on culinary internship is a supervised work experience at hotels, restaurants, country clubs, and catering operations. A weekly journal, written assignments, and meeting with a supervisor are required components of the internship experience. The internship requires students to complete 160 hours of the internship by the end of the semester in which the internship is offered. A cumulative grade point average of 3.0 in Culinary

Arts classes as well as a 2.0 in General Education electives are required. Prerequisite: Completion of all catalog-listed courses for the first three semesters in the Culinary Arts Program and approval of the Program Coordinator.

**DATA101N      Introduction to Data Analytics      3 Credits**

In this course students receive an introduction to the tools and processes used by data analysts. This course gives an overview of the data life cycle including collecting, storing, formatting and preparing data. This course also provides an introduction to the ideas behind analyzing data in order to make data informed decisions. Additionally, this course will introduce how to communicate results through visualizations. A basic understanding of spreadsheets is recommended.

**DATA105N      Data Mining      3 Credits**

This course will provide students with an understanding of fundamental data mining methods and practice applying these methods in order to solve real world problems. Students will learn the process of extracting data, analyzing it, and identifying relationships within the data. Techniques of summarizing information in a useful form will be stressed. Students will work with current data mining software. Previous programming experience is highly recommended. Prerequisite: DATA101N.

**DATA120N      Applied Data Analysis      3 Credits**

In this course students will learn to manipulate, process, clean, analyze and visualize data. Students will become familiar with the Data Analysis Project Steps: Formulate the problem, collect relevant data, analyze the data, and apply analysis techniques using a relevant programming language. Real world data sets will be utilized and structured data will be emphasized. Previous programming experience is highly recommended. Prerequisite: DATA105N.

**DATA205N      Data Visualization      3 Credits**

In this course students will learn to apply design principles and techniques of effectively visualizing data. Students will develop an understanding of how visual representations are used in the analysis of complex real world data. Class projects will require students to practice creating and presenting interactive visualizations. Previous programming experience is highly recommended. Prerequisite: DATA105N.

**DATA220N      Introduction to Machine Learning      3 Credits**

This course will provide a basic summary of skills that include: Machine learning concepts, techniques and procedures. Both supervised and unsupervised machine learning will be discussed. Students will develop an understanding of how machine learning is an integral part of data analytics. They will explore how machine learning helps to develop data-driven decisions and gives computers the ability to learn without being explicitly programmed. Previous programming experience is highly recommended. Prerequisites: DATA120N, CSCI207N.

**ECE101N      Foundations of Early Childhood Education      3 Credits**

This course provides an introduction to and analysis of the early childhood profession in relationship to society, community, the family, the child and self. The historical context, teaching and learning theories, types of programs best practices, ethical guidelines, current issues and trends, laws and regulations are covered. The impact of the multiple and diverse influences of

family, culture and society on the child and the early childhood professional will be explored. This course requires six hours of observation field work.

**ECE102N                    Growth and Development  
of the Young Child                    3 Credits**

This course examines the growth and development of the young child from birth through age eight. The characteristics, patterns and theories of development in the areas of physical/motor, emotional, social, language, and cognitive development are covered. The complex and diverse influences of culture, environment and individual needs are considered as the young child is studied in relationship to family, school and community. The role of the early childhood professional in relationship to the development of the young child is considered. This course requires six hours of field observation and offers the student a Service Learning option experience.

**ECE103N                    Safe, Healthy & Nutritional Programs  
for Early Childhood Education                    3 Credits**

This course provides an in-depth study of the planning for and evaluation of safe, healthy, nutritional early childhood environments. Settings and curriculum that are developmentally, individually and culturally sensitive in the areas of health, nutrition and safety will be explored. The course reviews the relevant policies, regulations and quality guidelines that support healthy, safe environments for the young child, birth through age eight. Topics include: Planning, creating and evaluating play in learning environments and curriculum; the “whole child”, family needs, related community resources, issues, trends, and advocacy needs. This course requires a minimum of four hours of observation and six hours of participatory advocacy work in support of the young child’s, health, safety, and nutritional needs.

**ECE104N                    Curriculum for Early Childhood  
Care & Education                    3 Credits**

An exploration of current theories of teaching and learning techniques used in early childhood education for children ages three through eight years. Special emphasis is placed on the impact of the constructivist, play, and process approaches on the environment, curriculum planning, instructional techniques, behavior guidance and teacher interactions. Attention is paid to the role of the teacher in the development and assessment of activities, materials, and environments that support the developmental as well as the cultural and special learning needs of the individual child and their families. This course requires a minimum of 8 hours of field work in an approved early childhood setting. Prerequisites: ECE101N, ECE102N.

**ECE105N                    Children with Special Needs  
& Their Families                    3 Credits**

This course will examine the child with a special need, birth through age eight, within the family context and in an inclusive early childhood setting. The characteristics of typical and atypical development and the most common exceptionalities will be covered. Emphasis will be on identification, observation, screening, assessment, family-centered early supports and services, natural and inclusive environments, individualized plans, the IEP and IFSP, community resources, current issues and trends. The role and impact of family and cultural, linguistic diversity on the child with a special need will be emphasized.

This course requires six hours of field work and offers a service learning option. Prerequisites: ECE101N, ECE102N.

**ECE190N                    Practicum I                    3 Credits**

This course will provide students with an experiential learning opportunity during which the student will be actively involved in all aspects of the children’s learning. Emphasis will be placed on the student learner’s interactions with the children, parents, and professionals that will be encountered in the experience as well as various theories in child development, curriculum, observation and environment planning. The student will apply and integrate the skills, theories, and knowledge base acquired in the pre-requisite course work. The student will participate in an approved, field based, licensed early childhood setting for 125 hours under the supervision of an experienced and degreed early childhood teacher. This course is a capstone course for the Certificate student. The course addresses all five of the NAEYC Standards for Early Childhood Professional Preparation. Prerequisites: ECE101N, ECE102N, ECE104N.

**ECE200N                    Developmentally Appropriate  
Programs for Infants & Toddlers                    3 Credits**

This course is a study of current research, theories, and models of teaching and learning techniques used in the care and early childhood education of children birth to three years of age. The role, responsibilities of and relationships between families and early childhood caregivers and educators will be emphasized. Topics will include the developmental stages of infants and toddlers, the components of quality programs, supportive environments and curriculum with sensitivity to attachment and separation, trust, communication and nurturing. Attention is paid to the role of the caregiver/teacher in the development and assessment of activities, materials, environments and routines that support the child and families individual and special needs. This course requires six hours of field work in an approved early childhood setting. Prerequisites: ECE101N, ECE102N.

**ECE201N                    Organization & Management in  
Early Childhood Education                    3 Credits**

This course provides a survey of the organization and management of early childhood programs and child care centers. Topic covered will include planning, managing and evaluating programs and facilities for children. The topics of marketing, record keeping, budgeting, funding, licensing, accreditation and professional standards, hiring, motivating/evaluating staff and family involvement will be included. Emphasis will be placed on ethical guidelines, professional standards, the role of the early childhood program in the community and the sensitivity of cultural and family diversity. This course requires a minimum of 4 hours of fieldwork. Prerequisites: ECE101N, ECE102N, ECE103N, ECE104N.

**ECE203N                    Emerging Literacy in Early  
Childhood Education                    3 Credits**

This course provides an in-depth study of the literacy and language development of the young child. The component of a literacy and language-rich environment that is culturally and individually sensitive will be explored. Topics covered will include literacy and language arts; developmental characteristics and needs according to the child’s stage; special needs of the individual child and the ESOL developing child; pre-reading and



reading skills; methods and techniques of lesson presentations; diverse language and literacy materials and activities; partnerships with families and communities to support literacy development, and trends in literacy. This course contains a service learning experience option and requires a minimum of six hours of fieldwork. Prerequisites: ECE101N, ECE102N, ECE104N.

**ECE204N Behavior Guidance & Classroom Management in Early Childhood Education 3 Credits**

This course provides a study of theories and strategies related to the positive, supportive, developmentally appropriate guidance of the young child in the group environment. Emphasis is placed on creating environments that are flexible and respectful, and are socially and culturally sensitive for all children and their families. Strategies for building an encouraging classroom in order to minimize disruptive behavior and support the development of the young child will be explored. Workable strategies for conflict management, quick intervention and crisis management techniques will be examined. This course requires a minimum of eight hours of field observation. Prerequisites: ECE101N, ECE102N, ECE104N.

**ECE215N Creativity and the Young Child 3 Credits**

This course provides a study of the creative nature of the young child as it relates to the creative arts, math and science. Emphasis will be on an experiential application of developmentally appropriate, constructivist, play and process curriculum methods in early childhood curriculum for children ages three through eight years. The impact of the creative, exploratory approach on behavior guidance and classroom management will be included. This experiential course will provide the student with the opportunity to plan, create and implement activities, as well as to develop teaching strategies, technique and skills. This course requires a minimum of eight hours of fieldwork in an approved early childhood setting. Prerequisites: ECE 101N, ECE102N, ECE104N.

**ECE230N The Early Childhood Profession & Professional Portfolio 2 Credit**

This course reviews the teaching and ethical standards of the early childhood profession. The assembling and presentation of a professional portfolio for assessment and the processes of selecting best work samples that present evidence of competency in program outcomes will be covered. Topics include; the role of the teacher in connection to the child, family and community, professional standards and code of ethics, selection of and reflection on artifacts and evidence of learning and demonstration of the self as an early childhood professional. Corequisite: This course must be taken in conjunction with ECE190N for the Certificate student or ECE290N for the Degree student. A final presentation of the completed portfolio is required.

**ECE290N Early Childhood Education: Capstone Course 3 Credits**

This capstone course is an opportunity to apply and integrate the skills, theories and knowledge base the student has acquired in the course work in the Early Childhood Associate Degree. The student will participate in an approved, field-based, licensed early childhood setting under the supervision of an experienced and degreed level early childhood teacher.

This practicum experience includes observation, development and implementation of developmentally appropriate learning experiences and environments, classroom management, and working with parents and a teaching team. The student will complete a minimum of 130 hours on-site and attend a weekly, 1 hour seminar. Students will culminate this experience with the development and presentation of a professional portfolio and a major project. This capstone experience addresses all five of the NAEYC Standards for Early Childhood Professional Preparation. Prerequisite: A grade of 'C' or better in ECE190N; Corequisite or Prerequisite: ECE203N.

**ECON201N Microeconomics 3 Credits**

This course analyzes the economic behavior of the individual components (e.g., consumers, households, businesses, industries, government) that comprise a national economy. Topics will include supply, demand, and elasticity; consumer choice; cost and productivity in the firm; various forms of competition; government involvement including antitrust laws, regulation, and deregulation; and resource markets. The use of mathematics and graphing skills will illustrate various economic principles and relationships. Prerequisites: Placement into a college-level math.

**ECON202N Macroeconomics 3 Credits**

This course provides an analysis of the basic characteristics of a modern market-directed economy influenced by global development. Topics discussed include supply and demand; gross domestic product; consumer price and confidence indexes; the business cycle; inflation and unemployment; fiscal, supply-side and monetary policy; and the Federal Reserve System. The use of mathematics and graphing skills will illustrate various economic principles and relationships. Prerequisites: Placement into a college-level math..

**EDU130N Foundations of Education 3 Credits**

This course examines the philosophical, historical, legal and social/cultural aspects of education in the United States. Students will have an opportunity to investigate teaching as a profession, the laws governing professional practice, the requirements for educator certification, and the definition and standards of effective teaching practices (NH Task Force, NH Standards, InTASC). As part of their portfolio, students will formulate a beginning philosophy of education. Students will develop skills to "use an understanding of individual differences and diverse communities to ensure each child achieves to the highest level possible. Each student will write a paper based on current research in an area of his/her interest and teach the rest of their class what they have learned through this work. Twenty hours of observation and participation in a school setting outside of class time are required and count as 20 percent of the course grade.

**EDU132N Introduction to Exceptionalities 3 Credits**

This course examines the psychological, physiological, social and educational characteristics of children who demonstrate an exceptionality and who are in need of special education services. An overview of the most common exceptionalities, standard interventions, and social and educational trends connected to these exceptionalities is included. Students will explore the historical foundations of special education, as well as current

trends, federal laws that regulate special education, and the basic values and philosophies that underlie the supports provided for the student. Investigation into research-based strategies and supports will demonstrate ways to help students succeed in the classroom. The process for referring a student for services will be addressed, and then students will develop a mock IEP, gaining an understanding of the purpose of the Team, including the importance of working with families and available resources. Students must complete 10 hours of field experience outside of class time.

