



**CATALOG**  
2014-2015

# Nashua Community College

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## Course Catalog 2014 - 2015

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Nashua, New Hampshire 03063**

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**nashua@ccsnh.edu**

**www.nashuacc.edu**

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 July 29, 2014



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## President's Message

On behalf of Nashua Community College, I invite you to visit our campus. From the moment you arrive you'll experience NCC's vibrant culture. Opportunities abound at NCC and I encourage you to immerse yourself in activities, athletics and clubs that pique your interest.

Nashua Community College is committed to preparing residents of the greater Nashua region with 21st century skills and providing affordable access to higher education. On behalf of the CCSNH Board of Trustees I'm pleased to share that tuition rates for 2014-2015 will decrease by 5%. For an in-state student taking a minimum full-time course load of twelve credits per semester, annual tuition costs will drop from \$5,040 to \$4,800.

At the College-level, our Advisory Board hosts an annual fundraiser gala to support the NCC Scholarship Fund. Thanks to our individual and corporate donors, the College raised over \$30,000 this spring and awarded \$9,500 to four deserving NCC students.

NCC is continually monitoring industry needs and career trends. This fall NCC will offer two new associate degrees: Criminal Justice and Liberal Arts with a Concentration in Communications. Each degree is designed for transfer into baccalaureate programs. Any student seeking to distinguish themselves through a more rigorous curricula may participate in the NCC Honors Program.

NCC is equally committed to those who seek college-to-career pathways or career advancement. The College is presently developing a new Advanced Manufacturing by Innovation and Design program, funded by a \$2.5 M U.S. Department of Labor grant. This program will implement a STEM-based academic path for students from an Advanced Manufacturing Certificate to an Associate in Science degree in Precision Manufacturing and Mechanical Design Technology.

We strive to achieve optimal student services and continually improve our processes and facilities to meet students' needs. To this end, the Registrar's Office has been moved into the Admissions' suite, and the registration process has been simplified; empowering students to chart their own course.

This summer the kitchen facilities were renovated to offer both a training laboratory for our Culinary Arts students and to provide exceptional and comprehensive dining and catering services throughout the year.

Thank you for choosing Nashua Community College. I am confident you will be pleased with your decision and I challenge you to reach beyond what you thought possible: success begins within you and NCC's dedicated faculty and staff will help guide you on your journey.

My best,

Lucille A. Jordan  
President

***The Community College System of New Hampshire (CCSNH)***  
***is committed to providing comprehensive, market-driven, accessible, quality programs of higher education that respond to the needs of students, businesses, and communities.***

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## Vision

Nashua Community College (NCC) will meet the changing educational needs of the communities that it serves. Through a process of continuous improvement, the College will become

- The preferred provider of two-year postsecondary education in the Nashua region
- A student-centered, educational institution that will advance and enrich the educational, economic, and cultural life of the diverse community we serve.

To help us achieve this vision, NCC selected 7 strategic goals for its strategic Plan. NCC will:

- offer services within a student-centered environment designed to maximize student success.
- continue to develop a culture that fosters student success and values educational excellence.
- continue to foster collaboration and communication among local businesses, industries, educational organizations, and government agencies.
- increase revenue sources through strategic enrollment initiatives.
- continue to provide a student-centered approach to offering support services and facilities management.
- deliver integrated, accessible and secure services that leverage existing and emerging technologies.
- review its shared governance model to improve communication and to ensure transparency in decision making.

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## Educated Person

Many institutions contribute to the enhancement of the educated person's sense of self and to her/his overall development. As one of these institutions, Nashua Community College helps students to improve their lives and to become more responsible as informed citizens and educated persons.

In consideration of the attributes needed to maximize one's role as a contributing member of society, the community of NCC has defined a set of essential skills. Among those skills are communications, information literacy, scientific reasoning and quantitative analysis, intellectual curiosity, analytical and creative thinking, problem solving, ethical responsibility, global connectedness, and tolerance for ambiguity.

Recognizing that individuals will grow professionally and intellectually through life-long learning and experiences, educators at Nashua Community College have chosen four areas as their primary focus for the development of the Educated Person:

Effective Communication Skills

Critical and Creative Thinking Skills

Personal and Social Responsibility Skills

Global Awareness Skills.

It is a goal of NCC that learners will progress in their comprehension and practice of the skills listed below:

### EFFECTIVE COMMUNICATION SKILLS

- Speak effectively in a variety of situations, using verbal and non-verbal communication suitable to topic, purpose, and audience
- Listen actively in a variety of situations to successfully obtain, assess the accuracy of, and share information including that of a quantitative nature
- Write effectively by clearly developing ideas and coherently articulating positions in contexts of increasing complexity

- Read actively to analyze, synthesize, and apply information and ideas accurately from college-level reading across disciplines
- Identify and communicate appropriate information from various media and technologies for specific research contexts.

#### CRITICAL AND CREATIVE THINKING SKILLS

- Categorize and evaluate source material, and interpret the meaning and significance of factual information
- Logically formulate, test, and support a hypothesis by application of theories, models, and concepts to concrete examples
- Integrate and creatively synthesize one's own ideas with those of scholarly works to support one's own original and coherent perspective
- Analytically deconstruct for the purpose of understanding and appreciating complex source material
- Demonstrate insight into connections among disciplines, an appreciation of novel perspectives, and a tolerance for ambiguity.

#### PERSONAL AND SOCIAL RESPONSIBILITY SKILLS

- Display a strong work ethic and other personal qualities that reflect a commitment to excellence
- Identify and apply the principles of academic integrity, ethical responsibility, and moral judgment
- Act as a responsible member of the local, state, and national community
- Respect diverse viewpoints and collaborate effectively with others in the shared processes of inquiry and problem-solving
- Apply ethical reasoning skills to identify potential consequences that personal choices, political, economic, historical, and other social forces have on the individual and on society.

#### GLOBAL AWARENESS

- Appreciate and embrace cultural diversity in the United States and in other areas of the world
- Acknowledge major religious and cultural traditions and how they may impact our lives
- Understand the sociopolitical/economic reasons for immigration to the United States and develop a sense of empathy for new immigrants
- Understand and respect that people from other cultures may communicate differently
- Recognize and embrace opportunities to reach out and improve the lives of others in distant locales.

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## College Student Learning Outcomes

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## Expected Institutional Commitment to the Community

Faculty, Program Coordinators, and Department Chairs, in cooperation with Program Advisory Committees, have established Student Learning Outcomes for all associate degree programs that NCC believes graduates should possess. The section of the catalog listing the associate degree program profiles (program courses and general education courses) and requirements for graduation include the learning outcomes.

In 2014, the Faculty reviewed the Learning Outcomes for all degree programs (program courses and general education courses). The faculty agreed on five singular words that embody the essential skills that we believe all graduates of all degree programs should have.

The words also describe the qualities, characteristics, and skills that are over-arching and self-defining. The simplicity in the singular words makes them easy to remember; they can also form a mindset that will lead to continued success. The five words chosen by the faculty are:

Commit | Communicate | Collaborate | Create | Challenge.

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

- Engages in programs and activities that expand access to higher education for all members of the community
- Offers college-preparatory instruction that prepares students for success in college-level work
- Provides students with a full range of student development and academic support services
- Offers students the opportunity to contribute to the well-being of others through service learning and volunteerism
- Prepares individuals for employment in a variety of careers in business, the health sciences, computer applications, engineering and industrial technologies, and public service
- Serves as an entry-point for bachelor degree programs by providing the first two years of a four-year program through a sequence of general education that stresses an appreciation of the arts and the humanities, the social sciences, communication and computational skills, the sciences, and computer literacy
- Provides economic development and continuing education activities to meet the needs of business, industry, and government while enhancing employee skills and enriching their lives
- 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, Computer Engineering Technology, and Computer Science.

Funds were approved in Spring 1999 to build a new library and to upgrade science laboratories. The Walter B. 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. The Restaurant Management Program was added in 2005 to provide an opportunity for community college students to have an international experience. Also 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. 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 will be completed for 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.

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## Campus Setting

The four buildings contain thirty-one general classrooms, twenty-five program-specific classrooms and laboratories, the Academic Support Center, the Advising Center, the Wellness Center, the Peterson Library, auditorium/lecture hall, administrative and faculty offices, the Maintenance Department, cafeteria, and bookstore. Spaces for more than 500 vehicles offer convenient parking with spaces for handicapped persons. The College is located on the city bus line and is approximately three miles from downtown Nashua.

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## Regional Accreditation

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

Accreditation of an institution of higher education by the New England Association 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 New England Association 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 New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

**Commission on Institutions of Higher Education, New England Association of Schools and Colleges**  
209 Burlington Road, Bedford, MA 01730-1433 • (781) 271-0022 • E-mail: [cihe@neasc.org](mailto:cihe@neasc.org)

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## Specialized Accreditations

**Automotive Technology and Collision Repair Technology** – The programs are certified by the National Automotive Technicians Education Foundation (NATEF) 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** – FAA approval (FAA certificate number NSUTO25K)

**Business Studies** – Accreditation Council for Business Schools & Programs (ACBSP)  
11520 West 119th Street, Overland Park, KS 66213

**Electronic Engineering Technology** - Accreditation by the Engineering Technology Accreditation Commission (ETAC) of ABET, Inc. 11 Market Place, Suite 1050, Baltimore, Md. 21202, Telephone (410) 347-7700. [www.abet.org](http://www.abet.org)

**Electronic Engineering Technology** – Nashua Community College's Associate in Science Degree program is part of the Technical Operations – Collegiate Training Initiative (TO-CTI) Program. Graduates of the approved program may be considered and/or selected for permanent positions within the FAA via internships, application of On-the-SPOT Hiring authority for the employment of graduates, or for the training of Upward Mobility Program participants.

**Nursing** – The program has Approval of the New Hampshire Board of Nursing and Accreditation from the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, [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 Disabilities Services Office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

Students requesting accommodations for disabilities must register with the Disability Coordinator, located in The Learning Commons, and provide documentation to support the request.

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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 origin, age, sex, handicap, veteran status, sexual orientation, or marital 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 Catherine Barry, Nashua Community College (603) 578-8900 or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. **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, 4<sup>th</sup> 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 Procedures

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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, age, sex, handicap, religion, veterans status, sexual orientation, marital status, or national origin. First priority for admission will be given to residents of New Hampshire. Second priority will be given to students qualifying under the New England Regional Student Program. The facilities and services of the College will be available to all enrolled students, day and evening (except when restricted by judicial action).

## Procedures

Applications for admission can be completed online by selecting this link, printed from the pdf or obtained from the Admissions Office at the College. 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 the 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. Present evidence of graduation from an approved high school (transcript with date of graduation or high school diploma) or possess a General Equivalency Diploma or its satisfactory equivalent. Transcripts and any satisfactory equivalents must be submitted in a sealed envelope. Nursing applicants will need proof of completion of English, Algebra, Biology, and Chemistry courses.
2. File an official Nashua Community College application, and a non-refundable \$20 application fee. If reapplication is necessary either for a new program or for a new academic year, the applicant must submit a new application and the \$20 fee.
3. Present, when requested, recommendations from a high school teacher or an employer. The recommendations should reflect character, personality, special abilities, and general qualifications for college study.
4. Submit official transcripts of all previous college work. Grades of courses transferred are not included in the GPA (Grade Point Average). Credits transferred from another institution will be added to the total credits accumulated for graduation.

## Placement Testing

Accuplacer is a set of computerized tests that determines your knowledge in math, reading and writing. Accuplacer testing is required for all associate degree programs and for 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. Please note that SAT scores are not required. However, if you have them from the past three years, they may be used for placement instead of the Accuplacer test. A Math SAT score of 520 or higher is required for placement in college level math. A Critical Reading score of 550 or higher and an Essay score of 8 or higher is required for placement in college level English. You can schedule your Accuplacer assessment online at <http://www.nashuacc.edu/admission/accuplacer-test>. There is a \$20.00 fee for the Accuplacer Assessment test which must be paid in the NCC Business Office prior to testing.

## Home-Schooled Students

Nashua Community College encourages applications from students who are home-schooled. 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 courses taken 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.

### **Residency Status**

Any student who has, on his/her first admission to the Community College System of NH, been classified as out-of-state for tuition purposes, may apply to the College 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.

### **Academic Amnesty**

A student who has previously attended a college within the CCSNH, and who 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 the original college of enrollment 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.

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

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

1. Official English translation of all secondary and postsecondary academic records.
2. Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a score of 500 or better (173 or better on the computer-based test); inquiries regarding the test should be addressed to TOEFL, Education Testing Service; Box 899; Princeton, NJ 08540. For students currently in the United States seeking a student visa, the College may waive the TOEFL requirement and administer the Accuplacer Placement Test.
3. **Affidavit of Financial Support** (forms may be printed from our website) from the person(s) who will be financially responsible for the student; letter should include student's name, intent to attend Nashua Community College, and the amount of money available. The form must be in English and notarized. The funds must be stated in US dollars. All supporting documents must be included.
4. 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.

# Expenses for 2014-2015

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Students will pay tuition on a per credit basis:

Resident	\$200.00 per credit
New England Regional Student Program	\$300.00 per credit
Non-Resident & International Students	\$455.00 per credit

## **Comprehensive Student Services**

Fee per credit (Day & Evening Programs)

Supports student activities and Wellness Center	\$16.00
Tuition Deposit (non-refundable from matriculated students)	\$100.00
Orientation Fee (non-refundable from matriculated students)	\$30.00
Required Graduation Fee	\$100.00
Diploma Replacement Fee	\$20.00
Academic Instruction Fee (per lab credit)*	\$60.00
Accuplacer Placement Test Fee	\$20.00
Accuplacer Placement Test Retake Fee	\$20.00

A non-refundable tuition deposit of \$100.00 will be required from all matriculated students. 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 for students identified as evening matriculated students, or in circumstances where the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid). The deposit will be applied to the tuition for the semester 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.

\*A fee will be charged for all Laboratory/Practicum or other similar experiences. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$60.00 for each course. This will be added to the normal tuition charge for that course. Example:

	<u>CL</u>	<u>LAB</u>	<u>CR</u>
SCIN215 Microbiology	3	3	4
	$4 - 3 = 1 \times 60 = \$60$		

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.

The required graduation fee, paid at the beginning of the spring term by all graduating seniors, covers the cost of a cap and gown and other graduation expenses.

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 \$350.00 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 \$50.00 late fee will be charged to students who do not comply.

Students who have **not** accepted their financial aid award (the award letter from financial aid needs to be signed and returned to financial aid), established a payment plan, or paid in full two weeks prior to the start of classes will be 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 or annual 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 or annual enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the Finance Options 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-nonrefundable 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 (14) 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 Federal Title IV funds (i.e. Pell, SEOG, Perkins Loans, Stafford Loans) are returned to the federal programs according to the rules and regulations mandated by the Department of Education. For more information on Return of Title IV Funds for Financial Aid Recipients, go to <http://www.nashuacc.edu/financial-aid/general-info-aid/209>.

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. All refunds require that students complete an official withdrawal form.

In accordance with Federal regulations, refunds for an amount less than \$1.00 (\$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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Financial aid is available to assist students with educational expenses and comes in various forms. Financial aid can be grants, scholarships, work study, and loans and can be federal, state, or private. Some forms of financial aid are limited, may be limited to the applicants with the greatest financial need, may be granted on a first come basis, or may be competitive. More information can be found on various forms of aid on the NCC financial aid webpage and at Student Aid.

NCC encourages all students to apply for Federal Student Aid by completing the FAFSA (Free Application for Federal Student Aid). In order to have your information sent to NCC you must add our school code (009236); NCC will receive the information in about 1 week. The Financial Aid Office will review your information and if anything further is needed you will be contacted by mail.

The basic eligibility criteria for federal student aid are as follows:

- Demonstrate financial need (for most programs)
- Be a U.S. Citizen or an eligible noncitizen
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- Be registered with Selective Service, if you are a male between the ages of 18 and 25 you must register.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Maintain satisfactory academic progress in college or career school
- Sign 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 money on a federal student grant and
- You will use federal student aid only for educational purposes; and

Show you're qualified to obtain a college or career school education by:

- Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or
- Completing a high school education in a homeschool setting approved under state law

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## Federal & State Grants

### **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. In some cases, however, a student enrolled in a postbaccalaureate teacher certification program might receive a Federal Pell Grant. A Federal Pell Grant, unlike a loan, does not have to be repaid. Amounts can change yearly. The amounts for 2014-2015 range from \$292 to \$5,730. The amount a student gets depends on: the student's expected family contribution (EFC); the cost of attendance (as determined by the institution); the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. 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 notification on the Student Aid Report (SAR) if they are getting close to their limit.

If 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, you may be eligible for additional Federal Pell Grant funds, if at the time of your parent's or guardian's death, you were;

- Less than 24 years of age or
- Enrolled in college or career school at least part-time

If you meet those requirements but aren't eligible to receive a Federal Pell Grant due to your EFC

being too high, you might be able to get an Iraq and Afghanistan Service Grant.

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

Iraq and Afghanistan Service Grants provide money to college or career school students to help pay their education expenses. However, Iraq and Afghanistan Service Grants have special eligibility criteria. 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. The maximum Federal Pell Grant award for 2014-2015 is \$5,730. 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. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid. Each participating school receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. In other words, FSEOG funds are first come, first served, so fill out the FAFSA soon! The amounts for 2014-2015 at NCC range from \$150 to \$450. NCC gives priority to students attending at least six credits with a zero expected family contribution (EFC). NCC credits the Federal Supplemental Educational Opportunity Grant funds to the student's school account at least once per eligible semester.

### **Massachusetts, Rhode Island and Vermont State Grants**

The Massachusetts, Maine, Rhode Island, and Vermont State Grant programs provide grants for their respective residents attending a college in his/her state or another state. Students must demonstrate financial need. Massachusetts residents must submit the FAFSA by May 1<sup>st</sup> of each year to be considered. Rhode Island and Maine residents must submit the FAFSA by March 1<sup>st</sup> of each year to be considered. Vermont residents must submit the FAFSA as soon as possible after January 1<sup>st</sup> of each year as awards are made until funds are depleted. Please see each state for more specific information on the state grant program: Massachusetts, Rhode Island, Maine, and Vermont.

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## **Federal Work Study Program**

### **Federal Work Study Program**

Federal Work-Study provides part-time jobs for undergraduate and graduate full-time or part-time students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Students with work-study jobs will work on or off-campus while enrolled. If you work on campus, you'll usually work for the school. If you work off-campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest. The Federal Work-Study program award funds on a first come, first served basis. You'll earn at least the current federal minimum wage. The hourly wages for 2014-2015 at NCC range from \$9.00 to \$10.00 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.

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## **Loan Programs**

### **Federal Perkins Loan Program**

The Federal Perkins Loan Program is a school-based loan program for undergraduates and graduate full-time or part-time students with exceptional financial need. The interest rate for this loan is 5%. Under this program, the school is the lender; you will make your payments to the school that made your loan or your school's loan servicer. The amount you can borrow depends on your financial need, the amount of other aid you receive, and the availability of funds at your college. As an undergraduate student, you may be eligible to receive up to \$5,500 a year and

the total you can borrow as an undergraduate is \$27,500. However, due to limited funds, NCC can only award \$1,000 per student for 2014-2015 and not everyone who qualifies for a Perkins Loan will receive one. All students borrowing must complete a Master Promissory Note and Loan Entrance Counseling prior to receiving the funds. NCC will apply the loan funds to the student's school account to pay for tuition, fees, and other school charges. If any loan funds remain, NCC will issue a refund to help pay for other education expenses. You may cancel all or part of the loan at any time before the loan money is disbursed by notifying the school. After the loan money is disbursed, you may cancel all or part of the loan within certain time frames. You will receive additional information explaining the procedures and time frames for canceling the loan. You have nine months after you graduate, leave school, or drop below six (6) credits before you must begin repayment.

## Direct Loan Program

The Direct Loan Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available. Students must be enrolled in a minimum of six (6) 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>.

Loan Type	Effective Date	Origination Fee	Fee Example	Interest Rate
Direct Subsidized Student Loans	First disbursed on or after 12/01/13 and before 10/1/14	1.072	\$58.96 on a \$5,500 loan	4.66%
	First disbursed on or after 10/1/14 and before 10/1/15	1.073	\$59.01 on a \$5,500 loan	4.66%
Direct Unsubsidized Student Loans	First disbursed on or after 12/01/13 and before 10/1/14	1.072	\$58.96 on a \$5,500 loan	4.66%
	First disbursed on or after 10/1/14 and before 10/1/15	1.073	\$59.01 on a \$5,500 loan	4.66%
Direct PLUS Loan	First disbursed on or after 12/01/13 and before 10/1/15	4.288	\$428.80 on a \$10,000 loan	7.21%
	First disbursed on or after 10/1/14 and before 10/1/15	4.292	\$429.20 on a \$10,000 loan	7.21%

## Direct Subsidized Loans

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 Student Aid – 150% Loan Limit.

\*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

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 (0-31 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 (0-31 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.

The median loan debt for NCC graduates is \$8,176.

### **Maximum Total Loan Limits (Subsidized and Unsubsidized)**

There are maximum total 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.

Note: The maximum total loan limits include any Subsidized Federal Stafford Loans or Unsubsidized Federal Stafford Loans you may have received under the Federal Family Education Loan (FFEL) Program. No further loans are made under the FFEL Program as of July 1, 2010. For information on the maximum total loan limits for graduate or professional students, visit <https://studentaid.ed.gov>.

### **Direct PLUS Loans**

Direct PLUS Loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The borrower must not have an adverse credit history. Loans have a fixed interest rate of 7.9%. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid. In order to receive a Direct PLUS loan, the student must complete the Free Application for Federal Student Aid (FAFSA) and the parent must apply for the Direct PLUS loan. 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. Additional information is available through the Financial Aid Office or at <https://studentloans.gov/myDirectLoan/index.action>.

### **Direct Consolidation Loans**

Learn about Direct Consolidation Loans so you can weigh the pros and cons and decide whether a Direct Consolidation Loan is right for you. A Direct Consolidation Loan allows you to consolidate (combine) multiple federal student loans into one loan. The result is a single monthly payment instead of multiple payments. Consolidating your federal student loans can simplify your payments, but it also can result in loss of some benefits. There is no application fee to consolidate your federal student loans into a Direct Consolidation Loan. If you are contacted by someone offering to consolidate your loans for a fee, you are not dealing with the U.S. Department of Education's loan consolidation servicer. Additional information is available at <https://studentaid.ed.gov>. To apply for a Direct Consolidation Loan, visit the Direct Consolidation Loans website at <https://studentloans.gov/myDirectLoan/index.action>.

### **Alternative/Private Loans**

These loans are offered by various lenders to assist students and parents meet educational expenses. Such funds may assist families that do not qualify for or need to supplement other forms of financial aid. Information is available on ELMSelect website.

#### **Lender Code of Conduct**

Information on the Code of Conduct for lenders of Alternative/Private Loans can be found at <http://www.ccsnh.edu/sites/default/files/content/documents/finaiddocuments/codeofconduct.pdf>.

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## Scholarship Programs

### **Assistance for Single Parents or Displaced Homemakers**

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. The grant must be applied for each semester. Awards will vary based on availability of funds. The program mandates two meetings with an Academic Coach during the semester in which a student receives the award. Further information and the application are on the NCC Scholarship web page.

### **Carl D. Perkins Scholarship**

The Carl D. Perkins Scholarship is available to students in good academic standing (CGPA of 2.5 or higher) enrolled in a Career and Technical Education Associate Degree who have completed at NCC a minimum of twenty-four (24) credits towards the degree requirements and are attending full-time (12 credits at NCC) for the semester awarded. Award amounts vary based on availability of funds. Further information and the application is available on the NCC Scholarship web page.

### **NCC Foundation Scholarship**

This scholarship is for matriculated NCC students who are continuing their education at NCC. It is based on financial need and merit and is offered each Spring. Applications will be available at the beginning of Spring semester.

### **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 Amy Slattery at the New Hampshire Department of Education, Division of Higher Education - Higher Education Commission by calling (603) 271-2695. Applications are available at <http://www.education.nh.gov/highered/financial/index.htm>.

### **Early Childhood Education Tuition Assistance**

The Community College System of New Hampshire (CCSNH), in partnership with the Division of Children Youth and Families, Department of Health and Human Resources, is able to provide tuition assistance to eligible students. Students 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.

For information on this scholarship, visit <http://www.ccsnh.edu/ccnh-foundation/early-childhood-education-tuition-assistance> or contact Teri Laflamme by calling 603-230-3531 or by email at [tlafamme@ccsnh.edu](mailto:tlafamme@ccsnh.edu).

### **Human Services/Community Social Services Scholarship**

The NH Department of Health and Human Services, Bureau of Developmental Services through a cooperative agreement with the Community College System of NH (CCSNH), offers grants to students as tuition reimbursement towards a Community Social Services/Human Services Certificate at some of NH's community college. The grants are available to any employee, family member or individual affiliated with one of ten area agencies and their vendors. Applications are available at any of the community colleges, and the students must have the support of an area agency representative. For information on this scholarship, visit <http://www.ccsnh.edu/human-servicescommunity-social-services-scholarship> or email Jayne Barnes at [jbarnes@ccsnh.edu](mailto:jbarnes@ccsnh.edu).

### **Agnes M. Lindsay Trust Scholarship**

This scholarship is for matriculated students with demonstrated financial need who are permanent residents of towns with fewer than 15,000 inhabitants in New Hampshire, Vermont, Massachusetts or Maine. Students must be enrolled for the Fall of 2014, filed a 2014-2015 FAFSA, and have their financial aid process completed. Application is available at the CC of NH Foundation Scholarships page.

### **PSNH NASA Space Grant Scholarship**

This scholarship is for full or part-time students who are enrolled in associate degree or certificate programs in Aviation Technology, Energy Services Technology, Electronics Technology, Geographic Information Systems, Math or Science Teacher Education, Mechanical Engineering Technology, Mobile Equipment Technology **and** who have a demonstrated interest in pursuing further education or a career in fields of interest to NASA and PSNH.

This Program is made possible through the New Hampshire Space Grant Consortium (NHSGC). The application is available on the CCSNH Scholarship page

## **The Robert Lawton Memorial Scholarship Fund**

This scholarship 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.

Applicants should meet the following criteria:

- Maintain full- or part-time student status majoring in Human Services
- Complete at least 32 credits in the HS major
- Demonstrate financial need by completing a FAFSA form
- Submit an essay: "Why Do I qualify for the Lawton Memorial Scholarship Award?"
- Secure nomination of a faculty member.

The recipient of the scholarship agrees to send the donor an acknowledgment letter sharing what receiving the award means to them. The application is available on the NCC Scholarships page

## **New Hampshire Transfer Connections Scholarship**

The top CCSNH applicants to GSC, KSC, PSU, UNH and UNHM will be designated a "NH Transfer Connections Scholar" and will be awarded a scholarship contingent on the availability of funds. Students must attain a minimum cumulative grade point average of 3.0 by the end of the first year of baccalaureate study and retain that minimum GPA for each succeeding semester. The scholarship will terminate when the NHTC Scholar earns a bachelor's degree, leaves the institution awarding the scholarship, or has received the scholarship for six semesters, whichever occurs first. For the purpose of these awards, UNH and UNHM are considered separate institutions, so the scholarship is not transportable from Durham to Manchester or vice versa. These scholarships will be a discount to the annual tuition rate and will apply only for those students who maintain full time status in their baccalaureate study. Additional information can be found at [http://www.nhtransfer.org/nhtcp\\_scholarship.html](http://www.nhtransfer.org/nhtcp_scholarship.html).

## **American Automobile Association of Northern NE Scholarship**

This scholarship is for students in an Automotive Technology Program at one of the following campuses: White Mts., Lakes Region, Manchester, Nashua. Student must be a NH resident, demonstrate the desire for a career in the automotive service industry. Student must have filed a FAFSA with their Financial Aid office. Preference given to past recipients. Application is available at <http://www.ccsnh.edu/cc-nh-foundation-scholarships>.

## **STEM Scholars Program**

Students planning to study in any of the STEM (science, technology, engineering and math) disciplines including advanced manufacturing are eligible to apply for scholarships through this new program. The NH Charitable Foundation will support students at any point in their undergraduate program as well as graduate study. However, they are most interested in supporting students pursuing two-year or certificate programs. Application is available at <http://www.nhcf.org/page.aspx?pid=1270>.

## **New Hampshire Scholars**

The NH Scholars award at NCC 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 is available at the NCC Scholarships page.

## **Valedictorian Scholarship Program**

A one-year tuition scholarship will be awarded to designated New Hampshire high school valedictorians, based on cumulative grade point average, from New England Association of Schools and Colleges accredited institutions. The recipient must be a full time matriculated student in a CCSNH college within 15 months from the time of secondary school graduation. For more information, please contact the Admissions Office at (603) 578-8908. The application is available on the NCC website.

## **Book Advance/Voucher Program**

The Book Advance/ Voucher Program allows financial aid recipients who have financial aid funds remaining after the payment of tuition and fees to use the excess to purchase (or rent) books and supplies from the NCC Bookstore during the book advance/voucher period, which generally starts two (2) weeks prior to the beginning of the semester.

As long as you meet the eligibility requirements, your financial aid process is complete and you have authorized the use of your excess financial aid for bookstore charges via the NCC Authorization or Book Voucher Form, a book advance/voucher will automatically be set up for you. The book advance/voucher spending limit can be found on your Student Information System (SIS) account. You must show your NCC ID and a copy of your schedule at the bookstore when making your purchase.

Please note – not all financial aid funds may be available for the Book Advance/Voucher and not all financial aid recipients are eligible.

NCC Authorization and Book Voucher Forms to authorize the use of your excess financial aid for bookstore charges are available in the Financial Aid Office two weeks prior to the beginning of the semester. NCC Authorization and Book Voucher Forms must be completed in ink and cannot be faxed or emailed.

#### TO UTILIZE THE BOOK ADVANCE/VOUCHER PROGRAM:

- Fill out an NCC Authorization or Book Voucher Form available in the Financial Aid Office.
- Please visit the SIS login page. Select the Student tab, then Student Records, then Account Summary by Term, and then click on current semester, which will show Account Detail by Term.
- Look at the Authorized Financial Aid Section under the Account Detail for term (Summer, Fall, Spring). The spending limit available for books/supplies shows as amount listed beside Account Balance net of Authorized Financial Aid (will be a negative number if there is enough financial aid available).

#### IMPORTANT:

- Financial aid recipients with a financial aid hold and who have financial aid funds remaining after the payment of tuition and fees may use the excess to purchase (or rent) books and supplies from the NCC Bookstore during the book advance/voucher period by completing a Book Voucher Form in addition to the NCC Authorization Form.
- If you completed the loan requirements within the last week or turned in your signed award letter within the last week, please allow at least two (2) full business days to view your spending limit available on SIS.
- If all your loan requirements have been completed and it has been more than two (2) full business days and your spending limit is not showing on SIS, please email the Financial Aid office at "Nashua\_Financial\_Aid@ccsnh.edu". Financial Aid recipients interested in utilizing the Book Advance/Voucher Program during Summer semesters will need to complete a Book Voucher Form in addition to the NCC Authorization Form.
- NCC Authorization Forms need to be completed one-time for the fall and spring semester each academic aid year.
- Book Vouchers need to be completed each semester.

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## Return of Title IV Funds for Financial Aid Recipients

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 repay all or a portion of the financial aid he/she received for that semester. Recipients may also be required to pay all or a portion of tuition and fees back to the College.

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 financial aid assistance is awarded. When a student ceases attendance and does not complete all courses he/she was scheduled to attend, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

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, 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.

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

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 only – courses than run less than the full semester), all the assistance that he/she was scheduled to receive for that period is earned.

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 check 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 may also charge a student for any Title IV program funds that the school was required to return. The College will return funds to the appropriate aid programs as prescribed by law and regulations in the following order:

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

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.

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## Satisfactory Academic Progress (SAP) 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 Standard	
<b>Cumulative (CGPA) Component</b>	Must have earned at the published intervals.
Quantitative Standard	
<b>Completion Rate Component</b>	Must complete at least $\frac{2}{3}$ (66.666%) of the credits attempted.
<b>Maximum Timeframe Component</b>	May receive financial aid for up to 150% of the number of credits required for successful program completion.

In general, coursework that is taken while in attendance at NCC and that applies to the student's academic program is considered when reviewing a student's academic record for satisfactory academic progress. However, there are some exceptions. Please refer to the table below for a breakdown of how each type of course or credit is treated in the review.

	Cumulative GPA Component	Completion Rate Component	Maximum Timeframe Component
Courses Attempted	Y	Y	Y
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
Credit by Examination	N	N	Y

## Qualitative Standard

### Cumulative GPA (CGPA) Component

A student must maintain a minimum cumulative grade point average as noted below to be considered as 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	Associate
Credits		
0 – 13	1.50	1.50
14 – 27	2.00	1.70
28 – 40		1.80
41+		2.00

## Quantitative Standard

### Completion Rate Component

A student must successfully complete at least two-thirds (66.666%) of the total credits he/she attempts through his/her academic career at the College. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout his/her academic career at the College must pass at least 24 credits in order to be considered as making Satisfactory Academic Progress.

### Maximum Timeframe Component

A student may receive federal student aid for any attempted credits towards his/her program of study as long as those credits do not exceed 150% of the published length of the student's program of study.

For example, a student enrolled in an eligible 24 credit certificate program may receive federal student aid for up to 36 credits attempted. Likewise, a student enrolled in a program of study that requires 64 credits to earn the degree may receive federal student aid for a maximum of 96 credits attempted.

If a student changes curriculum programs or graduates and requests a second degree, a degree audit will be completed and evaluated to determine what portion of the requirements for that curriculum has been satisfied. Students who seek a dual degree may appeal for an extension of the maximum time frame provision of this policy. Appeals will be evaluated on an individual, case-by-case basis.

## 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.

### Satisfactory Academic Progress (SAP) Review Process:

Question	Answer
When is my academic progress reviewed?	At the end of each semester
Is there a Probationary Period?	Yes, referred to as the Warning Period
Is there an Appeal Process?	Yes
Can you regain Financial Aid eligibility once you lose it?	Yes

The qualitative and quantitative components of the SAP policy will be reviewed at the end of each semester within the regular academic year of the student's program of study. Students who meet SAP standards will be coded as making satisfactory academic progress and will retain eligibility for federal student aid for their next semester. **Students who do not meet SAP standards will be placed on SAP warning for one semester.** Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.

## Students Placed on SAP Warning

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain their 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 funds at the institution until such time that he/she is able to meet SAP standards.

## Repeat Courses

Financial Aid will cover a repeated course when it is repeated to replace an unacceptable grade as determined by a specific course and/or major. It will also cover a repeated course previously passed one time only (per previously passed course). For this purpose, passed means any grade higher than an "F". Only the most recent grade for a course that has been repeated will count towards a student's cumulative GPA. Therefore, grades from prior attempts will be excluded from the student's cumulative GPA. **However, all attempts including the most current will be included in the calculation for the completion rate and maximum timeframe components.**

## 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 timeframe and completion rate components.**

## Consortium Credits

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

## Developmental/Remedial/ESOL Courses

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. Further, audit courses are not included for any of the calculated components.

## Credit by Examination

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

## 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 who believes he/she had extenuating circumstances that affected his or her ability to progress satisfactorily should appeal in writing (form) within 15 days of the date of notice of ineligibility. Exceptions may be granted to this time limitation by the Financial Aid Office.

### Items to include in the appeal:

- *Student name and ID*
- *Circumstances that prevented the student from achieving SAP standards*
- *An Academic Plan which the student will use to regain satisfactory academic progress*

The student appeal request should be addressed to the Financial Aid SAP Appeals Committee and be submitted to the Financial Aid Office. A successful appeal may preserve the student's eligibility for federal student aid for their next semester.

For further information about the Financial Aid Satisfactory Academic Progress policy, please contact the Financial Aid Office.