**EDU135N                      Supporting the Reading & Writing  
Skills of Diverse Learners                      3 Credits**

Students will learn how to identify effective reading and writing curricula designed to teach K - 8 students to become independent learners. They will then develop sample lesson plans tied to standards and curricula including the differentiation strategies that adapt instruction to meet the diverse needs of children in their classrooms. They will learn about the common tools used to assess elementary and middle school students' literacy skills. Each student will develop a personal portfolio in which to store a variety of literacy tools and resources, including those found online, and for personal and student use. Students will be expected to complete a minimum of 10 hours of observation in a setting where students are working on reading and writing competencies (K - 8 classroom, after-school programs, tutoring settings, etc.) This hybrid course is designed as a recommended course for students majoring in elementary education in the Associate in Arts Degree in the Educator Preparation program, and as a required course for individuals in the School-aged Paraeducator II Certificate Program.

**EDU231N    Teaching with Technology                      3 Credits**

Tomorrow's teachers need to develop the knowledge, skills and dispositions to a) utilize technology for personal and professional use b) integrate technology into their future classrooms and c) teach their students to become effective and creative users of technologies themselves. This course will introduce future teachers to resources and the most commonly used 21st Century learning tools that support National Educational Technology Standards for teachers and students and the NH Information Computer Technology Standards. Students will learn to use Canvas, various word processing, spreadsheets, Web 2.0 and social networking sites such as Google for Educators, social bookmarking sites, presentation tools, graphic organizers, online resources, and utility tools. They will analyze the pros and cons of various tools and apply these different applications to a digital portfolio that highlights research-centered best practices for integrating technology effectively in the classroom. The course culminates in the creation and class presentation of a digital portfolio that highlights research-centered best practices for integrating technology effectively in the classroom. Students must have access to the internet and complete 10 hours of field experience for this hybrid course. Prerequisite: EDU130N or EDU132N.

**EDU240N                      Creating Positive Learning  
Environments                      3 Credits**

As school personnel focus on academic achievement, there is also a growing emphasis on the school/classroom environment as a critical

factor in assuring that all students have an opportunity to learn and grow to higher levels. Children need to feel safe; to be encouraged to take risks in their learning; to believe that others will treat them and that they are expected to treat others with respect; and that the world is an exciting place to explore and use twenty-first century knowledge, skills and dispositions to achieve their dreams and to become college and career ready. Students in this class will learn how to establish routines, rituals and classroom practices that will ensure that each child has the opportunity to learn and grow as individuals and within a diverse group. The interrelationships between student to student; adult to student; and adult to adult will be explored. Topics will include creating safe and constructive learning environments, social and emotional learning of students at a variety of ages, Professional Learning Communities/Network, diversity, as well as bullying, harassment, and sexual abuse and neglect in children. Students must complete 20 hours of classroom observations/field experiences, which count as 20 percent of their course grade. Students are strongly encouraged to take the Praxis Core of Academic Skills tests (or equivalent) prior to graduation. This may be offered as day or evening class; 100% online or a hybrid course. Prerequisite: EDU130N or EDU132N.

**EDU295N                      Curriculum, Instruction & Assessment  
in the Elementary Classroom                      3 Credits**

In this course, students as future elementary teachers will develop effective teaching skills necessary for constantly reviewing their professional practice, building their own knowledge and skills to assure that students are able to grow and achieve to the highest levels possible. Topics include: national and state laws, rules and regulations that govern professional practice; educational philosophies and implementation of effective elementary curricula related to them; instruction and assessment models at the elementary level; honoring and instructing for diversity in the classroom; and focusing on one's personal traits as an effective teacher. Students must create unit of instruction with at least 5 lesson plans for grades K – 6/8 which they will share with their class. Students will be expected to add to their portfolio demonstrating competencies as an effective elementary teacher; selection of and reflection on artifacts and evidence of learning; demonstrations of the self in regard to readiness to continue one's education.

Each student must complete and develop a well-written report about 20 hours of field experience in an elementary classroom which will count as 20 percent of the course grade. Prerequisites: EDU130N with a grade of 'C' or better. Pre/corequisite: EDU132N.

**EDU296N                      Curriculum, Instruction & Assessment  
in the Secondary Classroom                      3 Credits**

This course will review the history of secondary schools and look at reform efforts to improve education for adolescents today, including the changes that stem from increasing diversity, maintaining safety, and trying to prepare students for college/ career readiness and an uncertain future that will span well into the twenty-first century. Students will learn to apply content from NH Curriculum Frameworks and the Common Core Standards to their curricula; develop course syllabi; differentiate instructional lessons; select effective strategies, including the use of instructional technology, to enhance student learning; and analyze assessment for appropriate purposes and for reporting results. Current trends in secondary education, laws (ESSA, NH laws, etc.) and working with PLC's and the community-at-large



**ELMT210N Applied Mechanics II 2 Credits**

Continuation of the study of mechanical components with shafts, clutches, belt and chain drives, etc. Emphasis is on proper selection and operating conditions for reliable operation. Prerequisite: ELMT203N.

**ENGL101N College Composition 4 Credits**

In this course, students learn to write clearly and effectively for defined audiences through a variety of strategies. Emphasis is on the writing process from pre-writing through drafting, revising and editing. Students gain confidence through learning the basic principles of effective expository composition and the application of these principles in writing essays and documented papers. Students become aware of the variety of strategies, behaviors, habits and attitudes and choose those that help them improve. Students will also read and examine a wide variety of writers and writing styles. This class is a core requirement for all degree programs at NCC. Students who do not satisfactorily place into ENGL101N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop.

**ENGL102N College Composition II: Writing About Literature 3 Credits**

Building upon skills learned in College Composition (ENGL101N), this writing and literacy course further explores the dimensions of writing based on selected readings that explore relevant themes and issues in today's world. Emphasis is placed on expository and persuasive writing within a research context. (Formerly College Composition II.) Prerequisite: ENGL101N, ENGL110N.

**This course fulfills a General Education Core Requirement: English/Communications.**

**ENGL103N Professional Writing & Presentations 3 Credits**

The course is designed to prepare the student to use the principles of and to practice effective communications in business and industry. The course emphasizes formatting, design, style, and organization. Students receive practice and advice in written communications such as letters, memos, and reports, and in oral communications such as oral presentations, group conferences, and interviewing, according to professional standards. Visual presentation software such as PowerPoint will also be taught. **For students taking the online version of ENGL103N, you must have a webcam and microphone, phone camera with internet connection, or video camera for the required oral presentation portion of the course.** Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: English/ Communications.**

**ENGL105N Introduction to Literature 3 Credits**

This course studies societal issues and events in the twentieth and twenty-first centuries, which are portrayed through a selection of modern literature. Works vary accordingly at the discretion of the instructor and may include fiction and nonfiction pieces. Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: English / Communications.**

**ENGL109N Public Speaking 3 Credits**

Public Speaking is designed to prepare students to assume active participation in those phases of industrial and social

life requiring effective oral communication. Through practical exercises, students will learn the skills associated with professional speaking. Emphasis will be placed on planning and organization, as well as the importance of the audience. Since writing is often the basis for many public speaking activities, some written assignments are also required. In addition, students will use visual software, such as PowerPoint, in some presentations. Students taking an online version of ENGL109N must have a webcam and microphone, phone camera with internet connection, or video camera for the required presentations in this course (Formerly Oral Communication). Prerequisite: ENGL101N or ENGL110N. This course fulfills a General Education Core Requirement: English/Communications.

**ENGL110N Honors Expository Writing 4 Credits**

This course is intended for the student who has already demonstrated a high degree of proficiency in the use of language and who is motivated to pursue an advanced level of writing. Each student will be encouraged to develop his or her own distinctive voice and style, to make sharp and effective word choices, to become his or her own best critic, and to ultimately experience the satisfaction that comes from producing relevant, effective, and polished pieces of writing. The course will be organized around a specific socio-cultural issue or theme and will incorporate readings about that theme from a variety of disciplines. The objective of the course is to enhance the depth and quality of students' written expression through sustained engagement in the semester theme. The student will practice writing about that theme for various purposes and audiences with systematic feedback from peers and the instructor. The course employs a workshop approach that incorporates critical reading, discussion, and a series of intense writing activities including analysis of rhetorical strategies used by other writers, and reading and responding to the work of others. Working in small groups, students will develop original ideas about the semester theme through active discussion and critique. Prerequisites: Permission of the Honors Program Coordinator or Admission into the Honors Program. This course satisfies the ENGL101N, College Composition, requirement toward the associate degree.

**ENGL122N Technical Writing 3 Credits**

Applying principles used in business and industry, students will analyze technical documents and write a variety of technical assignments including memos, instructions, feasibility reports, and proposals. Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: English /Communications.**

**ENGL206N Writing Short Stories 3 Credits**

This course puts emphasis on discussion of student short stories by peers. It depends on growth through exposure to other types of writing as well as through in-depth discussion of the strengths, weaknesses and potential of each piece. Prerequisite: ENGL101N or ENGL110N.

**ENGL215N Literature by American Women 3 Credits**

Using novels and the short story fiction genre, students will learn about the evolution of American female writers from the 19th through the 21st centuries by studying their literature and examining it against the backdrop of the historical periods





**ESOL086N Academic Writing for English Language Learners II 3 Credits**

This course provides intensive preparation for the ESL student who will be attending college classes for the first time or the student who is already in college. Students will learn to adapt to the United States social and educational system. Emphasis is placed upon independent and critical thinking skills and problem solving. Grammar and mechanics are addressed in context. Activities will include journal writing, authentic readings and college lectures, and peer conferencing. Credits do not count toward degree requirements.

**ESOL088N Academic Writing for English Language Learners III 3 Credits**

This is an intermediate course designed to give students ample practice in writing paragraphs and developing essays. The course will be focused on a variety of writing tasks building on prior knowledge of paragraph structures. Writing will include continued development of paragraphs and an introduction to essays. Students will benefit from reading, vocabulary and grammar exercises that support improved writing and language skills. Credits do not count toward degree requirements.

**ESOL096N Academic Writing for English Language Learners IV 3 Credits**

This course is for students who speak English as a second language. This preparatory course emphasizes grammar and usage, vocabulary, sentence structure, and essay development. Reading selections will strengthen comprehension skills. The course includes a special emphasis on problematic written and oral skills for non-native speakers of English. Credits do not count toward degree requirements.

**FREN101N French I 3 Credits**

An introductory course for first year language study that takes a communicative, functional approach to teaching and learning French at the college level. The course includes grammar and conversation. At the end of the course, the student will be able to speak and write basic French. **This course fulfills a General Education Core Requirement: Global Awareness.**

**FREN102N French II 3 Credits**

French II initially reviews, then builds on the simple sentence structures and vocabulary learned in French I. The goal of this course is to teach students to understand and converse in day-to-day French and know basic aspects of French culture(s). Students are also taught reading skills for comprehending authentic materials and basic literature, and they are taught to write letters and short essays. Course activities accommodate all learning styles and are both innovative and relevant to student experiences. Video materials bring French to life for students by illustrating in context the grammar and vocabulary students are learning. Prerequisite: FREN101N.

**GEOG110N World Regional Geography 3 Credits**

This survey course provides students with an understanding of contemporary issues through a spatial, specifically regional, context. World Cultures including political, economic, historical, and societal issues are emphasized and connected to their physical environment. Geographical models and principles are also examined. **This course fulfills a General Education Core**

**Requirement: Global Awareness.**

**GEOG130N Human Geography 3 Credits**

This course examines important global themes and controversial issues in the context of human/environmental interactions. Using geographical tools and skills, the course explores the world around us in relation to people, cultures, places, and space. It seeks to facilitate critical thinking on complex problems such as uneven development, inequality, regional differences, and environmental degradation, so students can understand the causes of these problems and suggest possible remedies. **This course fulfills a General Education Core Requirement: Global Awareness.**

**GERM101N German I 3 Credits**

German I is the first of two semesters of elementary German, which will acquaint the student with the basic vocabulary and structures of the German language. At the end of the course the student will be able to understand, speak, read, and write basic German sentences, using all sentence forms, including questions as well as commands. In addition to grammatical structure and use, the course will introduce the student to some of the culture, history, and geography of German-speaking countries. **This course fulfills a General Education Core Requirement: Global Awareness.**

**GERM102N German II 3 Credits**

German II is the second of two semesters of elementary German. The course will continue to emphasize listening, reading, speaking, and writing skills within culturally significant contexts. Students will study the dative and genitive cases, dative and genitive prepositions, nouns with "der-" and "ein-" words, imperatives, modals, subordinate clauses, the future and past tenses, and adjective endings. Students study vocabulary related to mass media, movies, and cultural performances. They are introduced to German foods, restaurants, and eating habits. Prerequisite: GERM101N.

**HATN106N Honda Internal Combustion Engine 3 Credits**

This course examines two- and four-stroke engines, their operating systems, and related physical properties. Principles from basic carburation to variable cam timing, forced induction and performance parts are covered. The lab element of this course exposes the students to the construction methods, precision measurements, and tolerances related to engine design. It also covers basic diagnostics of a four-stroke engine. A grade of 'C' or better is required for progression.

**HATN113N Honda Electricity and Wiring 3 Credits**

This course is designed to introduce students to how electricity works and is utilized in today's automobiles. Topics for this course will include theory, Ohm's law, watt's law, voltage, current and resistance, tool identification/usage, proper multimeter usage and starting and charging systems. There will also be discussion about how to properly diagnose electrical issues and how to read wiring schematics provided by Honda. This course is designed to meet requirements for NATEF certification as well as Electrical Fundamentals section of the Honda Curriculum. A grade of 'C' or better is required for progression.

**HATN114N Honda Steering & Suspension 4 Credits**

Honda automotive suspension, steering systems and wheel alignment procedures will be studied. This course will include the development of knowledge towards understanding the forces that affect vehicle control, suspension system design, wheel alignment angles and vehicle stability systems. Students will be trained in four wheel alignment procedures, suspension system repairs, steering system diagnosis and repair, and proper restraint system safety and procedures. Prerequisite: HATN121N.

**HATN121N Honda Service & Maintenance 4 Credits**

This course is designed to introduce students to basic Honda automotive dealership repair. The course is centered around the topics outlined in both the NATEF Maintenance and Light Repair topics (MLR) and the proper procedure for executing the Honda Express Tech Service/Acura Accelerated Service. The students will receive instruction in proper shop safety, proper tool identification and application, vehicle lifting, basic undercar diagnosis, and methods of research for proper vehicle repairs. The skills learned in this course will be directly applied once a student has secured a required internship at a certified Honda/Acura dealership. A grade of 'C' or better is required for progression.

**HATN122N Honda Brakes & Stability Systems 4 Credits**

The study of manual, power, disc, and drum braking systems with an emphasis on the diagnosis and repair procedures of master cylinders, wheel cylinders, calipers, brake pad and shoe assemblies and the machining of drums and disc brake rotors. The study of brake subsystems such as parking brakes and anti-lock brakes will be included. Honda specific task objectives shall be covered in detail through the use of Honda training modules as required by the PACT core curriculum. Prerequisites: HATN113N, HATN121N.

**HATN190N Honda Dealer Internship I: Capstone Course 2 Credits**

The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 192 hours of in dealership work experience per semester per 2 credit internship course. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic internship visits will be performed by the assigned instructor to monitor student progress. Note: Students will be required to complete any two of HATN190N, HATN191N, HATN192N (total 4 credits) and HATN195N (3 credits) for a total of 7 credits and 640 internship hours. Prerequisites: HATN113N, HATN121N.

**HATN191N Honda Dealer Internship III: Capstone Course 2 Credits**

The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 192 hours of in dealership work experience per semester per 2 credit internship course. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic

internship visits will be performed by the assigned instructor to monitor student progress. Note: Students will be required to complete any two of HATN190N, HATN191N, HATN192N (total 4 credits) and HATN195N (3 credits) for a total of 7 credits and 640 internship hours. Prerequisites: HATN113N, HATN121N.

**HATN192N Honda Dealer Internship IV: Capstone Course 2 Credits**

The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 192 hours of in dealership work experience per semester per 2 credit internship course. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic internship visits will be performed by the assigned instructor to monitor student progress. Note: Students will be required to complete any two of HATN190N, HATN191N, HATN192N (total 4 credits) and HATN195N (3 credits) for a total of 7 credits and 640 internship hours. Prerequisites: HATN113N, HATN121N.

**HATN195N Honda Dealership Internship II: Capstone Course 3 Credits**

The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 288 hours of in dealership work experience per semester per 3 credit internship course. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic internship visits will be performed by the assigned instructor to monitor student progress. Note: Students will be required to complete any two of HATN190N, HATN191N, HATN192N (total 4 credits) and HATN195N (3 credits) for a total of 7 credits and 640 internship hours. Prerequisites: HATN113N, HATN121N.

**HATN185N Engine Performance I 4 Credits**

The basic theory of engine performance and its effect on emissions will be discussed in depth. The operation and interactions of the ignition, fuel, valve timing, throttle and modulated displacement systems and their individual effects on emissions, performance and fuel economy will be explored. Included in the study will be sensor operations, diagnosis and testing required to service and repair engine malfunctions related to the ignition, fuel and emission controls. All relevant computer controlled system operation will be discussed in this course with emphasis given to Honda preferred diagnostic procedures. In addition, students will be reintroduced to scan tool diagnostics as well as advanced diagnostic procedures utilized by Honda. Prerequisites: HATN113N, HATN121N.

**HATN205N Honda Advanced Electrical & Electronic Systems 4 Credits**

This course is designed to give students a better understanding of the theory, operation, diagnosis and repair practices that are utilized in Honda advanced electrical systems. The topics include, computer controlled systems, electric motor circuits, computer communication systems, body computers, multiplexing, keyless entry and hybrid systems. In addition, students will



be required to complete all Advanced Electrical self-study modules, as well as Honda designated skill module for successful completion of this course. Prerequisite: HATN113N.

**HATN215N      Honda Engine Performance II      4 Credits**

This course is an advanced in-depth study of the engine computer management system and the various engine emission and fuel evaporation systems required to meet Federal emission and economy standards. The course will include an in-depth study and use of test equipment and scan tool operations necessary to diagnose and repair engine performance malfunctions related to the ignition, fuel and emission controls. Prerequisites: HATN185N, HATN205N.

**HATN221N      Honda Heating  
& Air Conditioning Systems      4 Credits**

The theory and operations of Honda climate control systems including safety, diagnosis, service and repair will be covered. Major areas of study will include: manual and automatic controls for heating and air conditioning systems, diagnosis and repair of failed components and recovery/evacuation and charging of refrigerant systems. There will be an emphasis on safety and refrigerant recovery procedures as well as the proper use of test equipment. Prerequisites: HATN121N, HATN113N; Corequisite: PHYS101N

**HATN226N      Honda Transmissions  
& Drivelines      4 Credits**

This course is designed to introduce students to the basic principles employed in the construction, operation and diagnosis of the various components and systems involved in the transmissions (manual, automatic and CVT) of current automotive vehicles. Topics for this course include cover clutches, transmissions/transaxles, both front and rear wheel drive train components including drive shafts, axles and differentials. Four-wheel drive and all-wheel drive systems are discussed as well. This course is designed to meet the requirements of NATEF certification in the topic of manual drive train and axles as well as automatic transmissions. All required Honda modules (both self-study and skill) will be included as course work for this course. Prerequisites: HATN114N, HATN121N.

**HATN228N      Honda Engine Repair      4 Credits**

This course is designed to give students a better understanding of current practices involved in the diagnosis, disassembly, cleaning, repair and reassembly of today's modern engines. Topics for this course will include engine diagnostic procedures, engine removal practices, proper teardown, cleaning and inspection processes, best practices for component repair/replacement, reassembly and engine reinstallation. There will also be discussion about engine design and some specifics regarding certain engine features that are manufacturer specific. This course is designed to meet all of the requirements for NATEF certification and Honda modules in the Engine Repair section. Prerequisites: Successful completion of all previous semester Honda coursework; corequisite: PHYS101N.

**HIST101N      Western Civilization  
From Ancient Times to 1700      3 Credits**

This course will trace the development of western culture from ancient times through the early modern era. A wide variety of

topics will be explored including the origins of early civilizations, the contributions of Greece and Rome, the emergence of medieval Europe, the Renaissance, the Reformation, exploration and colonization, and the rise of modern nation states. Special emphasis will be placed on identifying the ideas, people, and events that have helped to shape the modern world. In addition, this course will introduce students to a variety of essential skills such as discerning frame of reference in primary and secondary sources, hypothesis formation using the historical method of inquiry, writing persuasive essays, and documenting sources. **This course fulfills a General Education Core Requirement: History/Political Science.**

**HIST102N      Western Civilization  
From 1600 to the Present      3 Credits**

This course provides an overview of European history from early modern times to the present. A wide variety of topics will be explored including the Scientific Revolution, the Enlightenment, the French Revolution and Napoleon, industrialization, the impact of ideas such as nationalism and socialism, imperialism, the Russian Revolution, the World Wars, the Cold War, and recent trends. Special emphasis will be placed on identifying the ideas, people, and events that have helped to shape the modern world. In addition, this course will introduce students to a variety of essential skills such as discerning frame of reference in primary and secondary sources, hypothesis formation using the historical method of inquiry, writing persuasive essays, and documenting sources. **This course fulfills a General Education Core Requirement History/Political Science**

**HIST110N      Ancient Civilizations of the World 3 Credits**

This survey course provides an introduction to the ancient civilizations of the Near East, Egypt and Africa, China and East Asia, India and Mesoamerica. The influence of Greece and Rome will also be considered. Discussion will focus on comparing and contrasting the characteristics of these civilizations as well as identifying their political, technological, economic, ideological, and cultural achievements. In addition, this course will introduce students to a variety of essential skills such as discerning frame of reference in primary and secondary sources, hypothesis formation using the historical method of inquiry, writing persuasive essays, and documenting sources. **This course fulfills a General Education Core Requirement: History/Political Science.**

**HIST140N      U.S. History from the  
Colonial Era to Reconstruction      3 Credits**

This course will provide an overview of the political, social, economic, and cultural development of the United States from the Pre-Columbian Era through 1877. While a wide range of topics will be explored, emphasis will be placed on examining the European and colonial roots of American democracy; the Revolutionary War period; the Constitutional Convention and the evolution of the new republic; nationalism versus the growth of sectionalism; the Civil War and Reconstruction. In addition, this course will introduce students to a variety of essential skills such as discerning frame of reference in primary and secondary sources, hypothesis formation using the historical method of inquiry, writing persuasive essays, and documenting sources. **This course fulfills a General Education Core Requirement: History/Political Science.**

**HIST141N U.S. History Since Reconstruction 3 Credits**

This course will provide an overview of the political, social, economic, and cultural development of the United States from 1865 to the present. A wide range of topics will be explored including Reconstruction, Industrialization, the emergence of the United States as a world power, the Progressive Movement, the First World War, the Depression, World War II, the Cold War Era, the expansion of civil rights, and recent trends. In addition, this course will introduce students to a variety of essential skills such as discerning frame of reference in primary and secondary sources, hypothesis formation using the historical method of inquiry, writing persuasive essays, and documenting sources.

**This course fulfills a General Education Core Requirement History/Political Science**

**HIST215N New Hampshire History 3 Credits**

This course examines New Hampshire history from the pre-historic era through the present day. Through an analysis of primary and secondary sources, each student will learn about local people and events and consider the extent to which New Hampshire history reflects larger, national developments. Students enrolled in this course will be expected to apply their knowledge by completing a research project utilizing primary sources or participating in a service learning project at a local historical society, non-profit agency, or other approved site. Prerequisite: ENGL101N or ENGL110N.

**HIST232N History of Modern Asia 3 Credits**

This course examines the political, economic, and social development of Asia from the 19th century to the present. Special emphasis will be placed on China, Japan, Korea, and India - Asian nations that play an increasingly important role in today's global economy. Discussion topics will include Western imperialism and its legacy, strategies of modernization, the rise of nationalism, communism in Asia, World War II, the Cold War, the emergence of Asian countries into the global economy, the modernization and exportation of Asian cultures, and 21st century trends. Prerequisite: ENGL101N or ENGL110N.

**HIST241N American Constitutional History 3 Credits**

A study of the evolution of American constitutional law includes the drafting and ratifying of the Constitution and the doctrine of judicial review and chronicles the development of major constitutional principles. Prerequisite: ENGL101N or ENGL110N.

**HIST246N Modern America 3 Credits**

This course will cover important political, technological, economic, and social developments since World War II. Discussion will focus on exploring three themes/topics: the impact of rapid technological innovation on society; the paradox of American democracy and popular demands for change; and the role of the United States government at home and in an increasingly interconnected world. By the end of the course, students should understand that knowledge of the post-World War II period provides them with a valuable historical perspective for critically assessing current events. Prerequisite: ENGL101N or ENGL110N.

**HIST260N History of Multiculturalism 3 Credits**

A wide variety of cultural groups will be examined, probing the

historical circumstances that motivated them to come to this country. How and why they have been able or unable to maintain an ethnic identification over the generations will be explored. Students will begin to develop an appreciation of the influence of one's cultural heritage and will gain a greater understanding of the cultural value, beliefs, and behaviors of members from different cultures. Prerequisite: ENGL101N or ENGL110N.

**HIST262N Honors Movies and Social History of USA 3 Credits**

This course will explore the effectiveness of movies as a source for understanding social history. Topics include modernization, the struggle to escape poverty, prejudice, family life in the suburbs, gender roles, and the rise of youth culture. We will study the accuracy of how our movies portray various social groups, from high society to the suburban middle class to gangsters, as well as what they reveal about changing attitudes, norms and problems faced by various segments of our society, from the gilded age and the roaring twenties to the end of the 20th century. Analytic writing, independent research and joining Netflix for the term will be required. Prerequisite: Admission into the Honors Program or Permission of the Coordinator of the Honors Program; ENGL110N or ENGL101N with a grade of 'B-' or higher. **This course fulfills a General Education Core Requirement: History / Political Science.**

**HIST265N Latin American History From Independence to the Present 3 Credits**

This course explores the history of Latin America and the Caribbean from 1800 to the present day. Discussion topics will include the 19th century nation-building, caudillismo, 20th century revolutions, modernization, cultural developments, Latin American relations with Europe and the United States, and recent trends. While the experiences of individual countries will be considered, the course will focus on larger political, economic, and social themes that shaped the entire region. Prerequisite: ENGL101N or ENGL110N.