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## Veterans' Assistance

The goal of the Veteran Student Office at Nashua Community College is to assist veterans, reservists and guardsmen to succeed at NCC. Questions or concerns can be directed to:

Maryanne E Murray, Veteran Certifying Official  
Veteran-Student Office, Room 100A  
Phone 603.882.6923 x1563

Forms may be faxed: Attn: Maryanne E Murray  
at 603.882.8690

Email: [mmurray@ccsnh.edu](mailto:mmurray@ccsnh.edu)

Office hours: Monday through Thursday 9:00 to 2:00; closed Friday

VA Information: website: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Phone (888) GI-BILL-1 (888-442-4551)

Information on how to apply for educational benefits, benefit eligibility, and changes in enrollment status is available online at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Enrollment verification for properly documented veteran-students is electronically reported to the Veteran Administration after the add-drop period for the college system.

VA funded students are responsible for immediately notifying the College's Veteran Certifying Official of any action affecting their enrollment status (such as course drops, adds, or non-passing grades). Failure to do so may result in termination of benefits.

All chapters should contact the VCO before adding a major. Additional information may be required by the VA before the College can certify you for a second major

Veterans whose chapters fall under 30,1606 and 1607 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 1 (888) 442-4551.

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

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

Please see the Veteran Certifying Official 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 64 credit hours and completion of all specified program requirements. Students must successfully complete a minimum of 24 credit hours in General Education courses such as English, social science, mathematics, humanities, science and a minimum of 32 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 achieve those competencies through developmental math courses offered at 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 through 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 work per week for a 15/16 week semester.
2. A semester credit hour shall be comprised of the following:
  - A. Class;
  - B. Laboratory;
  - C. Clinics;
  - D. Practicum, Fieldwork, etc.
  - E. Internships\*;
  - F. Co-ops\*\*.
3. A credit hour shall be allocated based on the below:

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.

4. One instructional hour shall be equal to fifty (50) minutes.

### 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 Services 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
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
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. 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; student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

WF: Student initiated withdrawal from a course after the 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, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/ agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an "F."

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

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

P: Pass (not calculated into GPA)

PP: Provisional Pass; warning (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. Does not affect GPA.

### **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 system 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 participate in intercollegiate athletics or 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 and earned a grade of "C" or higher. Courses successfully completed prior to admission will be considered for transfer.

It is the responsibility of students to furnish the following: (1) official transcript and (2) copy of the course description. A Department Chair, Program Coordinator, or designee will evaluate each program specific course and grade. The Vice President of Academic Affairs determines if the credits should transfer. Students will receive a copy of the list of courses accepted for transfer.

Current students seeking to take a course at another college and wishing to apply that course to their degree must have prior written approval from the Vice President of Academic Affairs and their Department Chair or Program Coordinator. 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. 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 prepare students for successful transfer 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 NCC 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. The policy stating the specific exam scores for each subject area may be reviewed at the Admissions Office.

### **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 to the cashier. 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. 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) 578-8900 ext 1474.

Passing scores for CLEP are 50 and above. 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.

## Experiential Learning

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

Students may be awarded a maximum of 24 credits for experiential learning.

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

## 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 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 towards 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 not meeting the criteria below will be placed on Academic Probation:

1 – 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:** Suspension may be from the program or the institution and is usually for one semester. With the permission of the VPAA, some students may be eligible

to continue taking classes as a non-matriculated student. Prior to reapplying for admission, the suspended student must show evidence of having successfully completed, with a "C" or better, at least two 3-credit courses as a non-matriculated student.

Students not meeting the criteria below will be placed on Academic Suspension:

- 1 – 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.

### **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 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:

1. Degree students must earn 16 credits, of which 8 credits must be in advanced courses in the student's major.
2. 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 17%. 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 30%. 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 who began classes in Fall 2013 and continued into Spring 2014 was 72%.

## Developmental Education Department 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.

1. Students must successfully complete their developmental education courses within 3 enrolled semesters. A plan of study will be developed with the student's advisor to include the sequence of developmental education courses. If a student cannot finish their developmental courses within three enrolled semesters they must obtain a waiver from the Department Chairperson to continue.
2. Students must take the subsequent developmental education courses in their next enrolled semester of completing the previous one.
3. Pathways to College Success must be successfully completed for students to be considered as finished with their developmental education requirements.
4. Students who test into two or more developmental classes may not take any 200 level classes until successful completion of all developmental education requirements.
5. Developmental Education students may not take an online course during their first enrolled semester.

## 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 problems, needs and interests, the administration and faculty 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.

### Housing

For students who need help locating housing, assistance is available through the Student Services Office. There are no residence halls at the College.

Student Services maintains a virtual housing information site. Please contact Student Services at online here for further information.

### Nashua Transit System

NCC students may ride the city bus free of charge with a valid NCC ID.

### 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.

## 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 Student Services Office. The bookstore number is (603) 880-7083. Or online at [www.efollett.com](http://www.efollett.com).

## Food Services

The College cafeteria offers a variety of hot and cold snack and lunch options. Hours of operation are posted in the Wellness Center. Additionally, vending machines are available for beverages and snacks.

## Insurance

A specially designed optional student accident insurance plan, with family coverage for married students, is offered at a reasonable cost.

## 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 resume 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. Information on the Virtual Job Fair can be obtained online here.

## Learning Commons

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

- **The Tutoring Center**—Tutoring is available to all students, free of charge. Tutoring is led by faculty members and peer tutors. One-on-one, group, or drop-in tutoring takes place on campus and focuses on the needs of the student.
- **Disability Services**—Students who have documented disabilities may speak with the Disability Coordinator to establish reasonable accommodation plans. Many additional resources are available.
- **Computer Lab**—Students may use the computers to work on their assignments.
- **Math Center**—Staffed by math faculty, the Math Center offers drop-in assistance to all students.
- **Workshops**—Workshops on a variety of subjects are held during the course of each semester.

## The Writing Center

The Writing Center in Room 100 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 ESOL Department offers support for non-native speakers of English including language evaluations, advising, tutoring, and social activities such as the International Café. There are a variety of multi-level classes to improve English for social and academic purposes. Courses to choose from include *conversation, pronunciation, grammar, vocabulary, and writing*. Contact Professor Elizabeth Berry at (603) 578-6912.

## Academic Advising Center

The Academic Advising Center, located in Room 99, assists students with the course selection process, academic concerns, program and degree requirements, transfer options, and other related college practices. The specific hours of operation are posted outside Room 99. Specific contact

information and a calendar of activities can be found at [www.nashucc.edu/academic-advising](http://www.nashucc.edu/academic-advising). Students can find the name of their assigned advisor on the Student Information System located on the College's website, [www.nashuacc.edu](http://www.nashuacc.edu) under "e-services."

### **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 library services and a wide range of new media and information technologies. The library houses over 18,000 volumes, 2,000 videos, and 260 journals.

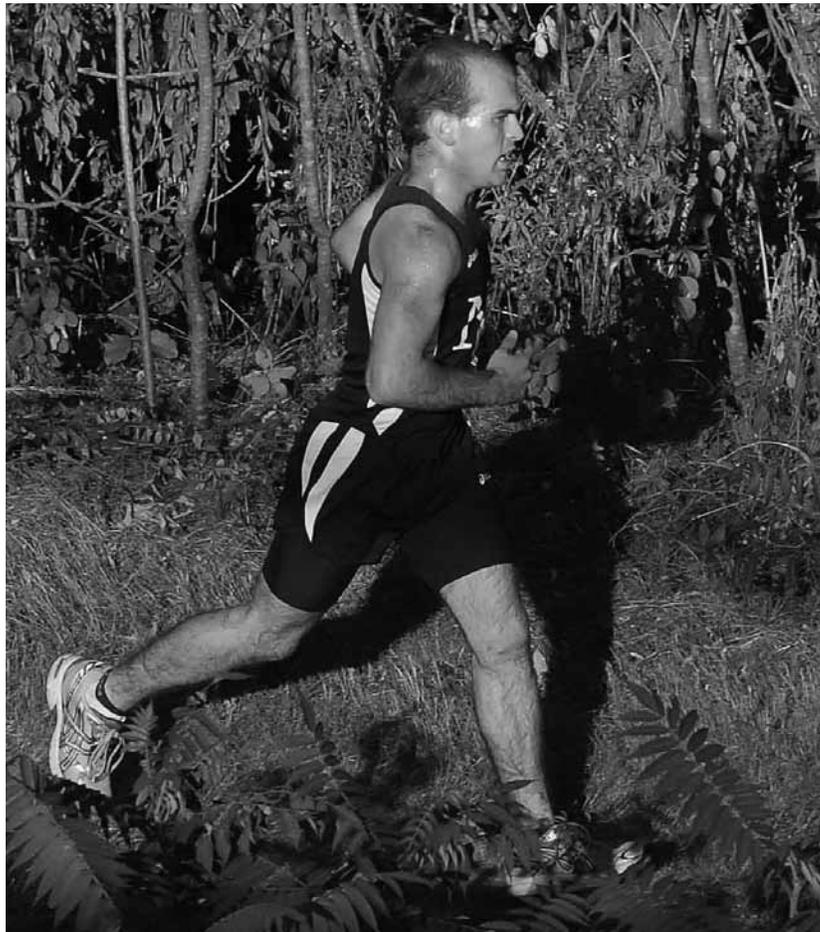
The Walter R. Peterson Library and Media Center contains a large reading room, three conference rooms, a serials room, an electronic classroom, and a faculty/staff instructional development room.

### **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.*

### **Athletics\***

NCC has full membership with the Yankee Small College Conference (YSCC) as well as the United States Collegiate Athletic Association (USCAA), which makes NCC eligible for regional and national championships in intercollegiate athletics. Current sports offered are men's and women's cross country, women's volleyball, baseball, golf, men's and women's basketball. To be eligible to compete students must register for at least 12 credit hours and meet other conference and school eligibility criteria.



# 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 ones' 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.



## General Education Graduation Requirement

### Group A: English – 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 ENGN101 is required for all students. Any one of the other courses listed below will satisfy the requirements for this group.

	Credits	
CMNN101	Introduction to Media Studies	3
CMNN102	Principles of Communications	3
CMNN115	Introduction to Media Writing	3
CMNN120	Introduction to Public Relations	3
CMNN125	Introduction to Broadcasting	3
CMNN204	Screenwriting	3
CMNN206	Social Media	3
CMNN285	Communications Internship: A Capstone Experience	3
ENGN102	Writing about Literature	3
ENGN103	Professional Writing and Presentations	3
ENGN105	Introduction to Literature	3
ENGN109	Oral Communication	3
ENGN122	Technical Writing	3
ENGN206	Writing Short Stories	3
ENGN215	Literature by American Women	3
ENGN220	Contemporary Dramatic Literature	3
ENGN230	British Literature I	3
ENGN231	British Literature II	3
ENGN235	Poetry Workshop	3
ENGN240	American Literature I	3
ENGN241	American Literature II	3
ENGN285	Individual Project in English: A Capstone Experience	3
HONN250	Honors Advanced Creative Writing	3
HONN260C	Honors Humor in Literature and Other Media	3

### Group B: Science - 3 credits minimum

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.

	Credits	
HONN117	Honors The Environment in Chemical Perspective	4
SCIN101	Biology in Focus I	4
SCIN102	Biology in Focus II	4
SCIN103	Principles of Biology I	4
SCIN104	Principles of Biology II	4
SCIN111	Basic Human Anatomy and Physiology	4
SCIN115	Astronomy	4
SCIN116	Meteorology	4
SCIN117	Environmental Science	4
SCIN120	Nutrition (no lab)	3
SCIN130	Physics I	4
SCIN131	Physics II	4
SCIN141	Introduction to Chemistry	4
SCIN142	General Chemistry I	4
SCIN143	General Chemistry II	4
SCIN150	Physical Science I	4
SCIN151	Physical Science II	4
SCIN160	Genetics	4
SCIN201	Anatomy and Physiology I	4
SCIN202	Anatomy and Physiology II	4
SCIN205	Basic Pathophysiology (no lab)	3
SCIN215	Microbiology	4
SCIN220	Ecology	4
SCIN231	Calculus-Based Physics I	4
SCIN232	Calculus-Based Physics II	4
SCIN242	Organic Chemistry	4

### Group C: Social Sciences (Behavioral) – 3 credits minimum

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.

	Credits	
CRJN101	Introduction to Criminal Justice	3
CRJN102	Criminology	3
PJSN101	Introduction to Peace and Social Justice Studies	3
PJSN105	Foundations of Conflict Resolution	3
PJSN108	Theories of Conflict and Conflict Resolution	3
PJSN201	Group Facilitation Theory	3
PJSN210	Theory and Practice of Mediation	3
PSYN101	Introduction to Psychology	3
PSYN130	Human Relations	3
PSYN201	Human Growth and Development	3
PSYN202	Personality Psychology	3
PSYN205	Child Psychology	3
PSYN206	Learning and Behavior	3
PSYN207	Social Psychology	3
PSYN210	Abnormal Psychology	3
PSYN212	Individual Counseling: Theory and Practice	3
PSYN220	Research Methods	3
PSYN222	Group Dynamics and Counseling	3
PSYN240	Alcohol and Drugs	3
PSYN280	Community Psychology: A Capstone Experience	3
PSYN290	Psychology Internship: A Capstone Experience	3
SOCN101	Introduction to Sociology	3
SOCN108	Introduction to Archaeology	3
SOCN110	Cultural Anthropology	3
SOCN111	Intro to Social Work	3
SOCN115	Sociology of Technology	3
SOCN201	Contemporary Social Problems	3
SOCN205	The Changing Family	3
SOCN206	Sociology of Deaf Culture	3
SOCN228	Class, Status and Power	3

### Group D: Social Sciences (Non-Behavioral) – 3 credits minimum

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.

	Credits	
ECON201	Microeconomics	3
ECON202	Macroeconomics	3
GEON110	World Regional Geography	3
GEON130	Human Geography	3
HISN101	Western Civilization from Ancient Times to 1700	3
HISN102	Western Civilization from 1600 to the Present	3
HISN110	Ancient Civilizations of the World	3
HISN140	U.S. History from the Colonial Era to Reconstruction	3
HISN141	U.S. History Since Reconstruction	3
HISN210	The Making of England: 1215-1707	3
HISN215	New Hampshire History	3
HISN232	History of Modern Asia	3
HISN241	American Constitutional History	3
HISN246	Modern America	3
HISN260	History of Multiculturalism	3
HISN265	Latin American History: From Independence to the Present	3
HISN285	Introduction to Historical Research Methods	3
HONN260A	Honors Movies and Social History of the USA	3
HONN260B	Honors Introduction to Chinese Culture and Society	3
POLN101	Introduction to Political Science	3
POLN102	American Government and Politics	3
POLN205	Civic Engagement Project	2

POLN210	State and Local Government	3
POLN220	American Politics and Mass Media	3

**Group E: Mathematics – 3 credits minimum**

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

		<b>Credits</b>
HONN210	Honors Calculus I	4
MTHN106	Statistics I	4
MTHN108	Contemporary Mathematics	3
MTHN110	Algebra and Trigonometry	4
MTHN115	Finite Mathematics	4
MTHN120	Precalculus	4
MTHN170	Discrete Mathematics	4
MTHN206	Statistics II	4
MTHN210	Calculus I	4
MTHN211	Calculus II	4
MTHN212	Calculus III	4
MTHN215	Linear Algebra	4
MTHN220	Elementary Differential Equations	4
MTHN285	Individual Project in Mathematics: A Capstone Experience	4

**Group F: The Humanities – 3 credits minimum**

Students will explore art, music, and philosophy. Students will be exposed to creative expressions of the imagination and the human intellect.

		<b>Credits</b>
FARN101	Introduction to Drawing	3
FARN111	Photography and Digital Imaging I	3
FARN112	Photography and Digital Imaging II	3
FARN120	Graphic Design Theory	3
FARN200	Drawing II: Developing a Personal Approach to Drawing	3
HONN130	Honors Ancient Greek Philosophy	3
HUMN101	Introduction to the Humanities	3
HUMN102	Art Appreciation	3
HUMN103	Music Appreciation	3
HUMN104	Jazz and Its Roots	3
HUMN107	World Religion	3
HUMN109	Introduction to Philosophy	3
HUMN110	Critical Thinking Skills	3
HUMN120	Introduction to Theatre	3
HUMN130	Music Composition	3
HUMN140	American Cinema	3
HUMN145	American Popular Culture	3
HUMN220	Classical Myths in Western Civilization	3
HUMN230	Ethics in the Workplace	3

**Group G: World Languages – 3 credits minimum**

Students will explore world languages. Students will be exposed to creative expressions of the imagination and the human intellect.

		<b>Credits</b>
LNGN101	French I	3
LNGN102	French II	3
LNGN105	Spanish I	3
LNGN106	Spanish II	3
LNGN205	Spanish III	3
LNGN206	Spanish IV	3
LNGN109	Italian I	3
LNGN110	Italian II	3
LNGN113	Basic German	6
LNGN114	German I	3
LNGN115	German II	3
LNGN214	German III	3
LNGN120	Sign Language I	3
LNGN121	Sign Language II	3
LNGN220	Sign Language III	3
LNGN221	Sign Language IV	3

**SPECIAL NOTES:**

While a minimum of 24 credits must be earned to meet the General Education Core Requirements, it is important to note that courses must be completed in Groups A – G as noted above.

With approval of the Vice President of Academic Affairs, 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.