**HIST280N Special Topics in History 3 Credits**

This course provides students with an opportunity to learn about an area not covered by existing courses in the history curriculum. While the topics may vary from semester to semester depending on faculty and student interest, this course emphasizes a core set of essential skills common to all history courses at Nashua Community College. A course description will be made available prior to the start of registration. Prerequisite: ENGL101N or ENGL110N.

**HIST285N Introduction to Historical Research Methods 3 Credits**

This course is designed for students with an interest in history who wish to strengthen their research skills. In this course, students "become" historians as they learn about the process used to study the past. Subjects addressed include understanding the nature of history and historical thinking, historiography, locating and critically assessing primary and secondary sources, applying the method of historical inquiry, citing sources effectively, and writing history. The approach to learning is "hands-on" as students investigate a topic of their own choosing. As a summative assessment, students share their original findings in a research paper and in a presentation to other students, faculty, and staff. Prerequisite: ENGL101N or ENGL110N and one history course with a grade of 'C' or better.

**HOS101N Introduction to Hospitality 3 Credits**

This survey of the hospitality industry covers the history, contemporary practices, future of the industry, restaurant/food service operations, hotel management, managing in the service industry, operations management (including housekeeping), and the management of personnel.

**HOS110N Front Office Operations/ Revenue Management 3 Credits**

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement of payment. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. Special emphasis is placed on guest-employee relations. In addition, attention is paid to the management of revenue. Particular emphasis is placed on setting rates, managing seasonal rates, and determining average daily rates. Prerequisite: HOS101N.

**HOS201N Hospitality Sales & Marketing 3 Credits**

This course will focus on practical sales and marketing techniques for the hospitality industry. The course will cover a marketing plan and advertising campaign for a hotel, including indentifying target markets, prospecting for sales leads, and using sales techniques. Prerequisites: HOS101N, BUS104N.

**HOS210N Principles of Food & Beverage Management 3 Credits**

This course is designed to provide students with a basic understanding of food and beverage management. Topics include the origins of the food service industry, a focus on menu management, production and service, and design finances and automation. Students will prepare for "safe-service" certification as part of the course. Prerequisite: HOS101N.

**HOS211N Bar & Beverage Management 3 Credits**

This course builds upon skills acquired in Principles of Food and Beverage Management. In addition to experience in food and beverage service, the course emphasizes beverage management and operational controls. Topics include service, procurement, storage, control of wines, fermented beverages, and distilled beverages. Upon completion of the course, students should be able to demonstrate knowledge of the beverages consumed in a hospitality operation. TIPS (Training for Intervention Procedures) alcohol training certification will be offered as part of the course. Prerequisite: HOS210N.

**HOS290N Hospitality & Restaurant Management Internship 3 Credits**

This internship is a College-supervised introduction to hospitality work experience at a participating industry property for a full semester. A journal and written assignments are required components of the internship experience. Prerequisite: A cumulative GPA of 3.0 in major courses, an overall GPA of 2.0 in General Education courses, completion of all catalog-listed courses for the first three semesters in the Hospitality and Restaurant Management Program and approval of the Program Coordinator.

**HSV111N Introduction to Human Services 3 Credits**

This course will provide an introduction to the background information and concepts necessary to understand the theory and practice of human services. The information will be drawn from disciplines of history, sociology, and psychology, joined together by values-based themes of social role valorization, ethical behavior, and quality of life. Current influences on Human Services such as managed care will be discussed. Corequisite: ENGL101N or ENGL110N, PSYC101N.

**HSV123N Supportive Communication Skills 3 Credits**

This course provides an awareness and general practice of interactional communication skills expected in a supportive relationship. Supportive communication will be taught through verbal instructions, case studies, and peer and self assessment. Observation and evaluation methods will be incorporated to assess the student's communication skills. Prerequisites: HSV111N; Corequisite: PSYC206N.

**HSV190N Fieldwork I 3 Credits**

A lab course designed to provide comprehensive experience in application of knowledge and values learned in previous course work. Students will select a program or facility which provides social services and will work at this site as a supervised intern. Regular meetings with the internship advisor and fellow interns will provide opportunities for discussion and evaluation of the fieldwork experience. This internship is focused on direct observation of professionals in human services. Educational and direct service activities will also be credited as part of the internship experience. Students will be able to continue on with the current internship placement for the following internship. Students will not be able to do all three field placements at the same agency. Pre-approval of fieldwork site by Department Chairperson is required before placement. **Students are expected to have field work placement before class begins.** Prerequisites or corequisites: HSV123N, General Education Core Requirement: Behavioral Social Science.

**HSV225N Family Dynamics 3 Credits**

This course examines the most widely used theories of family therapy. This will include an overview of couple therapy, marriage counseling and family systems approach. Prerequisites: PSYC212N; Corequisite: PSYC222N.

**HSV291N Capstone Experience (Fieldwork) 3 Credits**  
**Pre-approval of fieldwork site by Department Chairperson is required before placement. A GPA of 2.0 is recommended.** A lab course designed to provide comprehensive experience in application of knowledge, skills and values learned in previous coursework. The focus is on synthesis, integration and application of previous learned knowledge both in the classroom and in the field. Students will select a program or facility which provides human services and will work at that site as a supervised intern. Weekly meetings with the instructor and fellow interns will provide opportunities for discussion and evaluation of the work experience. This internship continues the work focusing more on direct service activities that was started in Fieldwork I. Assessment, planning, and intervention skills will be emphasized as well as activities dealing with advocacy, case management, documentation and recording competencies, with a focus on the information/referral process. **Students are expected to have field**

**work placement before class begins.** Educational/observational activities will also be credited as part of the internship experience. Prerequisite: HSV190N; Corequisites: HSV225N, PSYC222N.

**HUMA101N Introduction to the Humanities 3 Credits**

An overview of the content and purpose of the humanities, this course explores the relationship of the individual to society through materials from various humanities disciplines. Creative imagination and social context, universal versus culture-specific qualities of human experience and expression, the connection between appreciation and analysis, as well as the concept of criteria for evaluative judgments, are explored through sample topics from a variety of Humanities subjects. Sources from the visual arts, literature, religion, philosophy, history and the social sciences will be included. The terms and methods of analysis used in these various fields of study will be stressed. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**HUMA102N Art Appreciation 3 Credits**

This course combines experience in the appreciation of painting, sculpture and architecture so that the student may analyze and interpret works of art. The class will study the artist's materials, messages and language (i.e. color, line, shape, shade, texture, volume space and composition). Field trips may be part of this curriculum and students may incur nominal fees. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**HUMA103N Music Appreciation 3 Credits**

This course is a survey of music history from the Middle Ages to the present and includes selected listening samples. The course looks at music's relationship to other art forms along with significant societal and historical events. Focus is on selected composers, the elements of music, its forms, and the musical characteristics of each period. Attendance at a rehearsal or concert performed by professional musicians is a requirement of this course and may incur a nominal fee. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**HUMA107N World Religion 3 Credits**

A survey course exploring the universality of religion in human experience and in various cultures. This course will cover the religious traditions that have a major influence in our world today: Taoism, Buddhism, Hinduism, Islam, Judaism, Christianity, the Sikhs, Baha'i, and Native American spirituality. Cultural or societal change and the relationship of religion with socio-political conditions will be referenced, but emphasis will be placed on a comparison of religious ideas, ethics, rituals, devotional practices and the teachings of the founders, prophets, and major leaders who have shaped each religious tradition (rather than on institutional history). A portion of the study of each religion will focus on reading selections from its primary sources: sacred myths, scriptures and devotional literature. Prerequisite: ENGL101N or ENGL110N **General Education Core Requirement: Global Awareness.**

**HUMA110N Critical Thinking Skills 3 Credits**

This course explores the relationship between communication and critical thinking. It explores logical thought and analysis

with an emphasis on cause-and-effect and logical premise-and-conclusion arguments. Students will examine how to assess effective arguments and how to determine fallacious reasoning. Prerequisite: ACCUPLACER® placement score equivalent to ENGL101N or concurrent enrollment in ENGL101N. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**HUMA120N Introduction to Theatre 3 Credits**

In this course, students will engage in an overview of the world of theatre through the study of theatre history, dramatic literature, theatre performance and production, and the practical application of theatre skills to a real life situation. Emphasis is on theatre as an important aspect of our culture both historically and in the present day. Through the study of theatre history, dramatic literature, performance, and design, students will improve their understanding of this collaborative art form and its place in today's world. This knowledge will be put to practical use in the form of readings from selected works, observing theatrical performances and becoming actively involved in a theatre event. For an informed understanding of this art, students will attend one live theatrical performance. The student will be responsible for the cost of one ticket for an off campus production. Students will gain confidence in their abilities to be a part of a performing arts event as well as an appreciation for the importance of culture in our daily lives. Prerequisite: ENGL101N or ENGL110N.

**HUMA130N Music Composition 3 Credits**

This course is designed for the student with little or no knowledge of music. Instruction will begin with the fundamentals of music theory including note values, the Grand Staff, meter, scales, chord structure, and chord progressions. These basics will provide the foundation for creating and harmonizing simple original musical compositions. The process will also include analysis of already existing music, and the development of listening skills including basic music dictation. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**HUMA140N American Cinema 3 Credits**

This course explores Hollywood film as an art form, industry and system of representation and communication. In one sense, this is a language course - the language of film. The course will explain how Hollywood films work technically, artistically and culturally to reinforce and challenge America's national self-image.

**HUMA145N American Popular Culture 3 Credits**

Basic theories of and approaches to the study of popular culture, including various media, folklore, religion and everyday life. Various forms of popular culture including music, film, television, advertising, sports, fashion, literature, and digital media may be analyzed. Students will assess how American popular culture reveals historical, political, sociological and economic forces at work that influence our lives. Prerequisite: ENGL101N or ENGL110N

**HUMA220N Classic Myths in Western Civilization 3 Credits**

This course will focus on myths from Ancient Greece but will also include Norse myths and material from the Old Testament, Mesopotamia, and Celtic Britain. We will read some of the greatest stories ever told and discuss how to interpret the mythic

descriptions of the relationship between immortals and mortals found in these stories of creation and conflict, madness and love, heroic quest and divine punishment.

Some study of historical context will be involved; however, the emphasis will be on exploring the universal qualities that explain why certain myths have outlived their cultural roots to become a meaningful part of the heritage of Western Civilization. Students will explore whether certain elements must be present for a story to be accurately labeled as mythic.

Myths and legends will be read in prose or verse translations. Short excerpts will also be read from some of the major modern European and American authors who have been inspired by them. Evidence of the persistence of mythic and heroic archetypes in the visual arts, music, movies, high fantasy literature and popular culture [including RPGs] will also be explored. This course fulfills a General Education Core Requirement: 'Humanities/Fine Arts'. Prerequisite: Any one of the following courses or by permission of the instructor or department chair: HUMA101N or HUMA107N or HIST101N or PSYC101N.

**HUMA230N Ethics in the Workplace 3 Credits**

An introductory study of classical and contemporary ethical philosophies and how these philosophies apply to current business practices. The course stresses analytical and problem-solving skills to comprehend the ethical dimensions of business relationships: employer to employee; managers to owners; manufacturers to consumers; and corporations to the environment. Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**HUMA280N Topics in the Humanities 3 Credits**

This course provides students with an opportunity to learn in depth about an area not covered by existing courses in the Humanities curriculum and prepares students for an advanced study of a humanities discipline at the bachelor degree level. The topic choice is at the discretion of the instructor and may focus within the fine arts, humanities, philosophy or religion. Through a summative assessment, students will apply knowledge and skills learned through previous program coursework by producing a project on the topic that integrates critical thinking, analysis and writing through strategies of research and interpretation. **Course syllabus will be made available prior to the start of registration.**

Prerequisite: Minimum grade of B- in ENGL101N or ENGL110N, and HUMA101N.

**LEXN110N Service Learning 1 Credit**

This course will engage students in service experiences within the community. Service learning is the integration of service and learning where each is valued as necessary for the other. It is a way of learning that takes place through and within the performance of meaningful service to the community, and a way of enriching service through academic learning. Students will commit to a sustained community service project or from faculty for a minimum of 16 hours for the semester and will participate in reflection sessions that take place in bi-weekly seminars.

**MASS101N Swedish Massage I 3 Credits**

This course introduces the student to the history and theory of massage and will begin the study of the science and art of

massage therapy. Course consists of lecture, demonstration and hands-on treatment. Students will be treating each other under the supervision of a licensed massage therapy instructor. This course is devoted to mastering the five basic Swedish strokes: Effleurage, petrissage, friction, tapotement and vibration. Corerequisite: MASS102N.