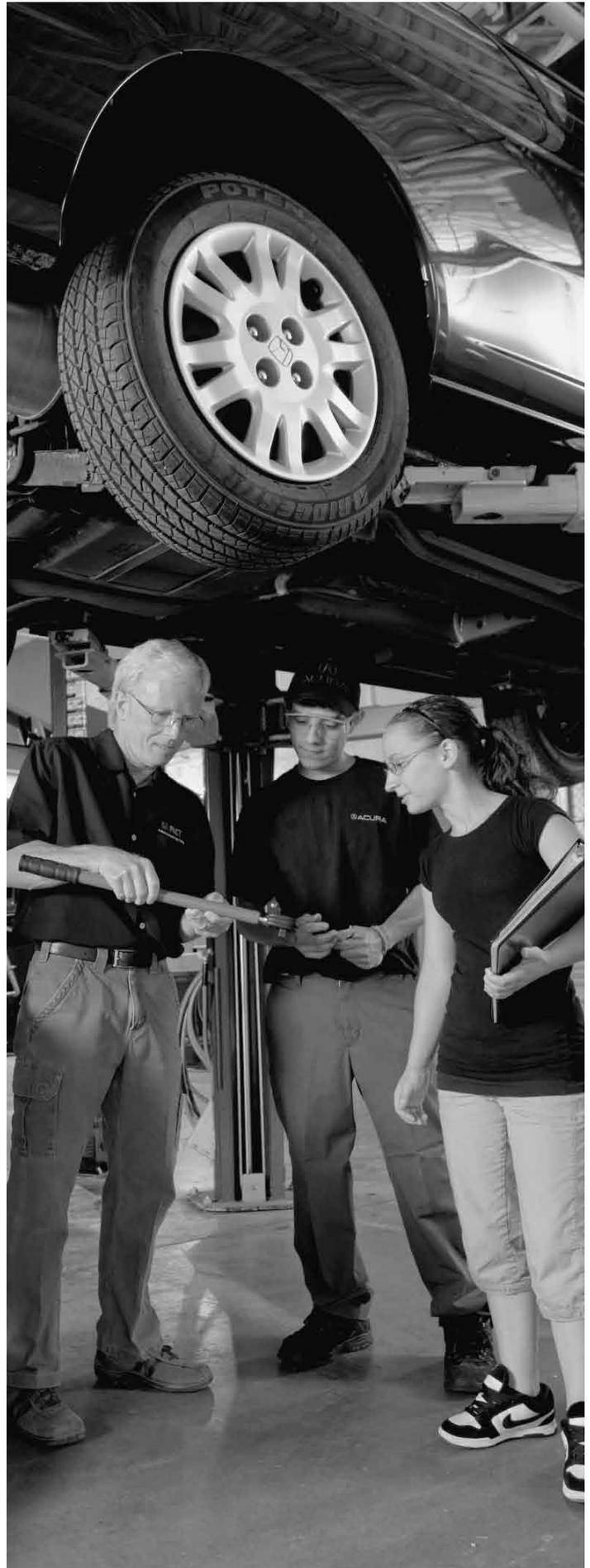
## Automotive Department General Education Policies

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

The faculty of the automotive department recognizes the importance of general education courses to the growth and development of students in the automotive program. Each program is designed to provide students with the necessary skills required to pursue careers in any number of the potential opportunities offered within the automotive industry. These programs are designed to 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 who are members of the NCC Automotive Advisory Boards have repeatedly emphasized the fact that these skills, as well as the technical skills are in high demand.

In order to properly develop students with marketable skills that employers will find desirable, as well as meet the requirements of the Associates Degree Program offered at NCC, the following guidelines have been established by the NCC Faculty regarding student matriculation in the various automotive programs:

1. All students must take an Accuplacer exam prior to admission into the automotive program. Students that place into 2 or more developmental classes will be required to attend and pass all developmental classes prior to registration into any of the automotive courses. Developmental classes are designed to give students the necessary skills to perform work at a college level. These classes will typically be designated as 09X level classes. Examples: ENGN 099, MTHN 097, RDGN 096.
2. If a student is deficient in general education classes as stated by the specific program profile, the student must make up the missing classes in lieu of advancing in the automotive classes until such time as the student has sufficiently met the academic requirements of the program as recommended by the student's academic advisor.
3. Students cannot be enrolled into a 200 level automotive class if the student is still attending, enrolled into, or needs to pass a developmental class.
4. Students must maintain an effective CGPA to be enrolled in automotive 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 denied from advancing in automotive classes until the student can demonstrate a proper level of academic success.
5. If a student must register for a general education class and there is a conflict between an automotive class and the general education class, the academic class will always take precedence over the automotive course.



# HONORS PROGRAM

## A non-degree program open to 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 have attained 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 3.30.

**Transfer student** from another college/university, have earned a minimum cumulative GPA of 3.30, 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, students must have

- Applied and been accepted into the Honors Program
- Successfully completed a minimum of 15 credits of Honors coursework, and:
  - Achieved 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.

### HONORS DESIGNATED COURSES

		CL	LAB	CR
HONN110	Honors Expository Writing	4	0	4
HONN117	The Environment in Chemical Perspective	3	1	4
HONN130	Honors Ancient Greek Philosophy	3	0	3
HONN210	Honors Calculus I	3	0	3
HONN250	Advanced Creative Writing	3	0	3
HONN270	Honors Learning Community	6	0/1	6/7
Previous Offerings for HONN260 Topics in Honors Seminar include:				
HONN260A	Movies and Social History of the USA	3	0	3
HONN 260B	Introduction to Chinese Culture & Society	3	0	3
HONN 260C	Humor in Literature & Other Media	3	0	3

#### In completing 15 credits of Honors courses, students will be able to:

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

# ASSOCIATE IN SCIENCE 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 course work 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:

- The Automotive Program is accredited by the National Automotive Technicians Education Foundation (NATEF)
- Highly trained ASE Master Certified Instructors
- Modern facility with state of the art equipment

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 web site. The major tool manufacturers offer substantial discounts to enrolled students. The college hosts a "Tool Day" at the college in late August for students needing tools or tool kits. Depending on the tool manufacturer, approximate tool kit cost is between \$1,600 and \$3,500 (prices subject to change).
4. Students are expected to possess a good work ethic and a strong desire to learn.
5. A clean, valid drivers license is normally required for employment in the automotive service industry (see Program Coordinator for details).

**Students should familiarize themselves with the Automotive Department General Education Policies located in the General Education Policies section of this Catalog**

**Technical Standards:** Please refer to Technical Standards Section 2 for details regarding this program.

## AUTOMOTIVE TECHNOLOGY FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
AUTN106	Internal Combustion Engine	2	3	3
AUTN113	Automotive Electricity and Wiring	2	3	3
AUTN121	Automotive Service and Maintenance**	2	4	4
ENGN101	College Composition	4	0	<u>4</u>
				<b>14</b>

## SPRING SEMESTER

AUTN114	Automotive Suspension and Steering	2	4	4
AUTN115	Advanced Automotive Electricity/Electronics	2	3	3
AUTN122	Automotive Brake Systems	2	4	4
General Education: Group A Elective		3	0	3
MTHN103	Topics in Applied College Mathematics OR	3	0	3
General Education: Group E Elective		4	0	4
General Education: Group A-F Elective		3	0	<u>3</u>
				<b>20/21</b>

## SECOND YEAR - FALL SEMESTER

AUTN210	Engine Performance I	2	3	3
AUTN226	Automotive Power Trains	2	4	4
AUTN227	Automatic Transmissions	2	4	4
SCIN150	Physical Science I	3	2	4
General Education: Group D Elective		3	0	<u>3</u>
				<b>18</b>

## SPRING SEMESTER

AUTN215	Engine Performance II	2	3	3
AUTN221	Automotive Heating and Air Conditioning	2	3	3
AUTN228	Automotive Engine Repair: A Capstone Experience	2	6	4
General Education: Group C Elective		3	0	3
General Education: Group F or G Elective		3	0	<u>3</u>
				<b>16</b>

## Total 68/69 Credits

*\*This course may be waived by Accuplacer test score or by Math Department placement exam.*

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

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.

# ASSOCIATE IN SCIENCE IN AVIATION TECHNOLOGY

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

The Associate in Science Degree in Aviation Technology prepares men and women 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 License.

The Aviation Technology program places major emphases 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 manufacturers' 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 Technical Standards Section 3 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.

## AVIATION TECHNOLOGY FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
AVTN101	Maintenance Forms and Records	2	3	3
AVTN102	Airframe Structures I	2	6	4
AVTN108	Aviation Drafting and Blueprint Reading	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
General Education: Group E Elective		4	0	4
				<u>21</u>

## SPRING SEMESTER

AVTN103	Airframe Structures II	3	6	5
AVTN104	Materials and Processes	2	3	3
AVTN106	Aviation Electronics	2	2	3
PSYN130	Human Relations	3	0	3
General Education: Group A Elective		3	0	3
				<u>17</u>

## SUMMER SEMESTER

(9 WEEKS)

AVTN105	Aircraft Systems	3	3	4
AVTN202	Airframe Electrical Systems	2	4	3
AVTN203	Hydraulics and Pneumatics	3	5	5
				<u>12</u>

## SECOND YEAR - FALL SEMESTER

AVTN107	Digital Logic	2	2	3
AVTN204	Assembly and Rigging	2	6	4
AVTN206	Reciprocating Engines I*	3	6	5
AVTN208	Engine Systems*	2	3	3
AVTN209	Aircraft Propellers*	2	3	3
SCIN150	Physical Science I	3	2	4
				<u>22</u>

## SPRING SEMESTER

AVTN207	Reciprocating Engines II*	3	6	5
AVTN210	Turbine Engines and Systems*	3	3	4
AVTN211	Carburetion and Fuel Systems*	2	3	3
AVTN212	Engine Electrical Systems*	2	6	4
General Education: Group D Elective		3	0	3
General Education: Group F or G Elective		3	0	3
				<u>22</u>

## Total 94 Credits

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

# ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION ACCOUNTING CONCENTRATION (Day/Evening Program)

The Associate in Science Degree in Business Administration with a concentration in Accounting offers a mix of both applied and theoretical courses. Specifically, the Accounting concentration 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 with a concentration in Accounting.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

Upon the completion of the degree in **Business Administration with a concentration in 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.

## BUSINESS ADMINISTRATION: ACCOUNTING

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCN101	Financial Accounting I	4	1	4
BUSN101	Introduction to Business	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	<u>1</u>
				<b>15</b>

### SPRING SEMESTER

ACCN102	Financial Accounting II	4	0	4
BUSN110	Principles of Management	3	0	3
BCPN208	Spreadsheet: EXCEL	2	2	3
General Education: Group A Elective		3	0	3
General Education: Group E Elective*		4	0	<u>4</u>
				<b>17</b>

### SECOND YEAR - FALL SEMESTER

ECON201	Microeconomics	3	0	3
ACCN201	Intermediate Accounting	4	0	4
ACCN206	Cost Accounting	4	0	4
General Education: Group C Elective		3	0	3
General Education: Group F or G Elective		3	0	<u>3</u>
				<b>17</b>

### SPRING SEMESTER

BUSN240	Business Law	3	0	3
ACCN202	Intermediate Accounting II	4	0	4
ACCN214	Accounting Information Systems	3	0	3
ACCN290	Accounting Internship	1	8	3
<b>OR</b>				
XXXXxxx	Open Elective**	3	0	3
General Education: Group B Elective		4	0	<u>4</u>
				<b>17</b>

## Total 66 Credits

\*MTHN 106, 110 or 115 is recommended.

\*\*Consult with advisor.

The mission of the Department of Business and Technology 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.



# ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION MANAGEMENT CONCENTRATION (Day/Evening Program)

The Associate in Science Degree in Business Administration curriculum with a concentration 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 concentration is designed for easy transfer to Bachelor degree programs.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

Upon the completion of the degree in **Business Administration with a concentration in Management:**

1. Students will demonstrate an appropriate application of contemporary management skills and practices in solving real-life business problems.
2. Students will 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. Students will demonstrate an understanding of management theories designed to develop programs to motivate staff.
4. Students will demonstrate the ability to apply financial management skills to meet organizations objectives, compete effectively, and organize data efficiently.
5. Students will 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. Students will 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. Students will demonstrate the ability to utilize research techniques and analytical skills in evaluating business problems in order to develop problem-solving strategies.
8. Students will demonstrate an understanding of various ethical principles and their application in various global business scenarios.

## BUSINESS ADMINISTRATION: MANAGEMENT

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCN101	Financial Accounting I	4	1	4
BUSN101	Introduction to Business	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	<u>1</u>
				<b>15</b>

### SPRING SEMESTER

ACCN102	Financial Accounting II	4	0	4
BUSN110	Principles of Management	3	0	3
General Education: Group B Elective		4	0	4
General Education: Group C Elective		3	0	3
General Education: Group E Elective*		4	0	<u>4</u>
				<b>18</b>

### SECOND YEAR - FALL SEMESTER

ECON201	Microeconomics	3	0	3
BUSN230	Introduction to MIS	3	0	3
ACCN210	Managerial Accounting	3	0	3
BCPN119	Software Applications	2	2	3
ENGN109	Oral Communication	3	0	3
General Education: Group F or G Elective		3	0	<u>3</u>
				<b>18</b>

### SPRING SEMESTER

ECON202	Macroeconomics	3	0	3
BUSN240	Business Law	3	0	3
BUSN204	Small Business Management	3	0	3
BUSN201	Human Resources Management	3	0	3
BUSN290	Management/Small Business Entrepreneurship Internship	1	8	3
<b>OR</b>				
XXXXxxx	Open Elective**	3	0	<u>3</u>
				<b>15</b>

**Total 66 Credits**

\*MTHN106 or 110 is recommended

\*\*Consult with advisor



# ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION MARKETING CONCENTRATION (Day/Evening Program)

The Associate in Science Degree in Business Administration curriculum with a concentration 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 degree programs.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

Upon the completion of the degree in **Business Administration with a concentration in Marketing:**

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

## BUSINESS ADMINISTRATION: MARKETING

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ACCN101	Financial Accounting I	4	1	4
BUSN101	Introduction to Business	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	<u>1</u>
				<b>15</b>

### SPRING SEMESTER

BUSN104	Principles of Marketing	3	0	3
MTHN106	Statistics I	4	0	4
BUSN213	Principles of Advertising	3	0	3
CPTN102	Website Development I	2	2	3
	General Education: Group B Elective	4	0	<u>4</u>
				<b>17</b>

### SECOND YEAR - FALL SEMESTER

ECON201	Microeconomics	3	0	3
BUSN207	Sales	3	0	3
BCPN216	Desktop Publishing	2	2	3
BCPN119	Software Applications	2	2	3
ENGN109	Oral Communication	3	0	3
BUSN215	Integrated Marketing Communications	3	0	<u>3</u>
				<b>18</b>

### SPRING SEMESTER

BUSN240	Business Law	3	0	3
BUSN210	Marketing Strategies: A Capstone Experience	3	0	3
SOCN101	Introduction to Sociology	3	0	3
BUSN294	Marketing Internship	1	8	3
	<b>OR</b>			
XXXXxxx	Open Elective*	3	0	3
	General Education: Group F or G Elective	3	0	<u>3</u>
				<b>15</b>

**Total 65 Credits**

\*Consult with advisor



# ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION SMALL BUSINESS ENTREPRENEURSHIP CONCENTRATION (Day/Evening Program)

The Associate in Science Degree in Business Administration curriculum with a concentration 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.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

Upon the completion of the degree in **Business Administration with a concentration in Small Business Entrepreneurship:**

1. Students will demonstrate the capability and initiative to identify entrepreneurial opportunities, as well as assessing and evaluating risks by developing a theoretical business plan.
2. Students will demonstrate the ability to prepare, communicate, and present a business plan to a professional audience.
3. Students will demonstrate the ability to conceptualize, plan, finance, manage, and grow a mock small business.
4. Students will demonstrate a working knowledge of research and analytical skills necessary by developing a comprehensive business plan for a successful new business venture.
5. Students will demonstrate the ability to develop tactical, operational, and strategic plans.
6. Students will 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. Students will demonstrate the ability to utilize promotional and public relations concepts, theories and models to develop marketing strategies.
8. Students will demonstrate the ability to synthesize previous coursework while assessing management strengths and weaknesses of business entities.

## BUSINESS ADMINISTRATION: SMALL BUSINESS ENTREPRENEURSHIP FIRST YEAR - FALL SEMESTER

		CL	LAB	CR	
ACCN101	Financial Accounting I	4	1	4	
BCPN101	Computer Technology and Applications	2	2	3	
ENGN101	College Composition	4	0	4	
LEXN101	First Year Experience	1	0	1	
General Education: Group C Elective		3	0	3	
				<b>15</b>	

## SPRING SEMESTER

BUSN110	Principles of Management	3	0	3	
ACCN102	Financial Accounting II	4	0	4	
BUSN104	Principles of Marketing	3	0	3	
General Education: Group A Elective		3	0	3	
General Education: Group E Elective*		4	0	4	
				<b>17</b>	

## SECOND YEAR - FALL SEMESTER

BUSN207	Sales	3	0	3	
BCPN216	Desktop Publishing	2	2	3	
BUSN213	Principles of Advertising	3	0	3	
BCPN119	Software Applications	2	2	3	
General Education: Group D Elective		3	0	3	
General Education: Group F or G Elective		3	0	3	
				<b>18</b>	

## SPRING SEMESTER

BUSN201	Human Resources Management	3	0	3	
CPTN102	Website Development I	2	2	3	
BUSN204	Small Business Management: A Capstone Experience	3	0	3	
BUSN290	Management/Small Business Entrepreneurship Internship	1	8	3	
<b>OR</b>					
XXXXxxx	Open Elective**	3	0	3	
General Education: Group B Elective		4	0	4	
				<b>16</b>	

**Total 66 Credits**

\*MTHN106, 110 or 115 is recommended

\*\*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
ACCN101	Financial Accounting I	4	1	4
BCPN101	Computer Technology and Applications	2	2	3
ACCN102	Financial Accounting II	4	0	4
BCPN208	Spreadsheets: Excel	2	2	3

**Total 14 Credits**

## ACCOUNTING CERTIFICATE II

(Prerequisite: Completion of Accounting Certificate I)

Spring Semester		CL	LAB	CR
ACCN201	Intermediate Accounting I	4	0	4
ACCN214	Accounting Information Systems	3	0	3
ACCN202	Intermediate Accounting II	4	0	4
ACCN206	Cost Accounting	4	0	4

**Total 15 Credits**

## ACCOUNTING CERTIFICATE III

		CL	LAB	CR
ACCN101	Financial Accounting I	4	1	4
ACCN102	Financial Accounting II	4	0	4
BUSN110	Principles of Management	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
BCPN208	Spreadsheets: Excel	2	2	3
ACCN201	Intermediate Accounting I	4	0	4
ACCN202	Intermediate Accounting II	4	0	4
ACCN206	Cost Accounting	4	0	4
General Education: Group E Elective*		4	0	4

**Total 33 Credits**

\*MTHN 106 or 115 is recommended.



## COMPUTER INFORMATION SYSTEMS CERTIFICATE

		CL	LAB	CR
BCPN101	Computer Technology and Applications	2	2	3
BCPN204	Word Processing: Word	2	2	3
BCPN208	Spreadsheets: Excel	2	2	3
BCPN213	Database Mngmt: Access	2	2	3
BCPN216	Desktop Publishing	2	2	3
CPTN102	Website Development I	2	2	3

**Total 18 Credits**

## HUMAN RESOURCES MANAGEMENT CERTIFICATE

(Day/Evening Program)

		CL	LAB	CR
BUSN110	Principles of Management	3	0	3
BUSN240	Business Law	3	0	3
BUSN202	Labor Relations Management	3	0	3
BUSN201	Human Resource Management	3	0	3

**Total 12 Credits**

## MARKETING CERTIFICATE

		CL	LAB	CR
BUSN104	Principles of Marketing	3	0	3
BUSN213	Principles of Advertising	3	0	3
BUSN210	Marketing Strategies	3	0	3
BUSN207	Sales	3	0	3

**Total 12 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
ACCN101	Financial Accounting I	4	1	4
BUSN104	Principles of Marketing	3	0	3
BUSN110	Principles of Management	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
CPTN102	Website Development I	2	2	3
BUSN201	Human Resources Management	3	0	3
BUSN204	Small Business Management	3	0	3

**Total 22 Credits**

## SPREADSHEET CERTIFICATE

		CL	LAB	CR
BCPN101	Computer Technology and Applications	2	2	3
ACCN101	Financial Accounting I	4	1	4
BCPN119	Software Applications	2	2	3
BCPN208	Spreadsheets: Excel	2	2	3
General Education: Group E Elective*		4	0	4

**Total 17 Credits**

\*MTHN 106 or 115 is recommended.

# ASSOCIATE IN SCIENCE 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
- A drive-on frame straightening machine and universal measuring system
- An environmentally friendly waterborne paint mixing system
- HVLP Spray Equipment

This program is accredited by the National Automotive Technicians Education Foundation (NATEF).

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 \$1600.00 and \$3500.00 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 clean, valid drivers license is normally required for employment in the automotive repair industry. (See Program Coordinator for details.)

**Students should familiarize themselves with the Automotive Department General Education Policies located in the General Education Policies section of this Catalog**

**Technical Standards:** Please refer to Technical Standards Section 2 for details regarding this program.

## COLLISION REPAIR TECHNOLOGY FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
AUTN121	Automotive Service and Maintenance**	2	4	4
CRTN101	Basic Collision Repair**	2	6	4
ENGN101	College Composition	4	0	4
				<b>12</b>

### SPRING SEMESTER

AUTN114	Automotive Suspension and Steering	2	4	4
CRTN105	Basic Auto Body Refinishing	2	6	4
BCPN101	Computer Technology and Applications	2	2	3
General Education: Group A Elective		3	0	3
MTHN103	Topics in Applied College Mathematics OR	3	0	3
General Education: Group E Elective		4	0	4
				<b>17/18</b>

### SECOND YEAR - FALL SEMESTER

AUTN113	Automotive Electricity and Wiring	2	3	3
CRTN201	Advanced Collision Repair	2	4	4
CRTN210	Structural Analysis & Repair	2	4	4
SCIN150	Physical Science I	3	2	4
CRTN235	Collision Mechanical and Electrical Systems	2	3	3
General Education: Group D Elective		3	0	3
				<b>21</b>

### SPRING SEMESTER

AUTN221	Automotive Heating and Air Conditioning	2	3	3
CRTN225	Advanced Automotive Refinishing	2	8	5
CRTN230	Collision Estimating & Repair: A Capstone Experience	2	6	4
General Education: Group C Elective		3	0	3
General Education: Group F or G Elective		3	0	3
				<b>18</b>

### Total 68/69 Credits

\*This course may be waived by Accuplacer test scores or by Math Department placement exam.

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

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.

# ASSOCIATE IN SCIENCE IN COMPUTER NETWORKING

(Day/Evening 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 Section 6 for details regarding this program.

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

1. Assemble the components of a PC and install one or more operating systems resulting in a functioning PC that is appropriate for a particular end user.
2. Design a small or medium sized computer network including media types, end devices, and interconnecting devices that meets a customer's specific needs.
3. Perform basic configurations on routers and Ethernet switches.
4. Perform basic tasks expected of a Network Administrator including management of user accounts, shared resources, and network security.
5. Perform operational tasks within a Linux environment, such as the creation and management of files.
6. Construct simple computer programs that accomplish a given task.
7. Perform standard database management operations, such as query creation, query execution and output of results.
8. Use the Internet effectively for learning and troubleshooting.
9. Apply critical thinking skills to resolve troubleshooting issues.
10. Communicate technical information to both technical and non-technical audiences in both written and oral form.
11. Relate networking functions to the OSI model and the TCP/IP protocol stack.
12. Participate effectively as a member of a team.

## COMPUTER NETWORKING

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
CPTN101	PC Assembly/Operating Systems	2	3	3
CPTN104	Introduction to Telecommunications	2	2	3
CPTN116	Networking Basics	2	2	3
General Education: Group D Elective		3	0	<u>3</u>
				<b>16</b>

### SPRING SEMESTER

CPTN216	Routing & Switching Essentials	3	3	4
CPTN161	Intro to Programming in Visual BASIC	2	2	3
General Education: Group A Elective		3	0	3
General Education: Group E Elective*		3	0	4
Elective in Major**		3	0	<u>3</u>
				<b>17</b>

### SECOND YEAR - FALL SEMESTER

		CL	LAB	CR
CPTN203	Introduction to UNIX	2	2	3
CPTN204	Administering Windows Servers	2	2	3
CPTN217	Scaling Networks	2	2	3
General Education: Group C Elective		3	0	3
CPTN207	Database Design and Management OR			
BCPN213	Database Management: ACCESS	2	2	<u>3</u>
				<b>15</b>

### SPRING SEMESTER

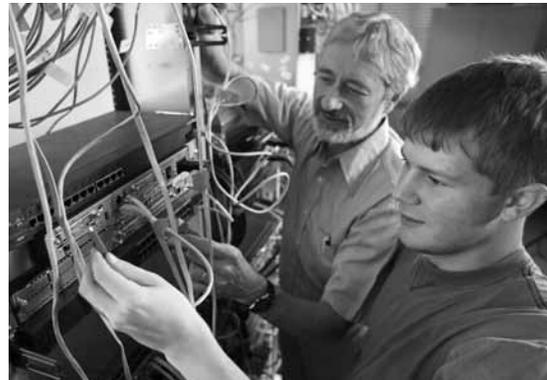
CPTN210	Advanced Windows Servers	2	2	3
Elective in the Major**		3	0	3
General Education: Group B Elective***		3	0	4
General Education: Group F or G Elective		3	0	3
CPTN290	Computer Science Internship OR	1	8	3
CPTN286	Networking Capstone Project OR	3	0	3
CPTN250	CCNA Security	2	2	<u>3</u>
				<b>16</b>

### Total 64 Credits

\*MTHN 106, 110, 115 or higher required

\*\*Electives in Major: CPTN, EETN, BCPN, or BUSN230

\*\*\* SCIN 150 or SCIN 134 recommended



# COMPUTER SCIENCE CERTIFICATES

For other computer related Associate Degrees see Software Development on pg. 76. and Web Application on pg. 81.

## COMPUTER NETWORKING CERTIFICATE (Day/Evening Program)

PROPOSAL EFFECTIVE FALL 2014

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
CPTN101	PC Assembly/Operating Systems	2	3	3
CPTN116	Networking Basics	2	2	3
CPTN216	Routing & Switching Fundamentals	3	3	4
CPTN217	Scaling Networks	2	2	3
CPTN203	Introduction to UNIX	2	2	3
CPTN204	Administering Windows Servers	2	2	3
	Choice of CPTN105, CPTN210, or CPTN218	2	2	3

**Total 22 Credits**

## INTERNET DEVELOPER CERTIFICATE (Day/Evening Program)

The Internet Developer Certificate program is designed for students or working professionals wanting to supplement their existing software development skills with web application skills. An interview with the Web Application Development Program Coordinator is required for admission into the program. Students completing this certificate program will have knowledge of the following competencies:

1. Demonstrate the ability to create static or dynamic web sites in accordance with the web site's purpose utilizing graphic design concepts.
2. Understand the client/server model and the differences between developing software in this environment and the traditional environment.
3. Demonstrate the ability to develop client-side scripts, to validate form data locally or remotely or modify the web page's content via the DOM.
4. Demonstrate the ability to develop server-side scripts to access and maintain data stored either in a flat file or a database.
5. Describe and draw Entity-Relationship diagrams in accordance with a stated problems needs.
6. Use the SQL query language to implement database schemas and the necessary referential integrity.
7. Use the SQL query language to query or update the data stored in the database relations.

		CL	LAB	CR
CPTN102	Website Development I	2	2	3
CPTN103	Website Development II	2	2	3
FARN120	Introduction to Graphic Design Theory	2	2	3
CPTN201	Client-Side Scripting Using JavaScript	2	2	3
CPTN206	Server-Side Scripting Using PHP	2	2	3
CPTN207	Database Design and Management	2	2	3

**Total 18 Credits**

## 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
CPTN101	Computer Architecture and Operating Systems	2	3	3
CPTN102	Website Development I	2	2	3
CPTN103	Website Development II	2	2	3
CPTN161	Introduction to Programming Using Visual Basic	2	2	3
CPTN175	Intermediate Programming Using C++	2	2	3
CPTN202	Java Programming	2	2	3
CPTN203	Introduction to UNIX	2	2	3
CPTN206	Server-Side Scripting Using PHP	2	2	3

**Total 24 Credits**



# ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE STUDIES

(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's 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 Section 4 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 the roles of police officers, judges, prosecutors, defense attorneys, juries, and legislators in the application of criminal law.
10. Apply the theories and principals 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.

## CRIMINAL JUSTICE FIRST YEAR FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
BCPN101	Computer Technology & Application	3	0	3
CRJN101	Introduction to Criminal Justice	3	0	3
CRJN102	Criminology	3	0	3
SOCN101	Introduction to Sociology	3	0	3
				15

## SPRING SEMESTER

ENGN109	Oral Communications	3	0	3
MHTN108	Contemporary Mathematics	3	0	3
CRJN121	Criminal Investigations	3	0	3
CRJN122	Law Enforcement Organizations	3	0	3
PSYN101	Introduction to Psychology	3	0	3
				15

## Awarding of Certificates Total 31 Credits

## SUMMER SEMESTER

Group C Elective		3
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## SECOND YEAR – FALL SEMESTER

POLN210	State and Local Government	3
PLSN260	Criminal Law	3
CRJN220	Juvenile Justice	3
HUMN230	Ethics in the Workplace	3
CMNN102	Principles of Communication	3
		15

## SPRING SEMESTER

SCIN ###	Science Elective	3
Group D Elective		3
CRJN260	Criminal Procedure	3
CRJN265	Corrections	3
CRJN280	Criminal Justice Internship -OR-	
CRJN285	Criminal Justice Senior Project	3
		15

## Awarding of Associates Degree Total 64 Credits

Program Specific (PS) Courses = 33 Credits -  
General Education (GE) Courses = 31 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.

## CRIMINAL JUSTICE FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
BCPN101	Computer Technology & Application	3	0	3
CRJN101	Introduction to Criminal Justice	3	0	3
CRJN102	Criminology	3	0	3
SOCN101	Introduction to Sociology	3	0	3
				<u>16</u>

## SPRING SEMESTER

ENGN109	Oral Communications	3	0	3
MTHN108	Contemporary Mathematics	3	0	3
CRJN121	Criminal Investigations	3	0	3
CRJN122	Law Enforcement Organizations	3	0	3
PSYN101	Introduction to Psychology	3	0	3
				<u>15</u>

## Total 31 Credits

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:

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. Employ effective technical writing skills.
6. Understand the fundamental principles and techniques of criminal investigation.
7. Describe the organization, management, and administration of criminal justice agencies at the local, state, and federal levels.
8. Display the strong ethical qualities that reflect those within the field.



# ASSOCIATE IN SCIENCE 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 jobs 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.



## CULINARY ARTS FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
CULN102	Principles of Culinary Arts	2	2	3
CULN105	Food Safety and Sanitation	2	2	3
CULN110	Basic Food Preparation	1	4	3
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	1
MTHN103	Topics in Applied College Mathematics	3	0	3
				17

## FIRST YEAR – SPRING SEMESTER

BCPN101	Computer Technology and Applications	2	2	3
CULN112	American Regional Cuisine	1	4	3
CULN120	Fundamentals of Baking	1	4	3
CULN130	Menu Development	2	2	3
CULN140	Nutritional Cuisine	3	0	3
General Education: Group A-G		3	0	3
				18

## SECOND YEAR – FALL SEMESTER

CULN210	Intermediate Food Preparation	1	4	3
CULN220	Food Service Purchasing and Cost Controls	2	0	2
General Education: Group F Elective		3	0	3
General Education: Group D Elective		3	0	3
PSYN130	Human Relations	3	0	3
SCIN120	Nutrition	3	0	3
				17

## SECOND YEAR – SPRING SEMESTER

CULN212	International Cuisine	1	6	4
CULN215	Garde Manger	1	4	3
CULN235	Dining Room Service	1	4	3
General Education: Group A Elective		3	0	3
CULN290	*Culinary Internship	1	9	4
				17

See Course description for minimum requirements

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

## Total 69 Credits

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



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.

# ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION

(Day/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 Service Learning opportunities 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 finger-printing process through State Police or DMV.

Candidates must also have a current health form 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. Students must demonstrate sufficient emotional and physical stability to withstand the stresses of ever-changing circumstances and have the ability to respond quickly and appropriately to unexpected child-related events. Students will be required to adhere to the NAEYC Ethical Code of Professional Conduct with regard to interpersonal relationships with teachers, fellow students, children and their families.

## 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.

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 practica 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.*

# EARLY CHILDHOOD EDUCATION cont.

## EARLY CHILDHOOD EDUCATION FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
EDUN101	Foundations of Early Childhood Education	3	0	3
EDUN102	Growth and Development of the Young Child	3	0	3
BCPN101	Computer Technology and Applications	3	0	3
LEXN101	First Year Experience	1	0	1
General Education: Group E Elective*				3/4
				<b>17/18</b>

## SPRING SEMESTER

EDUN103	Safe Healthy ECE Programs	3	0	3
EDUN104	Curriculum for Early Childhood Care and Education	3	0	3
EDUN105	Children with Special Needs and Their Families	3	0	3
PSYN101	Introduction to Psychology	3	0	3
General Education: Group B Elective				4
				<b>16</b>

## SECOND YEAR - FALL SEMESTER

EDUN190	Early Childhood Education Practicum I	1	8	3
EDUN200	Programs for Infants and Toddlers	3	0	3
EDUN204	Behavior Guidance and Classroom Management	3	0	3
EDUN215	Creativity and the Young Child	3	0	3
General Education: Group A Elective				3
General Education: Group F or G Elective				3
				<b>18</b>

## SPRING SEMESTER

EDUN203	Emerging Literacy in Early Childhood Education	3	0	3
EDUN290	Early Childhood Education Capstone Course	1	8	3
EDUN230	The ECE Profession and the ECE Portfolio	1	0	1
General Education: Group D Elective*				3
General Education: Group F or G Elective*				3
EDUN201	Organization and Management in Early Childhood Education*	3	0	3
OR				
General Education: Group C Elective				3
				<b>16</b>

## Total 67/68 Credits

This degree meets requirements for State of New Hampshire DHHS Child Development Bureau credential of Lead Teacher Level 2.

\*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.



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 health, 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.

# 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, Child Care Bureau 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.



## EARLY CHILDHOOD EDUCATION CERTIFICATE

		CL	LAB	CR
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	1
EDUN101	Foundations of Early Childhood Education	3	0	3
EDUN102	Growth and Development of the Young Child	3	0	3
EDUN103	Safe and Healthy Programs in Early Childhood Education	3	0	3
EDUN104	Curriculum for Early Childhood Care and Education	3	0	3
EDUN190	Early Childhood Education Practicum I	1	8	3
EDUN230	The ECE Profession and Professional Portfolio	1	0	1
EDUN200	Dev. App. Programs for Infants and Toddlers*	3	0	3
	OR			
EDUN105	Children with Special Needs and their Families*	3	0	3
	OR			
EDUN204	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.

# ASSOCIATE IN SCIENCE 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 Objecte Oriented C++ programming and embedded controllers 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 at 5% expected through 2018.

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 required. Other high school courses such as physics, chemistry, electronics and computer programming are recommended. 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 Electronic Engineering Technology Associate Degree Program are to provide students with:

1. A broad understanding of fundamental engineering knowledge and technical skills to analyze and solve complex technical problems in the electronics industry.
2. Proficiency in digital and analog circuit analysis, circuit design and laboratory techniques used in the electronics industry.
3. Effective oral and written communications skills at a level of effectiveness expected in industry employees
4. An ability to ethically and professionally perform in business and society including a respect for diversity and a need to contribute to the community.

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

1. Utilize mathematics, physics and engineering knowledge to solve technical problems.
2. Apply analog and digital circuit design techniques to the building, testing, and maintenance of electrical/ electronic circuits.
3. Apply microcontrollers to the building, testing, operation, and maintenance of electrical/electronic circuits.
4. Analyze and interpret data to utilize for on- going research or as part of a multi-step problem.
5. Demonstrate a respect for diversity and knowledge of contemporary professional, societal, and global issues.
6. Communicate effectively in written and oral formats.
7. Function effectively on teams.
8. Understand professional, ethical, and social responsibilities.
9. Demonstrate a commitment to quality, timeliness, and continuous improvement.

5. The skills needed to obtain competitively compensated entry-level positions and/or pursue admissions into programs of advanced study and/or lifelong learning.