**MASS102N Anatomy & Physiology for Massage and Bodywork 4 Credits**

An introductory course centering on the structure and function of the human body with a concentration on normal anatomy with emphasis on system functions and interrelations between systems. This course is for the beginning massage therapy and bodywork student. A series of laboratory experiences are included to provide practical support for concepts presented in lecture.

**MASS105N Spa Techniques 2 Credits**

This course familiarizes the therapist in general with the various technique offerings of spas, including massage. The most frequently used options will be highlighted including wraps, scrubs, aromatherapy massage, and facials. Prerequisites: MASS101N, MASS102N.

**MASS111N Musculo-Skeletal Studies 2 Credits**

This course will concentrate on the muscular and skeletal systems of the body, emphasizing identification, anatomical location and physiological function. How each unit studied - muscle and/or bone - relates to the entire human structure will be considered. Prerequisite: MASS102N.

**MASS119N Massage Business Practices 3 Credits**

Course is lecture and open forum discussion of business laws and practices as it pertains to the licensed massage therapist. Topics included will be employment versus self-employment, business laws, accounting methods, tax-reporting, insurance billing and office filing, and procedures and business start-up.

**MASS121N Swedish Massage II 3 Credits**

This course continues and completes Swedish or basic massage. Range of motion will be studied as well as more advanced use of the basic strokes on the four quadrants of the body. Prerequisites: MASS101N, MASS102N.

**MASS126N Massage Therapy Rules & Ethics 1 Credit**

Course is lecture and experiential, focuses upon the specific ethics of the profession of massage as exemplified in various codes of ethics of major massage organizations. Course will also cover NH Rules governing massage therapy and therapists.

**MASS131N Pathology 3 Credits**

Students will learn to treat pathological conditions of the musculoskeletal system, joints, movement, and anomalous conditions that limit movement as well as the more recognized pathological conditions of each anatomical system. Communicable diseases are considered, and hygiene included, along with indications and contraindications of massage. Prerequisites: MASS101N, MASS102N.

**MASS132N Sports Massage 2 Credits**

This course teaches massage techniques that meet the biophysical needs of the athlete. Specific injury treatment with massage is covered, as well as pre and post-event massage and muscular/joint maintenance between activities. Prerequisites: MASS101N, MASS102N.

**MASS134N Self Care & Stress Management Techniques 2 Credits**

This class is designed to teach professionals specific stress reduction and self care techniques through the use of meditation, visualization, yoga, self massage, breathing techniques, and nutrition. Students will develop skills to incorporate into their practice and self healing process.

**MASS135N Deep Tissue Massage 2 Credits**

This course introduces the massage student to deeper strokes that include, but are not limited to trigger point, myofascial release and cross-fiber friction. Neuromuscular technique (NMT) will be covered particularly. Prerequisites: MASS102N, MASS121N.

**MASS136N Shiatsu 2 Credits**

This is an introductory course in oriental acupressure theory and practice. The course covers the twelve organ meridian, the two governing meridians and terminology specific to Chinese acupressure and Shiatsu. Prerequisites: MASS101N, MASS102N.

**MASS137N Pre/Post Natal Massage 2 Credits**

Special considerations need to be taken when working with pregnant women. Contraindications during each trimester, pressure points and proper positioning will be emphasized. Infant massage will also be included. Prerequisites: MASS101N, MASS102N.

**MASS139N Reflexology 2 Credits**

Reflexology is the practice of zone therapy and how reflex points on the feet correlate to various parts of the body. Prerequisites: MASS101N, MASS102N.

**MASS141N Oriental Theory & Concepts 3 Credits**

This course teaches the student basic concepts of Eastern/Asian healing, including the 12 organ meridians, the 5-Elements Theory and forms of chi and how they relate to treatments and overall health of the individual.

**MASS143N Chair Massage 2 Credits**

Course is lecture and experiential, and focuses upon specific techniques used in this popular modality of massage therapy. Students will learn all necessary preparations, procedures, and strokes for completing a chair massage - from intake of client to marketing this service to organizations, companies, and the public. Prerequisites: MASS101N, MASS102N.

**MASS145N Aromatherapy 2 Credits**

Use of essential oils for medical and massage purposes. Student will learn to customize aromas for specific purposes.

**MASS148N Somatic Massage 2 Credits**

Massage made famous during the 60's and 70's in the US at such noted centers as the Esalen Institute in California, Kripalu Institute

in MA and Omega Institute in NY. Somatic massage emphasizes slow, full-body strokes with metaphysical and holistic (physical, psychological and emotional) approaches to the experience of bodywork. Prerequisites: MASS102N, MASS121N.

**MASS153N Myofascial Release & Trigger Point Therapy 2 Credits**

In myofascial release, the concept of fascial structure within the body will be focused upon. The student will learn major strokes of this technique on various muscle groups. Trigger Point emphasizes specific points on congested muscles for relief of pain and overtonification. Prerequisites: MASS101N, MASS102N.

**MASS212N Kinesiology 3 Credits**

This course is designed to give the student a basic understanding of normal human body movement as related to skeletal, articular and muscular systems. Anatomical palpations, human gait analysis, and biomechanical principles are also included. Prerequisite: MASS102N.

**MASS233N Clinical Evaluation & Treatment 3 Credits**

This is a hands-on class emphasizing assessment and corrective techniques. The student will learn evaluation of presenting conditions and have an understanding of causal factors that contribute to musculoskeletal deviations. Integration of all treatment modalities studied and all skills acquired will be coupled with the appropriate application. Medical history taking, SOAP note taking, focusing on specific problems and their treatment will be addressed. Prerequisites: MASS102N, MASS121N.

**MASS290N Clinical Internship Capstone 3 Credits**

A total of 125 hours of hands-on experience is required by the State of NH in approved programs for massage therapy. NCC offers a unique concept allowing the student the flexibility of completing these hours from second semester onward at their own pace and according to their own scheduling of appointments. However, such independent work must be fully documented and under the regular supervision of a licensed massage therapist. Arrangements for such supervision are left with the student and must also be fully documented. Prerequisite: Completion of all catalog-listed courses for the first two semesters in the massage program of study and approval of the internship coordinator.

**MATH099N Algebra I 3 Credits**

Algebra I is a preparatory math course that deals with basic and intermediate algebra topics ranging from solving equations, inequalities, systems of linear equations, factoring and simplifying algebraic expressions, to basic graphing techniques. Focus will be on applying these skills to solving problems. A minimum passing grade of 'C' is required. Credits do not count toward degree requirements. Prerequisite: Appropriate Accuplacer score.

**MATH103N Quantitative Reasoning 4 Credits**

This course is designed to expose the student to a wide range of general mathematics. Problem Solving and Critical Thinking skills, along with the use of technology, will be emphasized and reinforced throughout the course as the student becomes actively involved solving applied problems. Topics included: Number Theory and Systems, Functions and Modeling, Finance, Geometry and Measurement, Probability and Statistics, and selected subtopics. Students who do not satisfactorily place into

MATHN103N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop. This course fulfills a General Education Core Requirement: Quantitative Literacy.

**MATH105N      Technical Mathematics      4 Credits**

This course is designed for students pursuing degrees in technical trades. Topics covered will include: Quadratic Equations, calculation of areas and volumes; Pythagorean's Theorem, fundamentals of geometry, introduction to statistics, right triangle trigonometry, Law of Sines and Law of Cosines. This course fulfills the mathematics requirement for Advanced Machine Tool Technology only. Students who do not satisfactorily place into MATH105N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop.

**MATH106N      Statistics I      4 Credits**

An introductory course in modern statistics concerned with the basic concepts involved in the planning and conduct of a statistical analysis. Special emphasis is placed on an integrated coverage and presentation of descriptive and inductive statistical tools and techniques in support of meaningful decision making. Topics include scales of measurement, random sampling, graphs and tables, measures of central tendency, probability and probability distributions, confidence interval, error and sample size estimation, hypothesis testing, linear correlation, regression analysis, and prediction. A Texas Instrument TI83+ or TI84 graphing calculator is required. Students who do not satisfactorily place into MATH106N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop. **This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH107N      Honors Statistics I      4 Credits**

An introductory course in statistical analysis will explore how the application of statistical methods can be utilized to accurately interpret data from various fields of study. Students will learn how to employ the necessary skills relating to scales of measurement, random sampling, graphs and tables, measures of central tendency, probability distributions, confidence intervals, error and sample size estimation, linear correlation, and regression analysis. The project-based approach will allow students to test hypotheses and clearly communicate research findings through interpretative data. Students will apply mathematical analysis toward the advancement of new interpretations and development of arguments, a critical thinking skill set essential in all academic and professional fields. A Texas Instrument TI 83 or TI 84 graphing calculator is required. Prerequisite: Placement Test.

**This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH108N      Contemporary Mathematics      3 Credits**

This course introduces students to recent advances in mathematics and their application to the social sciences. It focuses on the understanding and application of mathematics in applied situations and includes a number of topics in which mathematical ideas are used to solve modern problems such as: voting systems, weighted voting systems, Fairness, Euler and Hamiltonian Circuits, networks, scheduling problems, and population growth. Prerequisite: Placement Test, SAT scores or

Permission of Instructor.

**MATH110N      Algebra & Trigonometry      4 Credits**

This course covers essential algebraic and trigonometric concepts and prepares students for future study of Precalculus and Calculus. Algebraic topics include: quadratic functions, radical equations, transformations, composite functions, polynomial functions, remainder and factor theorems, and rational functions. Trigonometry topics include right triangle trigonometry and the laws of Sines and Cosines. Vectors are also studied and applications are emphasized. Prerequisite: Placement test or permission of instructor. Students who do not satisfactorily place into MATHN110N with the required placement scores will be required to enroll in the corresponding Co-Requisite Workshop.

**This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH115N      Finite Mathematics      4 Credits**

This course examines the fundamental components and most commonly used applications of finite mathematics. Topics include linear models, matrix theory, linear programming, combinatorics, and mathematics of finance. A wide range of applications to economics, life sciences, and social sciences are considered. Students who do not satisfactorily place into MATH115N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop. **This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH120N      PreCalculus      4 Credits**

This course is intended to prepare students for the study of calculus. Students will investigate the properties of exponential, logarithmic, and trigonometric functions. Trigonometry topics include graphs of trigonometric functions, identities, inverse trigonometric functions, and trigonometric identities. Other topics include complex numbers, polar coordinates, conics, and DeMoivre's Theorem. Additionally, a selection of topics from the following list may be chosen by the instructor: sequences and series, mathematical induction, binomial expansions, systems of equations and inequalities, introduction to derivatives. Mastery of the topics in this course will prepare the student for Calculus. Applications will be integrated throughout the course and particular attention will be paid to the process of problem solving. Prerequisite: Placement test or MATH110N or permission of instructor. **This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH170N      Discrete Mathematics      4 Credits**

This course is concerned with the finite processes and sets of elements that can be listed. It covers the basics of discrete mathematics including propositional logic, proof techniques, fundamentals of counting, sets, relations, functions, trees, graphs and Boolean algebra. Prerequisites: MATH110N or MATH115N.

**MATH206N      Statistics II      4 Credits**

This course will emphasize the use of statistical procedures in research applications. Students will investigate studies pertaining to business and behavioral sciences and learn to perform the appropriate statistical analysis. Topics include t-tests, hypothesis testing, linear and multiple regression, analysis of variance, and nonparametric statistics. Students will be required to purchase

a student version of the computer program SPSS. This course contains a service learning option. A Texas Instruments TI-83 or TI-84 graphing calculator is required. Prerequisite: MATH106N or MATH107N. **This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH210N. Calculus I 4 Credits**

Calculus is introduced through the study of functions, limits, differentiation and higher order derivatives. Derivatives of polynomial, trigonometric, inverse trigonometric, exponential, and logarithmic functions are covered. Problems in optimization, curve sketching and related rates are considered. Integration is introduced by analyzing the definite and indefinite integral. Prerequisite: Placement Test or MATH120N or Permission of instructor. **This course fulfills a General Education Core Requirement: Quantitative Literacy.**

**MATH211N Calculus II 4 Credits**

This course is a continuation of calculus I. Topics include definite and indefinite integration and the use of calculus in the calculation of areas and volumes. Various integration methods are covered including: integration by parts, trigonometric substitution, and partial fractions. Improper integrals are introduced as well as the study of infinite sequences and series, power series, Taylor series, and determining convergence or divergence of series. Prerequisite: MATH210N

**MATH212N Calculus III 4 Credits**

A course in the calculus of functions of more than one variable usually follows a year of calculus involving functions of only one variable. This course will commence with discussions of vectors and vector value functions. Partial differentiation, multiple integration, and vector operators including: gradient, divergence, and curl and related integral theorems: Green's theorem, the Divergence theorem, and Stokes' theorem will be introduced and applications will be included throughout. Prerequisite or Corequisite: MATH211N.