**Technical Standards:** Please refer to Technical Standards Section 5 for details regarding this program.

## ELECTRONIC ENGINEERING TECHNOLOGY FIRST YEAR - FALL SEMESTER

	CL	LAB	CR
PSYN130 Human Relations OR Group C Elective	3	0	3
EETN121 Digital Circuits I	2	2	3
EETN131 Circuit Analysis I	3	3	4
ENGN101 College Composition	4	0	4
MTHN110 Algebra and Trigonometry	4	0	4
			<b>18</b>

## SPRING SEMESTER

EETN132 Circuit Analysis II	3	3	4
EETN141 Electronics I	3	3	4
ENGN103 Professional Writing and Presentations	3	0	3
MTHN120 Precalculus	4	0	4
CPTN175 Intermediate Programming using C++	2	2	3
			<b>18</b>

## SECOND YEAR - FALL SEMESTER

EETN250 MicroControllers	3	3	4
EETN241 Electronics II	3	3	4
HUMN230 Ethics in Workplace	3	0	3
MTHN210 Calculus I	4	0	4
SCIN130 Physics I	3	3	4
			<b>19</b>

## SPRING SEMESTER

EETN221 Advanced Digital Circuits	3	3	4
EETN245 Communications Theory and/or	2	2	3
MTHN211 Calculus II	4	0	4
EETN274 EETN Capstone Project	1	3	2
SCIN131 Physics II	3	3	4
			<b>13-17</b>

## Total 68-72 Credits

***An agreement with UNH-Manchester will allow NCC students the option of and 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 (ETAC) of ABET, Inc., 11 Market Place, Suite 1050, Baltimore, MD 21202-4012. Telephone (410) 347-7700.

# ASSOCIATE IN SCIENCE 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. This program also provides the opportunity to gain credit for prior learning through the portfolio process. 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:

- May be undecided about their future plans
- 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
- Have substantial experience or prior learning that may equate to appropriate college credit that can be documented through the portfolio process.

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 and, if applicable, to earn prior learning assessment credit. Please note that a maximum of 24 credits may be earned through prior learning assessment.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

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

1. Articulate an understanding of the importance of life-long 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.

## GRADUATION REQUIREMENTS

A minimum of 64 credits is required for graduation to be distributed in the following manner:

	CREDITS
<b>Specialty and Support courses</b>	<b>32</b>
<b>General Education as follows:</b>	<b>26</b>
<b>Group A:</b> Written Composition/Oral Communication	7
<b>Group B:</b> The Scientific World	3
<b>Group C:</b> Social Sciences (Behavioral)	3
<b>Group D:</b> Social Sciences (Non-Behavioral)	3
<b>Group E:</b> Mathematical Reasoning	4
<b>Group F:</b> The Humanities	
OR	
<b>Group G:</b> World Languages	3
Minimum of an additional 3 credits from Groups A - G.	3
<b>Open Elective</b>	<b>6</b>

## RESIDENCY REQUIREMENTS

At least 16 semester credits must be taken at Nashua Community College not including prior learning assessment credit awarded. A minimum of 8 credits of course work 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 Accuplacer Placement Assessment test when appropriate.



# ASSOCIATE IN SCIENCE 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, 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 \$1,600 and \$3,500.
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 drivers 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 *Automotive Department General Education Policies* located in the *General Education Policies* section of this Catalog.**

**Technical Standards:** Please refer to Technical Standards Section 2 for details regarding this program.



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.

# HONDA AUTOMOTIVE TECHNOLOGY cont.

## ASSOCIATE IN SCIENCE IN HONDA AUTOMOTIVE TECHNOLOGY

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
HATN121	Honda Service and Maintenance*	2	6	4
HATN113	Honda Electricity and Wiring	2	6	4
ENGN101	College Composition	4	0	4
				<u>12</u>

### SPRING SEMESTER

HATN114	Honda Steering and Suspension	2	6	4
HATN122	Honda Brakes and Stability Systems	2	6	4
HATN190	Honda Dealer Internship I**	0	8	2
	General Education: Group A Elective	3	0	3
MTHN103	Topics in Applied College Mathematics OR	3	0	3
	General Education: Group E Elective	4	0	4
				<u>14/17</u>

### SUMMER SEMESTER

HATN226	Honda Transmission and Drivelines	2	6	4
HATN195	Honda Dealer Internship II**	0	24	6
	General Education: Group A-F Elective	3	0	3
				<u>7/13</u>

### SECOND YEAR - FALL SEMESTER

HATN210	Honda Engine Performance I	2	6	4
HATN205	Honda Advanced Electrical & Electronic Systems	2	6	4
HATN191	Honda Dealer Internship III**	0	8	2
SCIN150	Physical Science I	3	2	4
	General Education: Group D Elective	3	0	3
				<u>15/17</u>

### SPRING SEMESTER

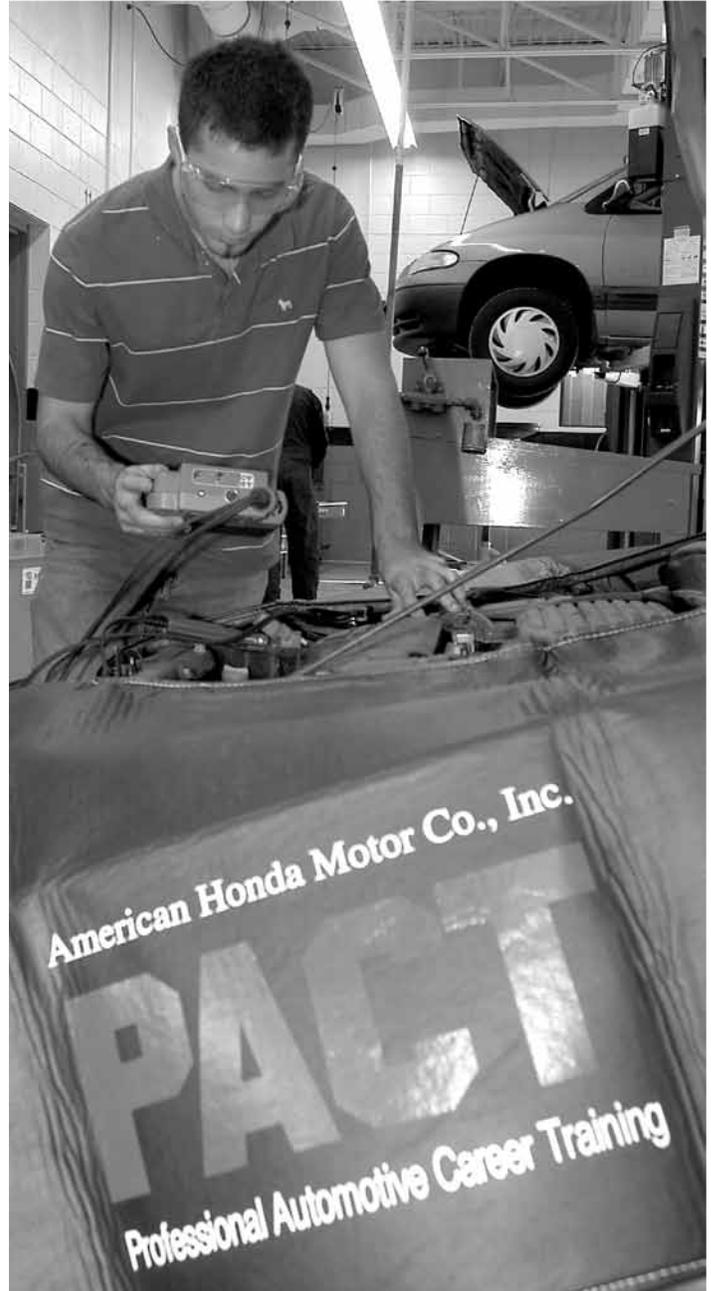
HATN228	Honda Engine Repair	2	6	4
HATN221	Honda Heating and AC Systems	2	6	4
HATN192	Honda Dealer Internship IV**	0	8	2
	General Education: Group C Elective	3	0	3
	General Education: Group F or G Elective	3	0	3
				<u>14/16</u>

### Total 68 Credits

\*A student must earn a "C" or better in order to progress in this program.

\*\*Six 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.



# ASSOCIATE IN SCIENCE IN HOSPITALITY AND RESTAURANT MANAGEMENT

(Day Program)

The mission of the Hospitality and Restaurant Management Program is to provide both academic preparation and practical experiences that students need to enter and succeed in a hospitality management career. In addition, the program prepares students for transfer to four-year colleges and universities that offer a bachelor degree in a hospitality-related program.

The hospitality industry currently represents the second largest employer in the United States, and the industry is the major part of a rapidly-growing services sector of the economy. To meet the need for college-educated professionals in the hospitality field, the Associate Degree Program in Hospitality and Restaurant Management focuses on a business education and theories of hospitality management that provide graduates with an understanding of the key areas of the industry.

As a key element of the program, students are required to complete a supervised 120 hour internship at a hotel, restaurant, or other approved hospitality organization.

Many exciting career opportunities exist within the hospitality industry. The following examples serve to show the variety of exciting positions that may be pursued depending on experience and interest: front office manager; sales or marketing manager; executive housekeeper; food and beverage manager; banquet manager; restaurant manager; events manager; human resources manager; or hotel manager.

**Uniforms are required for scheduled events.**

**Internship Considerations:** Please refer to Technical Standards/ Internship Considerations section of this Catalog for details regarding this program.

- Upon the completion of the degree in **Hospitality and Restaurant Management**, graduates will be able to:
1. Describe a hospitality business philosophy.
  2. Utilize computer technology appropriate to the industry.
  3. Describe the building of a brand positioning statement.
  4. Demonstrate an understanding of the sales and marketing skills appropriate for the hospitality industry.
  5. Demonstrate appropriate personal skills for the hospitality industry, including professional business etiquette and ethics.
  6. Apply basic principles of supervisory management.
  7. Implement basic operations of a hospitality enterprise.
  8. Appreciate and understand the value of diversity.
  9. Communicate effectively in a diverse society using visual and written modes within the hospitality industry.
  10. Critically reflect on the impact that historical and contemporary culture has on society in general and specifically in the hospitality industry.
  11. Apply critical-thinking skills to arrive at reasoned decisions in solving everyday hospitality industry issues.
  12. Demonstrate effective research and reporting skills.

## HOSPITALITY AND RESTAURANT MANAGEMENT

### FIRST YEAR – FALL SEMESTER

		CL	LAB	CR
ACCN101	Financial Accounting I	4	1	4
BCPN101	Computer Technology and Applications	2	2	3
HSPN101	Introduction to Hospitality	3	0	3
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	<u>1</u>
				<b>15</b>

### SPRING SEMESTER

BUSN104	Principles of Marketing	3	0	3
BUSN110	Principles of Management	3	0	3
HSPN110	Front Office Operations/Revenue Management	3	0	3
General Education: Group B Elective		3	2	4
General Education: Group C Elective		3	0	3
XXXXxxx	Open Elective	3	0	<u>3</u>
				<b>19</b>

### SECOND YEAR – FALL SEMESTER

ENGN109	Oral Communication	3	0	3
HSPN201	Hospitality Sales and Marketing	3	0	3
HSPN210	Principles of Food and Beverage Management	3	0	3
MTHN103	Topics in Applied College Mathematics	3	0	3
General Education: Group F or G Elective		3	0	<u>3</u>
				<b>15</b>

### SPRING SEMESTER

BUSN240	Business Law	3	0	3
ECON201	Microeconomics			
OR				
General Education: Group D Elective		3	0	3
HSPN211	Bar and Beverage Management	3	0	3
HSPN290	Hospitality and Restaurant Management Internship	1	8	3
General Education: Group A - G Elective		3	0	<u>3</u>
				<b>15</b>

**Total 64 Credits**



# ASSOCIATE IN SCIENCE 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 crises.

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 Granite State College, Rivier College, and Springfield College of Human Services. Students may enroll into one of these programs 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. 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.

**Technical Standards:** Please refer to Technical Standards Section 7 for details regarding this program.



# HUMAN SERVICES cont.

## HUMAN SERVICES

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
BCPN101	Computer Technology and Applications	2	2	3
PSYN101	Introduction to Psychology	3	0	3
HSVN111	Introduction to Human Services	3	0	3
PSYN206	Learning and Behavior	3	0	3
				<b>16</b>

### SPRING SEMESTER

HSVN123	Supportive Communication Skills	3	0	3
XXXXxxx	Group C Elective	3	0	3
PSYN210	Abnormal Psychology	3	0	3
HSVN190	Fieldwork I	1	8	3
MTHN103	Topics in Applied College Mathematics			
OR				
General Education: Group E Elective		3/4	0	3/4
				<b>15/16</b>

### SECOND YEAR - FALL SEMESTER

ENGN102	Writing About Literature			
OR				
ENGN103	Professional Writing and Presentations	3	0	3
PSYN212	Individual Counseling: Theory and Practice	3	0	3
PSYN240	Alcohol and Drugs	3	0	3
HSVN290	Fieldwork II OR Open Elective	1	8	3
General Education: Group B Elective (lab recommended)		3	0/2	3/4
General Education: Group F or G Elective*		3	0	3
				<b>18/19</b>

### SPRING SEMESTER

HSVN225	Family Supports	3	0	3
PSYN222	Group Dynamics and Counseling	3	0	3
XXXXxxx	Group D Elective	3	0	3
HSVN291	Capstone Experience	1	8	3
XXXXxxx	Open Elective	3	0	3
				<b>15</b>

**Total 65/66 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. 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. Individuals must recognize that to be successful in the Human Service field, they should be emotionally stable, creative, and flexible.

## HUMAN SERVICES CERTIFICATE (DAY/EVENING PROGRAM)

		CL	LAB	CR
LEXN101	First Year Experience	1	0	1
BCPN101	Computer Technology and Applications	2	2	3
PSYN101	Introduction to Psychology	3	0	3
HSVN111	Introduction to Human Services	3	0	3
PSYN206	Learning and Behavior	3	0	3
ENGN101	College Composition	4	0	4
HSVN123	Supportive Communication Skills	3	0	3
XXXXxxx	Group C Elective	3	0	3
HSVN190	Fieldwork I	1	8	3

**Total 26 Credits**

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.

# ASSOCIATE IN ARTS IN LIBERAL ARTS

(Day/Evening Program)

The mission of the Associate in Arts in Liberal Arts Degree Program is to prepare students for successful transfer to a four-year baccalaureate degree program. To achieve this purpose, the liberal arts program provides students with a broad academic experience in fundamental areas of human knowledge, and it endeavors to orient them to the intellectual, social, and natural world. In the degree program students will study a coherent and substantive balance of English, mathematics, the sciences, the arts and humanities, and the social sciences.

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 to be effective in their personal and professional lives as well as in their communities. 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.

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 in Arts in Liberal Arts in one of the following concentrations: Communications, English, History, Mathematics, Psychology, or Science.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

## LIBERAL ARTS

### FIRST YEAR – FALL SEMESTER

	CL	LAB	CR
BCPN101 Computer Technology and Applications	2	2	3
ENGN101 College Composition	4	0	4
General Education: Group C Elective	3	0	3
General Education: Group E Elective*	4	0	4
General Education: Group A-G Elective*	3	0	<u>3</u>
			<b>17</b>

### SPRING SEMESTER

ENGN xxx Literature Elective**	3	0	3
General Education: Group F or G Elective	3	0	3
General Education: Group E Elective*	3/4	0	3/4
General Education: Group D Elective	3	0	3
XXXXxxx Open Elective	3/4	0	<u>3/4</u>
			<b>15/17</b>

### SECOND YEAR – FALL SEMESTER

General Education: Group B Elective	3	2	4
General Education: Group F or G Elective	3	0	3
General Education: Group C or D Elective	3	0	3
General Education: Group A – G Elective	3	0	3
XXXXxxx Open Elective	3/4	0	<u>3/4</u>
			<b>16/17</b>

### SPRING SEMESTER

General Education: Group B Elective	3	2	4
General Education: Group F or G Elective	3	0	3
XXXXxxx Open Elective	3	0	3
General Education: Group A – G Elective	3/4	0	3/4
General Education: Group A – G Elective	3/4	0	3/4
XXXXxxx Open Elective (as needed)	3/4	0	<u>3/4</u>
			<b>19/22</b>

### 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.

\* MTHN103 does not meet this requirement

\*\*Choices are ENGN105, ENGN215, ENGN230, ENGN231, ENGN240, ENGN241

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
2. Demonstrate comprehension and skill with research methods and scientific inquiry.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Embrace the importance of cultural diversity and the role of a global perspective in Modern society.



# ASSOCIATE IN ARTS IN LIBERAL ARTS

## COMMUNICATIONS CONCENTRATION

(Day/Evening Program)

The Liberal Arts Degree with a Communications Concentration 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 concentration 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 concentration are required to meet the requirements of the following courses to remain in the Communications concentration:

- ENGN101 College Composition (minimum grade of B- required) *Note: transfer or Running Start credit requires a minimum grade of B-; comparable CLEP score is 55-58*
- CMNN101 Introduction to Media Studies (minimum grade of B- is required to remain in the Communications concentration)

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 a Communications program at a four-year institution are encouraged to contact that institution's transfer admission office to review specific curriculum requirements.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
2. Demonstrate comprehension and skill with research methods and scientific inquiry.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Embrace the importance of cultural diversity and the role of a global perspective in modern society. **In addition, a student graduating with a Concentration in Communications is also able to:**
8. Display a professional work ethic as a result of adhering to the principle of objectivity.
9. Identify and understand the purposes of various media types.
10. Understand the global impact of the media.