**MATH214N Honors Calculus I 4 Credits**

Students will have an opportunity to explore calculus from a historical perspective with emphasis on discovery and in solving problems. In addition to performing the mathematical calculations involved in the study of calculus, students will read on the history of calculus and a variety of topics including limits, differentiation, related rates, definite and indefinite integrals, area and volume. Not only will students learn the various operational steps of this mathematical study, but they will be challenged with researching the areas of application for calculus. prerequisite: Placement Test or MATH120N AND Acceptance in Honors Program. This course fulfills a General Education Core Requirement: Quantitative Literacy.

**MATH215N Linear Algebra 4 Credits**

In this course, students will be introduced to both the theory and the computational methods used in the study of matrices, vector spaces, linear transformations, diagonalization, eigenvalues, and orthogonality. Students are expected to use mathematical reasoning to read and write proofs pertaining to the study of course material. Prerequisite: MATH210N.

**MATH220N Differential Equations 4 Credits**

This first course in differential equations studies the theory, solutions methods, and application of ordinary differential equations. Topics

include separable differential equations, method of integrating factors, method of undetermined coefficients, variation of parameters, Laplace transforms, numerical methods, and series solutions to differential equations. Prerequisite: MATH211N.

**MATH285N Individual Project in Mathematics: A Capstone Experience 4 Credits**

This course serves as the capstone experience for Mathematics students enrolled in the Liberal Arts program. The course is designed to help students synthesize the learning and skills acquired in their Mathematics degree and prepare them for baccalaureate work. In consultation with the supervising faculty member, the student or small group of students will design and complete a project that integrates the student learning outcomes for the Liberal Arts Mathematics Degree. Prerequisite: Completion of 45 credits of coursework applicable to the Liberal Arts Mathematics Degree. Minimum grade of 'C' in MATH210N and MATH211N.

**MDTN110N Automation Programming 3 Credits**

Students will learn the basic concept of programming a robot. Students will design, construct, and program robots and machinery for varied design applications. Robots will be both benchtop and IR controlled. Laboratory exercises compliment classroom instruction. Prerequisite: CAD111N.

**MDTN285N Mechanical Design Capstone 4 Credits**

Students work in teams under the direction of a faculty advisor to complete an engineering design project. Students will create a mockup of their design leading to the development of a prototype to test and verify the effectiveness of their design. Students will present their design and prototype to the Technologies Department Advisory Board for evaluation.

**MTTN101N Manufacturing Processes 3 Credits**

The student is introduced to the preparation of materials for manufacturing through the extraction and development of ferrous and nonferrous metals and the influence of elements in the production of alloy steels and irons. The classifications of steel, the mechanical and physical characteristics of metals as well as heat treatment processes are also covered. Manufacturing processes such as forging, powdered metal processes, sand castings, additional casting processes, presswork, rolling, drawing, bending, extrusion, welding, electrical discharge machining (EDM), electrochemical machining (ECM), and numerical control (NC) operations are emphasized.

**MTTN111N Machine Tool Processes and Theory I 6 Credits**

This course introduces the student to the fundamentals of basic machining, the machines covered include: the engine lathe, drill press, vertical mill, cutoff saw and other standard machine tools. Machining topics such as turning, boring, drilling, threading, drill and lathe tool grinding along with shop safety will be discussed. An in-depth look at lathe tool geometries, drill sharpening, and various off hand grinding techniques along with basic print reading, inspection methods and tools will be covered. **A student must earn a grade of 'C' or better to achieve a passing grade in this course.**



**MTTN118N Machining Technology 3 Credits**

This course is designed to teach the student the basic operation of the engine lathe and the manual vertical milling machine and the processes associated with them. The course will include the study of lab safety, measuring tools, as well as the fundamentals of reading and interpreting a blueprint to produce a close tolerance part.

**MTTN122N Machine Tool Processes and Theory II 6 Credits**

This course is a continuation of MTTN111N with an emphasis on advanced lathe and mill operations on more complex parts and assemblies. Conversational programming on CNC machines is introduced on both lathe and mill. Basic Geometric Dimensioning and Tolerancing is taught as part of expanding the understanding and interpretation of modern blueprints. Projects will include assemblies of milled and turned parts as well as heat treated and surface ground parts. Instruction will be given in proper wheel selection and grinding techniques. Students will complete several individual projects that utilize all these machining methods. Mechanical concepts such as gears, simple machines, and machine components will be discussed. **A student must earn a grade of 'C' or better to achieve a passing grade in this course.** Prerequisite: MTTN111N, A grade of 'C' or better is required in MTTN111N.

**MTTN123N Principles of CNC 3 Credits**

Topics studied in this course include a full description of programming, machine terminology, operations, and equipment used in CNC (computer numerical control). Students will be taught manual programming techniques using standard G and M codes for basic vertical CNC milling applications. The setup and machining of simple projects on the Acu-Rite, Prototrak, and Haas machines will offer students real world machining experience. Prerequisites: MTTN111N or permission of instructor.

**MTTN133N CNC Programming & Operation 3 Credits**

This course incorporates the basic principles of manual programming for both CNC lathes and milling machines. Emphasis is placed on the designing and writing of programs using G and M codes. The setup and operation of CNC lathes and mills will be taught using a hands on approach to the manufacturing of multiple parts. Prerequisites: MTTN123N.

**MTTN201N. Lean and Green Manufacturing Methods 3 Credits**

This course introduces the student to the fundamentals of Lean Six Sigma and the philosophies of Dr. W. Edwards Deming and the Toyota Way. These methodologies include production, process and inventory control, continuous improvement methods and how they apply to concepts of Lean Six Sigma. In addition, the application of these philosophies in plant management, safety, waste analysis and work flows will be studied and applied. Green manufacturing innovations, ISO 14000 standards and processes will also be reviewed. Case studies of existing plants will be used in the course. Guest lecturers and possible plant tours to see these topics in action will be part of the course as schedules permit. Prerequisites: MTTN101N or permission of Program Coordinator/Department Chair.

**MTTN210N Metrology and Quality Control 3 Credits**

This course will stress the use of a Coordinate Measuring

Machine, its use and application to precision measurement. In addition, the use of optical measuring machines such as Micro-Vu and comparator will be emphasized. Quality practices in documentation, compliance with standards and calibration will be covered with an emphasis on current quality management systems. Prerequisites: MTTN101N, MTTN105N/110N. Corequisites: MTTN201N, CAD131N or permission of instructor.

**MTTN223N Computer Aided Manufacturing (CAM) 3 Credits**

A course designed to introduce students to Computer Aided Manufacturing (CAM) software and its applications to Computer Numerical Control (CNC) machine tools. Students will import CAD files and draw machine parts through the use of Mastercam X, and produce and post programs to run CNC milling machines and CNC lathes. Prerequisites: CAD131N, MTTN123N or permission of instructor.

**MTTN231N Advanced Machine Tool Processes and Theory I 6 Credits**

The student will increase proficiency and knowledge in the following areas with stress on accuracy and speed: Milling machines, surface grinding, machining with conversationally programmed CNC machines, electrical discharge machining, digital readout units and CNC milling and turning (programming & operation). **A student must earn a grade of 'C' or better to achieve a passing grade in this course.** Prerequisites: MTTN122N. Corequisite: MTTN123N.

**MTTN232N Advanced Machine Tool Processes and Theory II: A Capstone Experience 6 Credits**

This course will emphasize the application of CAD/CAM in the manufacturing of a quantity of machined parts. Students will utilize CAM software, conversational programming and manual programming skills. Live tooling and fourth axis work will be covered as it relates to the CNC lathe and mill. In addition, students will participate in a service learning project as well as individual projects and/or group projects. Students will also be taught various job hunting techniques such as resume writing and interviewing skills to assist them in their job search. Prerequisites: MTTN123N, a grade of 'C' or better in MTTN231N.

**NURS125N Fundamental Concepts & Skills for Nursing Practice 8 Credits**

This course introduces the student to major concepts and skills required as a foundation for further studies in nursing and prepares the student to deliver safe nursing care across the lifespan under the supervision of a Registered Nurse. Content in the theory portion of the class includes: Introduction to Nursing, Working in the Healthcare System, Care of the Human Being, the program's conceptual framework, Nursing Process and Critical Thinking, Health Assessment, Meeting Basic Human Needs Across the Lifespan, Patient/Family Education, Concepts of Medication Administration, and Contemporary Contexts for Professional Nursing. During lab and clinical, the student will practice skills related to the concepts in the theory portion of the class. Upon completion of the course, the student is eligible to seek NH licensure as a nursing assistant. This course also serves as a bridge for the LPN student to pursue studies preparing for RN licensure. The LPN applicant must take the National League for Nursing (NLN) Nursing Acceleration Challenge Exam (NACE)

and attain a score of 74% or higher in order to be considered for admission. If admitted, the LPN will be awarded 8 credits applicable to NURS125N. Prerequisites: BIOL201N, PSYC101N; corequisites: PSYC201N, BIOL202N.

**NURS140N      Nursing Care I:  
Concepts and Skills      8 Credits**

This course introduces the student to the care of patients with chronic altered health conditions across the lifespan. Care of the patient with selected alterations in health, including integumentary, cardiac, respiratory, endocrine, musculoskeletal, and neurological/mental health conditions will be studied. Selected health alterations are explored in light of the program's conceptual framework, pathophysiology, pharmacology, and interdisciplinary interventions. Concepts and skills introduced in NURS125N will be applied and further developed throughout the semester. Clinical experience(s) will occur in a combination of inpatient acute rehab, inpatient/outpatient psychiatric, and clinical simulation settings. Prerequisites: NURS125N, PSYC201N, and BIOL202N.

**NURS220N      Nursing Care II:  
Concepts and Skills      9 Credits**

This course applies previous learning in nursing, life sciences, social sciences and the nursing process to the care of patients across the lifespan with acute health alterations in gastrointestinal, hepatobiliary, fluid and electrolyte function, acid-base balance, renal, respiratory, hematologic, cardiac, oncologic, immune health, and perioperative care. A systematic approach to each unit will include levels of prevention, pathophysiology, lifestyle alterations, environmental impact and modification, cultural considerations, interdisciplinary care plans, and legal and ethical implications inherent in delivering patient care. Clinical experiences will occur in the acute care hospital setting. Prerequisites: NURS140N, NURS230N.

**NURS230N      Pharmacology for Nursing Practice      3 Credits**

This course is a hybrid course that presents information related to the nurse's role in the pharmacological treatment of health alterations. Foundational principles of drug action, pathophysiology, and a systematic review of common drugs in clinical use will be studied. Safe administration of medication across the lifespan, assessment of its effectiveness, patient and family education, and ethical and legal issues related to the nurse's role in pharmacotherapeutics is emphasized. Prerequisites: NURS125N, NURS140N.

**NURS240N      Management of Nursing  
Care Across the Lifespan      9 Credits**

This course is a capstone course that requires students to apply all previous learning to the care of patients/families across the lifespan, including patients/families with complex and/or emergent health alterations. Concepts of maternal-child health care, critical care, community health nursing, leadership, management, health care policy and trends, and transition to practice will be studied. Clinical experiences will occur in a combination of acute care hospital and community settings. Prerequisite: NURS220N.

**PHIL109N      Introduction to Philosophy      3 Credits**

An introductory level course covering the basic branches of philosophy: Metaphysics, Epistemology, Ethics, Political & Social Philosophy, Aesthetics and Logic. Students will examine and evaluate their personal philosophies as they relate to the ideas of classical and modern philosophers. Prerequisite: ACCUPLACER® placement score equivalent to ENGL101N or concurrent

enrollment in ENGL101N. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**PHIL130N      Honors Ancient  
Greek Philosophy      3 Credits**

The main objective of this course is to develop students' understanding of ancient Greek philosophy by examining in depth the work of its three major representatives: Socrates, Plato, and Aristotle. Attention will be given both to the social and historical context in which the ideas of these thinkers arose and to the influence of their ideas across the Western world over the course of history. The course will help the student develop a sense of the intrinsic value of these classical modes of thought for her or his own ethical development as well as to the development of later civilizations. After all, Athenian social life was as fraught as any contemporary society with tensions between truth and deception, virtue and moral relativism, and ethics and self-centeredness. Understanding how the ideas of the classical philosophers evolved in response to these tensions will help students link the relevance of their ideas to the development of individual and social values at almost any point in history. Students will be encouraged to make connections between past and present through exploration of three fundamental questions: What does it mean to live a good life? What is the difference between knowledge and belief? What is an ideal society, and what roles should various groups have within it? Prerequisite or corequisite: ENGL110N or ENGL101N and permission of the Honors Program Coordinator or Admissions into the Honors Program. **This course fulfills a General Education Core Requirement: Humanities / Fine Arts.**

**PHYS101N      Physical Science I      4 Credits**

This course studies the impact of physics on everyday life. Topics include motion, gravity, heat, electricity and magnetism, waves, sound, light and the physics of the atom. Conceptual understanding is emphasized over mathematical manipulation. Prerequisite: MATH099N or Placement Test. **This course fulfills a General Education Core Requirement: Science.**

**PHYS115N      Astronomy      4 Credits**

This course offers an introduction to astronomy. The course offers a broad introduction to the solar system, stars, and stellar evolution, galaxies, and cosmology. **This course fulfills a General Education Core Requirement: Science.**

**PHYS116N      Meteorology      4 Credits**

This course provides an introduction to the science of meteorology. Students will learn about the relationships between weather and the Earth's atmosphere. Topics covered include atmospheric pressure, stability of the atmosphere, fronts, atmospheric circulation, storms and forecasting. Real time data will be used to prepare weather maps and forecasts.