### LIBERAL ARTS COMMUNICATIONS CONCENTRATION FIRST YEAR – FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
	General Education: Group B Elective	4	0	4
	General Education: Group E* Elective	4	0	4
POLN102	American Government & Politics(Group D)	3	0	<u>3</u>
				15

### SPRING SEMESTER

CMNN101	Introduction to Media Studies	3	0	3
	General Education: Group C elective	3	0	3
ENGN109	Oral Communication	3	0	3
	General Education: Group E* Elective	4	0	4
	General Education: Group F or G Elective**	3	0	3
XXXXxxx	Open Elective	3	0	<u>3</u>
				19

### SECOND YEAR – FALL SEMESTER

CMNN115	Introduction to Media Writing	3	0	3
	General Education: Group F or G Elective	3	0	3
	General Education: Group B Elective	4	0	4
CMNNxx	Elective	3	0	3
POLN220	American Politics and Mass Media (Group D)	3	0	<u>3</u>
				16

### SPRING SEMESTER

CMNNxx	Elective	3	0	3
CMNNxx	Elective	3	0	3
FARN120	Graphic Design Theory (GroupF)	3	0	3
CMNNxx	Elective	3	0	3
CMNN285	Internship	3	0	<u>3</u>
				15

### Total 65 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 Nashua Community College, and 8 of those 16 credits must be earned in courses at the 200 level.

\*MTHN106 or MTHN110 recommended

\*



# ASSOCIATE IN ARTS IN LIBERAL ARTS

## ENGLISH CONCENTRATION

(Day and Evening Program)

The Liberal Arts Degree with an English Concentration 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 concentration have the opportunity to plan their courses in one of the following focus areas:

- Literature
- Writing (professional and creative)

Students selecting the English concentration 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, textual studies, American studies or writing. Career tracks for an English major include educator, writer, editor, reporter, attorney, publishing, foreign service among many other choices. All students in the concentration are required to complete the following courses:

- ENGN101 College Composition (minimum grade of B- required) (Note: transfer or Running Start credit requires a minimum grade of B-; comparable CLEP score is 55-58)
- ENGN102 Writing About Literature
- ENGN105 Introduction to Literature
- Two semesters of sequential literature courses (ENGN240/241 or ENGN230/231)
- ENGN285 Individual Project in English: A Capstone Experience

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.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
2. Demonstrate comprehension and skill with research methods and scientific inquiry.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Embrace the importance of cultural diversity and the role of a global perspective in modern society.

**In addition, a student graduating with a Concentration in English is also able to:**

8. Exhibit an expansion of global awareness of cultural diversity through interaction with others and through course study.
9. Display a professional work ethic as a result of adhering to completeness and timeliness requirements of the curriculum.

### LIBERAL ARTS ENGLISH CONCENTRATION FIRST YEAR – FALL SEMESTER

	CL	LAB	CR
BCPN101 Computer Technology and Applications	2	2	3
ENGN101 College Composition	4	0	4
General Education: Group C Elective	3	0	3
General Education: Group E Elective*	4	0	4
			<b>14</b>

### SPRING SEMESTER

ENGN102 Writing About Literature	3	0	3
General Education: Group D Elective	3	0	3
General Education: Group E Elective*	3/4	0	3/4
General Education: Group F or G Elective	3	0	3
ENGN105 Introduction to Literature	3	0	3
			<b>15/16</b>

### SECOND YEAR – FALL SEMESTER

General Education: Group B Elective	3	2	4
General Education: Group C or D Elective	3	0	3
General Education: Group F or G Elective	3	0	3
ENGN230 British Literature	3	0	3
OR			
ENGN240 American Literature I	3	0	3
ENGNxxx English Elective**	3	0	3
XXXXxxx Open Elective	3	0	3
			<b>19</b>

### SPRING SEMESTER

General Education: Group B Elective	3	2	4
General Education: Group F or G Elective	3	0	3
ENGN231 British Literature II	3	0	3
OR			
ENGN241 American Literature II	3	0	3
ENGN xxx English Elective**	3	0	3
ENGN285 Individual Project in English: A Capstone Experience	3	0	3
			<b>16</b>

### 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 Nashua Community College, and 8 of those 16 credits must be earned in courses at the 200 level.

\* MTHN103 does not meet this requirement

### \*\*Suggested Electives for Four-year Degree Focus

Literature	Writing
ENGN105	ENGN102
ENGN215	ENGN103
ENGN230	ENGN122
ENGN231	ENGN206
ENGN240	ENGN235
ENGN241	

# ASSOCIATE IN ARTS IN LIBERAL ARTS

## HISTORY CONCENTRATION

(Day/Evening Program)

The Liberal Arts Degree with a History Concentration 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. The study of history is essential because it equips students with the historical perspective and the analytic skills needed to assess the complex issues facing today's society. All history courses at Nashua Community College are designed to accomplish three goals:

1. To provide students with knowledge of the past so they will have an historical context for making informed decisions about contemporary issues.
2. To cultivate essential analytical and communication skills.
3. To demonstrate the relevance of history in the lives of today's students.

The Liberal Arts Degree with a Concentration in History 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.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
2. Demonstrate comprehension and skill with research methods and scientific inquiry.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Embrace the importance of cultural diversity and the role of a global perspective in modern society.  
**In addition, a student graduating with a Concentration in History is able to:**
8. Apply the historical method of inquiry as a problem solving tool.
9. Identify frame of reference and context when analyzing primary and secondary sources.
10. Synthesize multiple perspectives from a variety of sources when problem-solving.
11. Communicate hypotheses effectively – both orally and in writing.
12. Document sources using the Chicago Manual of Style.
13. Explain how knowledge of the past prepares us to confront contemporary challenges.

### LIBERAL ARTS HISTORY CONCENTRATION FIRST YEAR – FALL SEMESTER

		CL	LAB	CR
BCPN101	Computer Technology and Applications	2	2	3
ENGN101	College Composition	4	0	4
HISN101	Western Civilization from Ancient Times to 1700	3	0	3
MTHN106	Statistics I	4	0	4
General Education: Group G Elective		3	0	<u>3</u>
				<b>17</b>

### SPRING SEMESTER

ENGNxxx	English Elective** (English Electives List)	3	0	3
HISN102	Western Civilization from 1600 to the Present	3	0	3
GEON110	World Regional Geography OR			
GEON130	Human Geography	3	0	3
General Education: Group E Elective*		3/4	0	3/4
General Education: Group F or G Elective		3	0	<u>3</u>
				<b>15/16</b>

### SECOND YEAR – FALL SEMESTER

ECON201	Microeconomics <b>OR</b>			
ECON202	Macroeconomics	3	0	3
POLN101	Introduction to Political Science OR			
POLN102	American Government & Politics	3	0	3
HISN140	United States History from the Colonial Era to Reconstruction OR			
HISNxxx	History Elective	3	0	3
General Education: Group B Elective		3	2	4
General Education: Group F or G Elective		3	0	<u>3</u>
				<b>16</b>

### SPRING SEMESTER

HISN141	United States History Since Reconstruction OR			
HISNxxx	History Elective	3	0	3
HISN285	Introduction to Historical Research Methods	3	0	3
General Education: Group C Elective		3	0	3
General Education: Group B Elective		3	2	4
XXXXxxx	Open Elective	3	0	<u>3</u>
				<b>16</b>

### Minimum 64 Credits

A minimum of 16 credits must be earned at Nashua Community College, and 8 of those 16 credits must be earned in courses at the 200 level.

\* MTHN103 does not meet this requirement.

\*\* Recommended courses include ENGN102, ENGN105, ENGN109. Refer to English Elective List under Liberal Arts: English Concentration.

# ASSOCIATE IN ARTS IN LIBERAL ARTS

## MATHEMATICS CONCENTRATION

(Day Program)

The Liberal Arts Degree with a Mathematics Concentration 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 Concentration 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 with a concentration 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 the four-year college/university to which he/she plans to transfer will make the advising process more effective.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

### LIBERAL ARTS MATHEMATICS CONCENTRATION

#### FIRST YEAR - FALL SEMESTER

			CL	LAB	CR
MTHN210	Calculus I		4	0	4
ENGN101	College Composition		4	0	4
General Education: Group F Elective*			3	0	3
MTHN106	Statistics I		4	0	4
General Education: Group B Elective*			4	0	<u>4</u>
					<b>19</b>

#### SPRING SEMESTER

MTHN211	Calculus II		4	0	4
MTHN215	Linear Algebra		4	0	4
General Education: Group A Elective			3	0	3
General Education: Group B Elective*			4	0	<u>4</u>
					<b>15</b>

#### SECOND YEAR - FALL SEMESTER

MTHN212	Calculus III - Multivariate Calculus		4	0	4
MTHN220	Elementary Differential Equations		4	0	4
General Elective: Group C Elective			3	0	3
General Education: Group D Elective**			3	0	3
General Education: Group F or G Elective***			3	0	<u>3</u>
					<b>17</b>

#### SPRING SEMESTER

MTHN285	Individual Project in Mathematics: A Capstone Experience		4	0	4
General Education: Group C or D Elective			3	0	3
General Education: Group F or G Elective			3	0	3
MTHN170	Discrete Mathematics		4	0	4
XXXXxxx	Open Elective		3	0	<u>3</u>
					<b>17</b>

### Total 68 Credits

\*Recommended Lab Science courses are Calculus-Based Physics I and Calculus-Based Physics II.

\*\*Recommended Humanities electives are Introduction to Philosophy, Critical Thinking Skills, or Music Composition.

\*\*\*Two courses of the same foreign language are recommended.

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
2. Demonstrate comprehension and skill with research methods and scientific inquiry.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Embrace the importance of cultural diversity and the role of a global perspective in modern society.

**In addition, a student graduating with a Concentration in Mathematics is also able to:**

8. Demonstrate technical proficiency and effective problem solving ability in completing mathematical processes.
9. Apply mathematical concepts to other disciplines including business, economics, social sciences, and natural sciences.
10. Communicate mathematics effectively in both oral and written formats using appropriate mathematical language.
11. Use appropriate logical reasoning, understand mathematical proof and be capable of justifying results.



# ASSOCIATE IN ARTS IN LIBERAL ARTS

## PSYCHOLOGY CONCENTRATION

(Day/Evening Program)

The Liberal Arts Degree with a Psychology Concentration 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 concentration 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 the four-year college/university to which he/she plans to transfer will make the advising process more effective.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
  2. Demonstrate comprehension and skill with research methods and scientific inquiry.
  3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
  4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
  5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
  6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
  7. Embrace the importance of cultural diversity and the role of a global perspective in modern society.
- In addition, a student graduating with a Concentration in Psychology is also able to:**
8. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in psychology.
  9. Understand and apply basic research methods in psychology, including research design, data analysis and interpretation.
  10. Understand and apply psychological principles to personal, social and organizational issues.
  11. Understand and weigh evidence, tolerate ambiguity, act ethically and reflect other values that are the underpinnings of psychology as a discipline.
  12. Develop insight into their own and other's behavior and mental processes and apply effective strategies for self-management and self- improvement.

### Liberal Arts Psychology Concentration FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
BCPN101	Computer Technology and Applications	2	2	3
PSYN101	Introduction to Psychology	3	0	3
MTHN106	Statistics I	4	0	4
				<b>14</b>

### SPRING SEMESTER

PSYN201	Human Growth and Development	3	0	3
PSYN220	Research Methods	3	0	3
General Education: Group F Elective		3	0	3
XXXXxxx	Open Elective	3	0	3
MHTN206	Statistics II	4	0	4
General Education: Group A Elective		3	0	3
				<b>19</b>

### SECOND YEAR - FALL SEMESTER

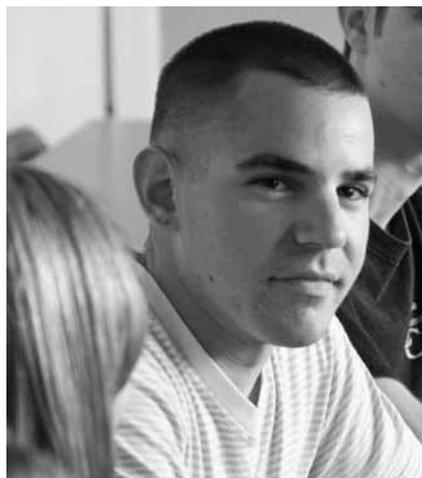
PSYN210	Abnormal Psychology	3	0	3
General Education: Group F or G Elective		3	0	3
SCIN101	Biology in Focus I	3	1	4
PSYNxxx	Psychology Elective	3	0	3
General Education: Group C Elective		3	0	3
				<b>16</b>

### SPRING SEMESTER

PSYN290	Psychology Internship: A Capstone Experience	1	8	3
PSYN207	Social Psychology	3	0	3
General Education: Group F or G Elective		3	0	3
General Education: Group D Elective		3	0	3
General Education: Group B Elective (must have lab)		3	2	4
				<b>16</b>

### Total 65 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 Nashua Community College, and 8 of those 16 credits must be earned in courses at the 200 level.



# ASSOCIATE IN ARTS IN LIBERAL ARTS

## SCIENCE CONCENTRATION

### (Day/Evening Program)

The Liberal Arts Degree with a Concentration in Sciences has been developed to provide the first two years of preparation for a student wishing to complete a bachelor degree with a major in biological sciences, pre-med, health studies, or laboratory technician. Students receive a strong foundation in the scientific language and method; and understanding of physical world and how to apply it from working in an inquiry-based learning environment that is designed as projected-based. There are two educational tracks offered one laboratory research based, the other more academic with a research paper.

The Science Concentration prepares students for transfer to four year colleges and to pursue further study in the fields of biology, chemistry, health careers, laboratory work, scientific research, teaching, or pharmaceuticals. Students should have strong reading and math skills and be aware of the extra hours it takes to pursue project-based learning and the advantage of this style of teaching is improved critical thinking skills.

Students are encouraged to work closely with their Program Coordinator 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.

**Technical Standards:** Please refer to Technical Standards Section 8 for details regarding this program.

All students in the Science concentration are required to complete the following courses:  
 SCIN103 Principles of Biology I or with a B or better in SCIN101 with Program Coordinator's Permission-merit based. Two physical science courses of the same series: SCIN142 General Chemistry I/SCIN143 General Chemistry II, or SCIN131 Physics I/SCIN132 Physics II, or SCIN231 Calculus-Based Physics I/SCIN232 Calculus-Based Physics II, SCIN215 Microbiology, Research Track: SCIN280 Scientific Inquiry and Techniques SCIN285 Science Capstone Experience or Non-Research Track: SCIN220 Ecology, SCIN284 Advanced Topics in Biology (Suggested MTHN106 Statistics and MTHN110 or higher) \*\*\*\*If students plan to transfer to UNH, they must take SCIN103 and SCIN104 per pending articulation agreement.

#### RECOMMENDED:

SCINxxx Science Electives: SCIN104 Principles of Biology II; SCIN160 Genetics; SCIN201 Anatomy and Physiology I/ SCIN202 Anatomy and Physiology II; SCIN220 Ecology. Many Programs Math Electives: MTHN210 Calculus I/MTHN211 Calculus II HONR117 Environmental Chemistry HUMNxxx Humanities Electives: HUMN109 Introduction to Philosophy; HUMN110 Critical Thinking Skills; HUMN130 Music Composition, LNGNxxx World Language electives: Two courses of the same language. Students are recommended to consult with advisors at both Nashua Community College and the college(s) to which they wish to transfer for guidance about course selection. Careful planning is required to ensure that mathematics and science courses will fulfill bachelor degree requirements

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

1. Communicate clearly, both orally and in writing, and evaluate critically what they hear and read.
2. Demonstrate comprehension and skill with research methods and scientific inquiry.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Embrace the importance of cultural diversity and the role of a global perspective in modern society.

## Liberal Arts Science Concentration

### FIRST YEAR - FALL SEMESTER

	CL	LAB	CR
SCIN103 Principles of Biology I	3	3	4
SCIN142 General Chemistry I	3	3	4
General Education: Group E (Mathematics Elective)*	4	0	4
ENGN101 College Composition	4	0	4
			<b>16</b>

### SPRING SEMESTER

SCIN104 Principles of Biology II			
OR			
SCIN160 Genetics	3	3	4
SCIN143 General Chemistry II	3	3	4
General Education: Group E (Mathematics Elective)*	4	0	4
General Education: Group F (Humanities) or Group G (World Language) Elective**	3	0	3
General Education: Group A (English) Elective	3	0	3
			<b>18</b>

### SECOND YEAR - FALL SEMESTER

SCIN215 Microbiology			
OR			
SCINxxx Science Elective	3	3	4
SCIN280 Research Track: SCIN280 Scientific Inquiry	1	3	2
Non-Research Track: SCIN220 Ecology	3	3	4
PSYN101 Intro to Psychology	3	0	3
General Education: Group F (Humanities) or Group G (World Language) Elective**	3	0	3
General Education: Group D (Non-Behavioral Social Science) Elective	3	0	3
			<b>15/17</b>

### SPRING SEMESTER

SCIN2xx Science Elective	3	3	4
SCIN284 Non-Research Track: SCIN284 Advanced Topics in Biology or Research Track SCIN285 Science Capstone Experience	3	0/3	3/4
General Education: Group F (Humanities) or Group G (World Language) Elective**	3	0	3
General Education: Group C (Behavioral Social Science or Group D (Non-Behavioral Social Science) Elective	3	0	3
General Education: Open Elective	3	0	3
			<b>16/17</b>

**Total 65-68 Credits**

#### In addition, a student graduating with a Concentration in Science is also able to:

8. Demonstrate an understanding of the theoretical principles of a range of disciplines in the physical and biological sciences.
9. Demonstrate the ability to apply appropriate mathematics to problems found in the physical and biological sciences.
10. Demonstrate a wide variety of laboratory techniques in the physical and biological sciences.
11. Generate and maintain accurate lab documentation, including a laboratory notebook.
12. Demonstrate the ability to analyze and draw conclusions from generated scientific data, and be able to present and defend the findings.

# ASSOCIATE IN SCIENCE IN HOLISTIC MASSAGE THERAPY

Holistic specifically refers to regarding an individual on all their levels: physically; mentally/emotionally; and spiritually. The Holistic approach to massage rejects the traditional idea of mere treatment of the individual as limited to soft tissue manipulation and incorporates recognized concepts of holistic care. Students learn to develop and provide services that treat the entire client within the scope of their training - now expanded beyond the orthodox idea of a sole physical dimension.

The Associate of Science Degree and Certificate Program in Massage Therapy both provide theory and practical experience to prepare graduates to take the National Certification Examination for Massage and Bodywork (NCETMB) required for licensure as a Massage Therapist by the third semester, if the student wishes.