**PHYS130N      Physics I      4 Credits**

Serves as the first semester of a one-year course which surveys the field of physics at a non-calculus level. Topics include force and motion, vectors, gravity, energy and momentum, heat and thermodynamics, and oscillations. Prerequisites: MATH110N (A grade of 'C' or better is recommended). **This course fulfills a General Education Core Requirement: Science.**

**PHYS131N      Physics II      4 Credits**

A continuation of the study of physics at the non-calculus level. Topics include waves and sound, optics, electricity and magnetism, atoms, nuclei and modern physics. Prerequisite: PHYS130N.

**PHYS230N      Calculus-Based Physics I      4 Credits**

A study of classical physics using calculus. Topics include linear and projectile motion, forces, momentum, energy, gravitation and oscillations. Prerequisite or corequisite: MATH210N.

**PHYS231N      Calculus-Based Physics II      4 Credits**

A study of classical physics using calculus. Topics include fluids, thermodynamics, electricity and magnetism. Prerequisite: PHYS230N.

**PLGL101N      Basic Legal Studies      3 Credits**

This course introduces the student to the field of law. The course will examine the role of paralegals working for attorneys in the practice of law. The student will gain an understanding of the structure and operation of the legal systems in the United States, both state and federal, with a fundamental knowledge of the major areas of substantive and procedural law. The student will acquire an understanding of the important ethical rules governing attorneys in the practice of law, and will gain valuable practical knowledge for beginning a career and working in the legal field. Prerequisite or Corequisite: ENGL101N or ENGL110N.

**PLGL102N      Legal Research and Writing      3 Credits**

This course will develop strong legal writing, research and analytical skills. Students will be required to engage in frequent "hands-on" exercises in legal research and legal writing to enhance research, writing and analytical abilities. The student will acquire an understanding of legal research tools, methods and resources. Solid and proficient "book shelf" research will be developed; thereafter, electronic research tools, methods and resources will be learned. The course will demonstrate the importance of thorough legal research and effective and professional legal writing for assisting the attorney in providing competent and quality legal services. Prerequisite: ENGL101N or ENGL110N, PLGL101N.

**PLGL210N      Litigation and Trial Preparation      3 Credits**

This course covers an overview of all phases of civil litigation. Emphasis will be on civil "causes of action" (claims) and defenses at common law, under statutes, and based in tort law and contract law. Functional skills acquired include preparing and maintaining the file, gathering information through client and witness interviews, investigation, drafting pleadings and motions, organizing and indexing documents, compiling evidence, examining public records, preparing briefs and memoranda, preparing discovery, and assisting the lawyer in preparing for trial and at trial. Prerequisite: PLGL101N; Prerequisite or Corequisite: PLGL102N, PLGL230N.

**PLGL220N      Real Estate Law      3 Credits**

This course covers the fundamental principles and procedures in the practice of real estate law. The student will be capable of assisting in most phases of residential real estate transactions. Functional skills acquired include reviewing and understanding real estate instruments and documents, title insurance binders and policies, surveys; assisting in the preparation and drafting

of deeds, purchase and sales contracts, title affidavits, escrow agreements, use and occupancy agreements, notes, mortgages and related financing documents; and preparing for and attending residential closings. Prerequisite: PLGL101N; Prerequisite or Corequisite: PLGL102N.

**PLGL230N      Contracts and Business Organizations      3 Credits**

The student will have acquired a complete knowledge of the fundamental legal doctrines and principles of the law of contracts; will be familiar with the significant Articles of the Uniform Commercial Code governing Sales, Negotiable Instruments and Secured Transactions; will have acquired a fundamental and practical knowledge of agency law and employment law. From a legal perspective, the graduate will also have a full understanding of the nature, characteristics, formation, operation and termination of the different for-profit business entities; as well as the legal, duties, rights and liabilities of persons associated with such organizations, and related legal actions. Functional skills acquired include assisting in the preparation of business contracts, employment agreements, and documents in the formation of such business entities including: drafting of articles of incorporation, corporate by-laws; preparing notices and minutes for meetings of the board of directors and shareholders; and drafting partnership agreements. Prerequisite: PLGL101N; Prerequisite or Corequisite: PLGL102N.

**PLGL240N      Probate, Estates, and Trusts      3 Credits**

This course will enable the student to be capable of assisting in the probating, planning and administration of the probate estate. Functional skills acquired include assisting in the preparation of simple wills, revocable trusts, irrevocable trusts, assisting in the preparation of probate documents including inventory forms, final accounting forms, maintaining accounts, and assisting the attorney in the remainder of the probate process. The course will also examine living wills, estate planning, and estate taxes. Prerequisite: PLGL101N; Prerequisite or Corequisite: PLGL102N, PLGL220N.

**PLGL250N      Family Law      3 Credits**

This course will examine the substantive and procedural law relating to family law and particularly with regard to legal ethics, marital and cohabitation agreements, marriage, divorce, separation, division of marital property, annulment, adoption, support of spouse and child, and child custody issues. The student will be prepared to assist the attorney in client interviews, information and document gathering, preparation of matrimonial disclosure forms, the drafting of agreements and pleadings related to divorce and family law proceedings. This course also contains an optional service learning component or assignment. Prerequisite: PLGL101N; Prerequisite or Corequisite: PLGL102N.

**PLGL260N      Criminal Law      3 Credits**

In this course, the student will examine the significant legal concepts, principles, legal doctrines, procedures and practice of criminal law in the local and state (according to New Hampshire law and procedure) and federal court systems; and will trace the steps by which the criminal procedure is followed: from stop and arrest, prosecution, the initial client interview, pre-trial, through trial, and post-trial procedure, motions and appeals. Prerequisites: PLGL101N; Prerequisite or corequisite: PLGL102N.

**PLGL280N Paralegal Capstone Experience 3 Credits**

The Paralegal Capstone Course is designed to prepare the student for obtaining and maintaining employment in the paralegal profession. Students will discuss the application of their knowledge of the law and the legal system, the practical knowledge necessary for successfully working as a paralegal in the field of law, and a review of the ethical rules governing attorneys. The students will review the major skills they acquired during the Paralegal Studies Program and apply them to practical assignments and projects. Students will also complete a Portfolio containing selections of their legal work-product, and will prepare a professional resume which best presents their attributes and employment potential. This course will also prepare the student for the employment process, from job search through interview and hiring. Prerequisites: For students in the Degree Program, completion of all catalog-listed courses for the first three semesters.

**PLGL290N Paralegal Internship & Seminar 3 Credits**

The Internship and Seminar in Paralegal Studies consists of: 1) an internship which is a hands-on learning experience at law firm, public agency, corporation, or other law-related organization, under the direct supervision of a lawyer; and, 2) a capstone seminar of one class contact hour per week designed to prepare the student for obtaining and maintaining employment in the paralegal profession. Prerequisites: For students in the Degree Program, completion of all catalog-listed courses for the first three semesters, a cumulative grade point average of at least 3.0 in the Degree Program, and approval of the faculty internship coordinator. For students in the Certificate Program, completion of six of the eight catalog-listed paralegal specialty courses, a Bachelor Degree from an accredited institution, a cumulative grade point average of at least 3.0 in the Certificate Program, and approval of the faculty internship coordinator.

**POLS101N Introduction to Political Science 3 Credits**

This course offers an introduction to a variety of contemporary political systems and practices. Topics include an examination of communism, democracy, socialism, authoritarianism as well as other political structures. Political philosophy, theory, culture, structure, and institutions will be examined. **This course fulfills a General Education Core Requirement: History / Political Science.**

**POLS102N American Government & Politics 3 Credits**

This course provides an introductory examination of the American political system by reviewing the evolution of the executive, legislative, and judicial branches of government. It also covers topics such as: voting and elections; political parties and candidate selection; and the role of the media and interest groups in U.S. politics. Some state and local political topics may also be discussed. **This course fulfills a General Education Core Requirement: History / Political Science.**

**POLS106N The Citizen and Society 3 Credits**

The course will provide an understanding of the meaning of public policy, its importance, and the role that citizens can take in shaping it. The course will also review operations of government at the local, state and federal levels. Learning techniques to address actual community, state and/or national concerns will be an integral part of the course. Students will engage in the democratic process to apply a model of active citizenship, analyzing and influencing a current public policy. Using deliberation skills, they will work with

a group of classmates to accomplish this. Field trips to local and state offices and meeting with public officials may be a part of this course. This course is a requirement for all students in the First Year Program who have not yet selected a major. This course fulfills a General Education Core Requirement: History/Political Science.

**POLS210N State and Local Government 3 Credits**

This course explores the structure and operation of local and state government. To illustrate general topics, students are presented with specific examples from New Hampshire politics. Field trips to local and state offices and presentations by guest speakers are an integral part of this course. Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: History / Political Science.**

**POLS215N World Affairs 3 Credits**

This course explores major issues of the contemporary world political environment from both theoretical and factual perspectives. Some of the topics covered include basic International Relations theory, such as: Realism, Idealism, Game Theory, and Foreign Policy Decision Making theory. It also addresses current international issues, such as: international trade; globalization; economic interdependence; the UN and other international organizations; human rights and international law; terrorism, the proliferation of weapons of mass destruction; the environment and population. Prerequisite: ENGL101N or ENGL110N.

**POLS220N American Politics & Mass Media 3 Credits**

This course explores the changing relationship of politics and the mass media. Technology is expanding the definition of mass media and impacting politics by changing how voters participate in the political cycle. Exploring these changes with students will help them to become active and informed political consumers. This course is a hands-on course that not only explores the changing dynamic between the public and its elected leaders, but also challenges students to get involved in local, state or national politics by using the new mass media tools to participate in a political issue. Students must have Internet access to participate in this course. Prerequisites: ENGL101N or ENGL110N.

**PSYC101N Introduction to Psychology 3 Credits**

Psychology is the scientific study of cognitions, emotions, and behavior. Core topics include human social behavior, personality, psychological disorders and treatment, learning, memory, human development, biological influences, and research methods. Related topics may include sensation, perception, states of consciousness, thinking, intelligence, language, motivation, emotion, stress and health, cross-cultural psychology, and applied psychology. Psychology also critically evaluates "common sense" assumptions about how people function and relate. **This course fulfills a General Education Core Requirement: Behavioral Social Science.**

**PSYC130N Human Relations 3 Credits**

This course will promote student exploration of intrapersonal (within self) and interpersonal (between self and others) aspects of human relationships. An understanding of basic psychological concepts and their connection to interpersonal relationships will be presented. Integration of effective communication, stress reduction, and team and leadership strategies in both the home and workplace will be encouraged. **This course fulfills a General Education Core Requirement: Behavioral Social**

## Science.

### **PSYC201N Human Growth & Development 3 Credits**

The study of human growth and development across the lifespan is based primarily in the social sciences of psychology, sociology and anthropology. Emphasis will be given to maturation and development achieved in four interrelated systems: Physical, cognitive, social, and emotional. Development is about change; changes that we share as well as changes that are based on unique environments, social and cultural customs. Attention will be paid to controversies that have developed as a result of living in a diverse and multicultural world. Prerequisite: ENGL101N or ENGL110N. **This course fulfills a General Education Core Requirement: Behavioral Social Science.**

### **PSYC202N Personality Psychology 3 Credits**

This course is designed to provide a basic introduction to personality psychology. Personality is defined as the attributes – behavioral, temperamental, emotional, and mental – that characterize a unique individual and that are relatively stable over time. This course will introduce theories, historical background, modern research, and research methods used in the study of personality. This course will provide the opportunity to broaden understanding of the science of personality and to think critically about the application of personality theory in everyday life. Prerequisite: PSYC101N

### **PSYC205N Child Psychology 3 Credits**

The developmental processes that start once an egg is fertilized are complex and proceed rapidly. The study of child psychology calls upon many disparate disciplines: Biology, medicine, neurology, language and linguistics, as well as psychology fields, to describe and explain this fascinating period of our lives. Emphasis is placed on the interaction of biological, psychological, and sociocultural influences on normal development. The growing child is considered in terms of physical, social, cognitive, emotional, aesthetic, and moral development. The role of culture is examined throughout the course. Prerequisite: PSYC101N.

### **PSYC206N Learning and Behavior 3 Credits**

This course includes examining various methods and techniques suitable for the modification of human behavior, based on the principles and findings of experimental studies of animal and human behavior. Considers how such methods can be used in education, mental health, corrections, and self-directed personal change. This course will also provide mental and behavioral health providers, knowledge and skills for supporting students and others displaying challenging behaviors using frameworks of positive behavioral supports. Prerequisite: PSYC101N.

### **PSYC207N Social Psychology 3 Credits**

This course will examine theory and research in the science of individual human behavior in social situations as well as applications of its major principles in everyday life. The course is designed to illustrate how the individual and society are shaped by mutual interaction of mental processes, situational factors, individual differences, and group phenomena within cultures and social structures. Students will investigate the manner in which the behavior, feelings or thoughts of the individual are influenced or determined by the behavior and/or characteristics of others.

Diversity, prejudice, institutional aggression, and the political process will be investigated. Prerequisite: PSYC101N.

### **PSYC210N Abnormal Psychology 3 Credits**

This course explores the diagnosis, treatment and care of the symptoms associated with abnormal behavior. The theoretical causes of various types of psychological disorders—particularly the neurotic, psychotic, and mood disorders will be presented as will a historical perspective regarding treatment. The psychodynamic, cognitive behavioral and medical model approaches to treatment will be emphasized. Prerequisite: PSYC101N.

### **PSYC212N Individual Counseling: Theory and Practice 3 Credits**

This course will present a discussion of the most widely used theories of counseling. Integration of these basic theories with the student's own value system will be encouraged. Prerequisite: PSYC101N.

### **PSYC220N Research Methods 3 Credits**

This course will introduce students to the importance of research techniques and methodologies within the field of psychology (specifically) and to science in general. They will become familiar with the strengths and limitations of empirical studies by exploring the ways in which research is explained to the general public and how essential an adequate understanding can be to the development of programs treatments and policies aimed at improving lives. We will explore the role of ethics in the research process and identify ways that social scientists work to conduct research that helps rather than harms. The course will also examine both quantitative and qualitative approaches to social science research and students will learn and develop, conduct and write research reports. Prerequisites: MATH106N or MATH107N, PSYC101N.

### **PSYC222N Group Dynamics & Counseling 3 Credits**

This course will provide a study of therapeutic interventions as carried out through a group. The course design includes academic discussion of group processes and dynamics. Theory will be incorporated into application for students to increase their awareness of their group roles and increase their leadership and group problem solving abilities. This course is a combination of didactic and experiential activities. Students are exposed to the various theories of group work, the basics of group process and professional and ethical issues involved in group counseling. Emphasis is placed on determining how students can incorporate the best of each of the models into their own personalized eclectic model—one that is consistent with their philosophy and suits them personally. One aim of this course is a didactic or teaching purpose that focuses on learning how groups function, learning about group dynamics, and acquiring specific skills necessary to effectively lead groups. The other aim is to provide a climate of support and challenge that will encourage students to get personally involved to the extent that they will be given some tools to continue taking an honest look at themselves as persons and to assess how their personal characteristics might either facilitate or inhibit their ability to lead groups. Prerequisite: PSYC212N.

### **PSYC240N Drugs and Alcohol 3 Credits**

This course is designed to examine alcohol use, drug use and misuse, addiction and personal and social consequences. The effect on the family system and roles of family members will also be

explored as well as etiology, symptomatology and current treatment modalities. This course contains an optional service learning component. Prerequisite: PSYC101N or Permission of the Instructor.

**PSYC290N Psychology Internship:  
A Capstone Experience 3 Credits**

This capstone course is intended to provide the student with an internship as a means for enhancing learning and unifying the knowledge and experience **for the student in the Associate of Arts Psychology degree program.\*\*** This course will provide an opportunity for students to integrate classroom learning with real world activities. Critical thinking will be encouraged by demonstrating the student's ability to integrate and synthesize past course material and then illustrate this understanding in a final paper. This course will give the student multiple opportunities to be active and collaborative learners through the application of psychological principles and ethical issues such as confidentiality and values. Career planning can also be strengthened with mentoring relationships developed during this experience. **Field work** positions may include placement in mental health, applied developmental and industrial settings as well as social service agencies, educational intervention programs and adolescent crisis centers. **Pre-approval of fieldwork site by Department Chairperson before placement. Students are expected to have field work placement before class begins.** Prerequisite: Completion of 45 credits of coursework applicable to the **Associate in Arts Degree in Psychology \***

**SOCI101N Introduction to Sociology 3 Credits**

This course provides the student with an understanding of the development of sociological thought and the theories and methods used to study social structure and interaction. It emphasizes the influence of culture on human behavior and social relationships. Students will learn how people's location in society and its institutions shapes their experiences and life chances, and how individuals and groups can influence the process. **This course fulfills a General Education Core Requirement: Behavioral Social Science.**

**SOCI201N Contemporary Social Problems 3 Credits**

In this course, students will critically examine a selection of the most pressing issues and problems facing society today, including inequalities of wealth and income, crime and violence, race relations, gender and sexuality, work and the economy, globalization, technology, and the environment. To accomplish this objective, students will learn to apply the sociological perspective to the study of contemporary social life. Through this examination, students will gain an understanding of how social problems arise and how they affect society, and they will apply this understanding to the consideration of possible social policies and other remedies. The course takes a hands-on approach to learning wherever applicable. The goals of this course are to provide a solid foundation in social science learning, to enhance critical thinking skills, and to stimulate social commitment. Prerequisite: ENGL101N or ENGL110N.

**SOCI208N Sociology of Conflict 3 Credits**

This course examines major social scientific theories of conflict with an emphasis on the need for theories to inform our ability to resolve conflict. The course weaves together ideas from conventional disciplines with new approaches to the cause of deep-rooted conflict. A major focus is on the analysis as a tool.

Prerequisite: ENGL101N or ENGL110N

**SOCI228N Social Inequalities:  
Theory and Practice 3 Credits**

This course will allow students to view the development and maintenance of social inequalities in contemporary American culture by exploring how power, privilege, and social status are tied to race, social class, gender, and sexuality. Students will understand the historical roots of prejudice and discrimination as they relate to the production and maintenance of social stratification. Students will examine the role of power in our society by studying various models of authority (e.g. hierarchical vs. flat-power or power-over vs. power-to perspectives). The course will also explore what it means to have privilege and build awareness of the impact that it has in our lives. This course will enable students to understand multiple social issues and to develop their own perspective about why some have more than others. Prerequisites: PSYC101N, ANTH110N, or SOCI101N or permission of program coordinator or Department Chair.

**SPAN105N Spanish I 3 Credits**

An introductory course for the first year language study that takes a communicative, functional approach to learning Spanish at the college level. The course includes grammar, conversation, culture, and readings. At the end of the course the student will be able to speak and write basic Spanish. Students who have taken two or more years of high school Spanish will be required to take a Spanish placement test. **This course fulfills a General Education Core Requirement: Global Awareness.**

**SPAN106N Spanish II 3 Credits**

Spanish II initially reviews, then builds on the simple sentence structures and vocabulary learned in Spanish I. Students will understand and converse in day-to-day Spanish and know basic aspects of various Hispanic cultures. Students will also read authentic materials and basic literature, and will write letters and short essays. Course activities accommodate all learning styles and are both innovative and relevant to student experiences. Video materials bring Spanish to life for students by illustrating in context the grammar and vocabulary students are learning. Prerequisite: SPAN105N or Spanish placement test score of 75 or higher.

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Certificate - Computer Information, NHCTC-Nashua

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B.S. Southern New Hampshire University

### **Satara Brown**

IT Department Clerk



## Maintenance

### Scott Bienvenue

Plant Maintenance Engineer

### Jose Cardona

Building Service Worker

### Orfindey Giraldo Galvis

Building Service Worker

### David Hoyt

Building Service Worker

### Brenda Nunley

Building Services Supervisor

### Ken Schevey

Maintenance Foreman

### David Thompson

Building Service Worker

### Helen Twombly

Building Services Supervisor

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M.S., Boston University

## Registrar

### Jennifer Oliszczak

Registrar  
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### Kristen Bosquet

Assistant Registrar

### Renée Ruiz

Registrar Specialist

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M.L.S., Simmons College

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### Eva Dymek

Library Aide  
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### Stacie Hill

Library Aide

### Stephanie Saxton

Library Technician

## Wellness Center

### Alex Wunderlich

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### Gary Spearman

Wellness Center Clerk

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M.A., University of North Dakota  
Ph.D., University of Kansas

## Emeriti Administration

**Keith W. Bird, Ph.D.**

President-Emeritus 1995-1997

**Robert E. Bloomfield**

President-Emeritus 1970-1995

# 2019 - 2020

## STUDENT CALENDAR

### Fall Semester 2019 August 26, 2019 - December 14, 2019

August 12:	Tuition Due for Fall 2019 Semester
August 26:	Fall Semester Classes Begin
September 2:	Labor Day Holiday
September 3:	Last Day to Add Full Semester Classes (except online)
September 3:	Last Day to Withdraw with a Full Refund from First-half Semester Courses
September 9:	Last Day to Withdraw with a Full Refund (Full Semester Courses)
September 13:	Last Day to Resolve "I" Grades from Summer Term
September 19:	Walter Peterson Gala (No Evening Classes)
September 23:	Mid-term Warning Grades (First-half Semester) due to Registrar's Office no later than 10 a.m.
September 27:	Last Day to Withdraw with a Grade of "W" from First-half Semester Courses
October 11:	Last Day to Withdraw with a Grade of "WP/WF" from First-half Semester Courses
October 15:	System Symposium (No Day Classes)
October 21:	Second-Half Semester term begins
October 21:	Final Grades (First-half Semester) due to Registrar's Office no later than 10 a.m.
October 23:	Mid-term Warning Grades (Full Semester Courses) due to Registrar's Office no later than 10 a.m.
October 28:	Last Day to Withdraw with a Full Refund from Second-half Semester Courses
October 31:	Last Day to Withdraw with a Grade of "W" (Full Semester Courses)
November 11:	Veterans' Day Holiday Observed – No classes
November 18:	Mid-term Warning Grades (Second-half Semester) due to Registrar's Office no later than 10 a.m.
November 22:	Last Day to Withdraw with a Grade of "W" from Second-half Semester Courses
November 27:	No Evening Classes
November 28-29:	Thanksgiving – No classes (including Saturday Classes)
December 6:	Last Day to Withdraw with a Grade of "WP/WF" (Full Semester Courses)
December 6:	Last Day to Withdraw with a Grade of "WP/WF" from Second-half Semester Courses
December 9-12:	Finals
December 14:	Fall Semester Ends
December 18:	Final grades available for viewing on Student Information System
December 24:	Chancellor's Holiday – Offices Closed
December 25:	Christmas Day Holiday – Offices Closed

# 2019 - 2020

## STUDENT CALENDAR

### Spring Semester 2020

January 21, 2020 – May 9, 2020

January 1:	New Year's Day Holiday – Offices Closed
January 7:	Tuition Due for Spring 2020 Semester
January 20:	Martin Luther King Holiday/Civil Rights Day
January 21:	Spring Semester Classes begin
January 27:	Last Day to Add Full Semester Classes (except online)
January 27:	Last Day to Withdraw with a Full Refund from First-half Semester Courses
February 3:	Last Day to Withdraw with a Full Refund (Full Semester Courses)
February 7:	Last Day to Resolve "I" Grades from Fall Term
February 17:	Presidents Day Holiday – No Classes
February 18:	Mid-term Warning Grades (First-half Semester) due to Registrar's Office no later than 10 a.m.
February 21:	Last Day to Withdraw with Grade of W from First-half Semester Courses
March 6:	Last Day to Withdraw with Grade of "WP/WF" from First-half Semester Courses
March 16-20:	Spring Break
March 17:	Final Grades (First-half Semester) due to Registrar's Office no later than 10 a.m.
March 23:	Registration Opens for 2020 Summer and Fall Semesters
March 23:	Second-Half Semester term begins
March 24:	Mid-term Warning Grades (Full Semester Courses) due to Registrar's Office no later than 10 a.m.
March 30:	Last Day to Withdraw with a Full Refund from Second-half Semester Courses
March 30:	Last Day to Withdraw with a Grade of "W" (Full Semester Courses)
April 17:	Mid-term Warning Grades (Second-half Semester) due to Registrar's Office no later than 10 a.m.
April 20:	Last Day to Withdraw with a Grade of "W" from Second-half Semester Courses
May 1:	Last Day to Withdraw with a Grade of "WP/WF" (Full Semester Courses)
May 1:	Last Day to Withdraw with a Grade of "WP/WF" from Second-half Semester Courses
May 5-8:	Finals
May 9:	Spring Semester Ends
May 13:	Final grades available for viewing on Student Information System
May 16:	Graduation 11 a.m.
May 25:	Memorial Day Holiday – Offices Closed
June 12:	Last Day to Resolve "I" Grades from Spring 2020
July 3:	Independence Day Holiday – Offices Closed

Nashua Community College (NCC) is one of the seven colleges in the Community College System of New Hampshire.  
For more information about CCSNH, call 800.247.3420.

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Nashua Community College is a smoke-free campus. This catalog is current as of April 10, 2019

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