To take any MSTN courses, students must be matriculated into the certificate or degree program in massage therapy at Nashua Community College or already be a licensed therapist.

A minimum age of 18 is required for enrollment in any palpation dependent class. Continuing education credits are also available for LMTs.

Applicants for the AS in Holistic Massage Therapy must meet the college requirements for admission. The Accuplacer Exam is required before any classes in Math (Group E) or English (Group A) can be taken.

National exams and the State of NH rules for massage therapy licensure require a felony-free background over the ten years preceding license application. NCC reserves the right to require felony checks of any prospective or matriculated student at any time. If required, this would be at student's expense. Bureau of Labor Statistics (US Dept. of Labor) projects an increased growth rate of 20% for massage therapy through 2018

Upon the completion of the degree in **Holistic Massage Therapy**, graduates will be able to:

1. Discuss the scope, definition, history and approaches of holistic massage therapy especially as compared to other alternative medicine health professions.
2. Demonstrate knowledge of the human body systems as understood by Western and Eastern (Asian and Indian) sciences.
3. Understand and show knowledge of anatomy (structure and/or location), physiology (function), pathology (disease) and kinesiology (movement) as well as recognize the interconnectedness of body, mind and spirit.
4. Apply Eastern concepts, principles and approaches to the body including Traditional Chinese Medicine theories, meridian system philosophy, Five Element Theory and Ayurvedic Medicine.
5. Communicate effectively through writing, active listening and speaking while being cognizant of audience and mutual understanding.
6. Develop, apply and evaluate therapeutic massage sessions for each client using theory (physiological, emotional/psychological, and energetic), methods, Swedish Massage strokes (effleurage, petrissage, friction, vibration and tapotement), range of motion and massage tools.
7. Understand and apply professional standards, ethics, boundary setting, business and legal practices in massage.
8. Use effective interpersonal skills, both verbal and non-verbal, such as listening, nurturing, patience, and empathy before, during and after the therapeutic session.
9. Demonstrates proficiency in client interviewing, record keeping and communication skills (written and oral) necessary for dialoguing with all healthcare professionals.
10. Respect cultural diversity and demonstrate an authentic appreciation for various ethnic group's culture, body language, approaches to touch therapies, physical attributes, religious beliefs and traditions.
11. Be able to understand one's personal and social responsibility to act with integrity, to be competent, to use moral judgment, to strive for excellence and to develop a strong work ethic in school, career and community.

Students in the Holistic Massage Therapy major will be held to the highest professional and ethical standards. Inappropriate behavior or issues pertaining to the quality of touch will not be tolerated and will result in removal from the program at any time. The program is subject to constant review in an effort to meet current and future requirements of this quickly growing field of study.

This class sequence chart is a "checklist" for program completion and courses may be taken in different order than listed. Some classes may have a prerequisite and catalog course descriptions should be consulted. A student may be eligible to take the NCETMB before completing all general education classes.

A meeting with the program coordinator is required for full acceptance into the massage therapy department.

**Technical Standards:** Please refer to Technical Standards Section 9 for details regarding this program.

## HOLISTIC MASSAGE THERAPY FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
MSTN101	Swedish Massage I	2	3	3
SCIN111	Basic Anatomy and Physiology	3	2	4
General Education: Group D Elective		3	0	<u>3</u>
				<b>14</b>

## SPRING SEMESTER

MSTN111	Musculo-Skeletal Study	1	2	2
MSTN121	Swedish Massage II	2	3	3
MSTN131	Pathology	3	0	3
MSTN141	Oriental Theory and Concepts	3	0	3
MSTNxxx	Massage/Wellness Elective	2	0	2
General Education: Group C Elective		3	0	<u>3</u>
				<b>16</b>

## SECOND YEAR - FALL SEMESTER

SCIN112	Kinesiology	2	3	3
MSTN126	Massage Therapy Rules & Ethics	1	0	1
MSTN133	Clinical Evaluation and Treatment	2	3	3
MSTN135	Deep Tissue Massage	1	2	2
MSTN119	Massage Business Practices	3	0	3
MSTNxxx	Massage/Wellness Electives (2 or 3 courses)			<u>6</u>
				<b>18</b>

## SPRING SEMESTER

CHWN101	Foundations of Health and Wellness	3	0	3
General Education: Group A Elective		3	0	3
MTHN103	Topics in Applied College Mathematics OR			
General Education: Group E Elective		3	0	3/4
General Education: Group A - G Elective		3	0	3
General Education: Group F or G Elective		3	0	3
MSTN190	Clinical Internship: A Capstone Experience	0	9	<u>3</u>
				<b>18/19</b>

**Total 66/67 Credits**

# MASSAGE THERAPY CERTIFICATE

## (Evening Program)\*

The Massage Therapy Certificate Program is designed to prepare the student to enter the profession of therapeutic massage. It meets all State of New Hampshire requirements for licensure and provides a minimum 750 hour course of study. Students gain a basic understanding of anatomy and physiology, as well as various massage interventions for general health and well-being. Electives are provided to make Nashua Community College massage graduates unique and versatile.

Completion of the program will prepare graduates to take the National Certification Examination for Massage and Bodywork (NCETMB) required for licensure as a State of New Hampshire Massage Therapist. Students may complete the program in one year (three semesters) or longer depending on the needs of the student. Flexible scheduling allows full time workers to build their course load as needed each term.

Students must be matriculated in the Massage Therapy Certificate program at NCC to register for any MSTN course. The following exceptions will be considered based on space availability: students enrolled at another educational institution in Massage Therapy; Licensed or Certified Massage Therapists. A minimum age of 18 is required for enrollment in any palpation dependant classes. Continuing education credits are also available for LMTs.

Applicants for Massage Therapy must meet the College requirements for admission. They must also complete Standard First Aid and CPR courses at their own expense during their internship.

National exams and State of New Hampshire licensure require a felony-free background over the ten years preceding license application. NCC reserves the right to require felony checks of any prospective or matriculated massage student at any time. If required, this would be at student's expense.

The Bureau of Labor Statistics (US Department of Labor) projects an increased growth rate of 20% for massage therapy through 2018.

Students in the Massage Therapy Program will be held to the highest professional and ethical standards. Inappropriate behavior and issues pertaining to the quality of touch will not be tolerated and will result in removal from the program at any time. The program is subject to constant review in an effort to meet current and future requirements of this quickly growing field of study.

\* Some courses are offered during the day.



## MASSAGE THERAPY CERTIFICATE FIRST SEMESTER

		CL	LAB	CR
SCIN111	Basic Human Anatomy and Physiology	3	2	4
MSTN101	Swedish Massage I*	2	3	3
MSTN119	Massage Business Practices	3	0	3
MSTNXXX	Elective **			<u>2/3</u>
				<b>12/13</b>

## SECOND SEMESTER

MSTN111	Musculo-Skeletal Study	1	2	2
MSTN121	Swedish Massage II	2	3	3
MSTN131	Pathology	3	0	3
MSTN141	Oriental Theory and Concepts	3	0	3
MSTNXXX	Elective **			<u>2/3</u>
				<b>13/14</b>

## THIRD SEMESTER

SCIN112	Kinesiology	2	3	3
MSTN126	Massage Rules and Ethics	1	0	1
MSTN133	Clinical Evaluation and Treatment	2	3	3
MSTN135	Deep Tissue Massage	1	2	2
MSTN190	Clinical Internship: A Capstone Experience	0	9	3
MSTNXXX	Elective **			<u>2/3</u>
				<b>14/15</b>

**Minimum of 37 Credits**

## MASSAGE ELECTIVES (CHOOSE TWO):

		CL	LAB	CR
CHWN101	Foundations of Health and Wellness	3	0	3
CHWN105	Guided Meditation and Imagery*	2	0	2
CHWN110	Introduction to Homeopathy	2	0	2
CHWN115	Introduction to Herbology	3	0	3
CHWN120	Introduction to Reiki Healing	2	0	2
CHWN125	Yoga, Breath and Movement	2	0	2
MSTN105	Spa Techniques*	2	0	2
MSTN124	Acupressure*	3	0	3
MSTN132	Sports Massage*	2	0	2
MSTN134	Self-Care and Stress Management	2	0	2
MSTN136	Shiatsu*	2	0	2
MSTN137	Pre/Post Natal Massage*	2	0	2
MSTN139	Reflexology*	2	0	2
MSTN143	Chair Massage*	2	0	2
MSTN145	Aromatherapy	2	0	2
MSTN147	Elder Massage*	2	0	2
MSTN148	Somatic Massage*	2	0	2
MSTN149	Russian Massage*	2	0	2
MSTN153	Trigger Point Therapy and Myofascial Release*	2	0	2
SCIN120	Nutrition	3	0	3

\*Please check course descriptions for prerequisites and corequisites.

\*\*Students must take a minimum of two (2) electives.

# ASSOCIATE IN SCIENCE 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 robot 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 10 for details regarding this program.

## MECHANICAL DESIGN TECHNOLOGY FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
CADN111	CADD I	3	4	5
MTTN101	Manufacturing Processes	3	0	3
ENGN101	College Composition	4	0	4
MTHN110	Algebra and Trigonometry	4	0	4
				<b>16</b>

## SPRING SEMESTER

CADN112	CADD II	3	4	5
MTTN118	Machining Technology	2	3	4
MDTN110	Automation Programming	3	1	3
SCIN130	Physics I	3	3	4
	OR			
SCIN150	Physical Science	3	2	4
				<b>16</b>

## SECOND YEAR - FALL SEMESTER

CADN215	CADD III (Pro E)	3	6	5
EETN131	Circuit Analysis I	3	3	4
EMTN203	Applied Mechanics I	3	1	3
General Education: Group A Elective		3	0	3
General Education: Group D Elective		3	0	3
				<b>18</b>

## SPRING SEMESTER

MDTN285	Design Capstone Project	3	2	4
EMTN204	Fluid Power Design	2	1	2
EMTN210	Applied Mechanics II	2	1	2
MTTN201	Lean and Green Manufacturing Methods	3	0	3
General Education: Group C Elective		3	0	3
General Education: Group F or G Elective		3	0	3
				<b>17</b>

**Total 67 Credits**

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.



# ASSOCIATE IN SCIENCE IN NURSING

(Day Program)

The mission of the Department of Nursing at Nashua Community College is to provide students the opportunity to earn an Associate in Science in Nursing, which prepares them to take the licensing exam (NCLEX-RN) to become Registered Nurses, for employment in entry-level positions in nursing, and for further education and professional development.

The program has Approval of the New Hampshire Board of Nursing and Accreditation from the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, [www.acenursing.org](http://www.acenursing.org).

## All Applicants for Admission to the Associate in Science in Nursing Program

Applicants seeking admission to the Associate in Science in Nursing must meet all general admission requirements of the College, as well as provide evidence of the following:

- High school or college credits in biology, algebra, chemistry, and English with grade of C or better.
- High performance on the Test of Essential Academic Skills V (TEAS V). The TEAS V is a standardized admission test from Assessment Technologies Institute™ (ATI). Test performance is measured relative to the applicant pool, by a minimum score over the fiftieth percentile in each of the subcategories on the test. The test subcategories are: Reading, Math, Science, and English/Language Usage. (see [www.atitesting.com](http://www.atitesting.com) for more information about preparing for this test).
- Two letters of professional reference on forms provided by the College.
- Ability to meet the Health, Character, and Technical Standards for the ASN Program (please see below).
- An applicant who has attended another nursing education program within the past five years must also submit a letter of reference from the director of the nursing program at the previous school.
- Nursing program applications must be completed by January 31st to be considered for acceptance in the fall class.
- Applicants meeting the above requirements will be ranked according to TEAS scores and previous college grade in Anatomy and Physiology I, using a point ranking system. TEAS V Science category scores over the 60th percentile rank will receive an additional point on the admission ranking scale.

## General Admission Requirements

- High school transcript or GED
- Application form with non-refundable \$20.00 fee
- Take Accuplacer if required

## ESOL Applicants

ESOL applicants must attain a minimum score of 83 on the Test of English as a Foreign Language (TOEFL iBT) as advised by the National Council of State Boards of Nursing ([www.ncsbn.org](http://www.ncsbn.org)).

## Selection Criteria

Preference will be given to applicants who:

- Are New Hampshire residents.
- Have a greater number of non-nursing courses completed relative to the applicant pool.
- Attain higher scores relative to the applicant pool on the TEAS V and TOEFL iBT (if required), using the admission ranking scale.
- Have a history of academic and/or work success.
- Have basic experience in health-related employment.
- Acceptance to the nursing program is conditional and based on a required satisfactory criminal background check.

Admission decisions will be made by the Vice President of Student Services and the Chairperson of the Department of Nursing. Enrollment capacity is limited, and admission is competitive. Qualified students who are not accepted in the initial selection process may be assigned to a prioritized waiting list based on the above criteria. They may be subsequently admitted if an opening becomes available prior to the beginning of the fall semester. The waiting list will be discarded once classes begin. Students still desiring admission must then reapply following the above procedure. Highly qualified students who have taken few or no non-nursing courses may be offered admission to a three-year program of study.

## Transfer Credit

Transcripts of previous college credits may be submitted to be evaluated for transferability. Science and Nursing credits may be no more than five years old with a minimum grade of B-.

## Licensed Practical Nurses

- Licensed Practical Nurses (LPN) with college credits in nursing completed in the past five years and with current nursing practice may be able to challenge by exam up to eight credits in nursing.
- Other college courses may be evaluated for transferability.
- The LPN may earn 4 credits applicable to NURN130 by taking the ATI Fundamentals of Nursing exam and scoring a minimum of Level 2. Satisfactory performance on a simulated patient care experience in the nursing laboratory may earn 4 credits applicable to NURN120. \* The LPN applicant must request ATI exam for advanced standing by May 1<sup>st</sup> in order to be exempt from NURN120 and 130.
- Graduates of practical nursing programs who meet criteria for admission to the Associate in Science in Nursing and have not yet taken NCLEX-PN may be considered.
- All general admission requirements of the College and admission requirements to the nursing program must be met, including scores from the Test of Essential Academic Skills V.

# NURSING cont.

## Health, Character, and Technical Standards for the Associate of Science in Nursing Program

Technical standards have been established to inform the student of minimum standards needed to satisfactorily function in the program and ultimately in the profession. Applicants who feel they may not be able to meet one or more of the technical standards listed below should contact program officials to discuss individual cases. All academically qualified candidates will be considered for admission provided the technical standards for classroom and clinical experiences can be met with reasonable accommodations.

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 stresses, 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. Attendance at classes and clinical experiences is expected. An additional clinical fee may be charged for any clinical make up time. Students are expected to provide their own transportation to all clinical experiences. Technical standards are listed below.

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, non-verbally, 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.

## Upon Acceptance

It is understood that acceptance is conditional upon submission of satisfactory evidence in the form of the following documents no later than August 1<sup>st</sup>.

- Evidence of current health status (student health form).
- A transcript demonstrating the completion of SCIN201 Anatomy and Physiology I with a minimum grade of B- and PSYN 101 Introduction to Psychology.
- Immunity or immunization against measles, mumps, rubella (MMR), varicella, hepatitis B, and Tdap. Annual influenza immunization is required for all nursing students.
- Two-year certification in cardiopulmonary resuscitation (CPR) at the healthcare provider level (American Heart Association, CPR for the Professional Rescuer).
- Mantoux testing to assess for prior tuberculosis exposure.
- Personal medical insurance. Students are responsible for obtaining and maintaining current accident/health insurance and must provide documentation of insurance coverage yearly. If health insurance information changes during the academic year, the student must notify the department of nursing immediately.

## In addition:

- A fee for nursing liability insurance will be assessed in the second semester tuition bill. Additional fees apply for nursing students. These may include but are not limited to: Assessment Technologies Institute® (ATI) testing package, Criminal Background Check Fees and DocuCare Electronic Medical Record (EMR) software license fee.
- Additional requirements include uniform, stethoscope, watch with a second hand, textbooks, skills lab kit and supplies for lab practice, and testing materials. There will also be occasional fees for field trips, as well as for end-of-program activities and licensure. A list of additional costs for the program is available upon request.
- The Background Check, which may include drug/alcohol screening, is due within thirty days of receipt of conditional acceptance. Instructions will be provided. Random or pre-clinical drug/alcohol screening may occur at any point throughout the program. The cost of any drug/alcohol testing is borne by the student.

# NURSING cont.

## Criminal/Legal Records

Licensing regulations differ among states and may restrict licensure of applicants who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to the New Hampshire Board of Nursing, 121 South Fruit Street, Concord, NH 03301 or to the Board of Nursing in the state in which licensure is desired. An annual Background Check which may include drug screening may be required prior to employment and/or attendance at clinical experiences. Please contact the Board of Nursing in the state in which practice is planned regarding licensure requirements, since there are differences among states. Completion of the program does not guarantee RN licensure.

## 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 B- in Anatomy and Physiology I and II, Microbiology, and in all nursing courses in order to progress in the program. Courses in nursing are taken sequentially and most of them include a clinical component. Degree requirements must be completed within five years of entering the first nursing course. Students must anticipate a schedule of three to five days a week for the nursing courses with a possibility of evening clinical assignments. Employment of more than twenty hours per week is discouraged due to the commitment required for success in the program. Many students choose to take most or all of the non-nursing courses prior to beginning the first course in nursing. Students who do not meet criteria for progression may seek re-entry at the point of last success on a space-available basis. A student may be granted only one opportunity to re-enter 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, Plymouth State College, Rivier University, Southern NH University, St. Anselm's College and St. Joseph College of Maine. Students planning to continue their education toward the Bachelor's or Masters 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.

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 health care 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 health care 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 ways using written, verbal, non-verbal, and electronic modalities.
6. Demonstrate accountability for professional practice using legal, ethical, and regulatory guidelines and participate in activities that contribute to life-long learning.



# NURSING cont.

## NURSING Two Year Curriculum Plan

### Prerequisite

for NURN120 and NURN130:

		CL	LAB	CR
SCIN201	Anatomy & Physiology I	3	3	4
PSYN101	Intro to Psychology	3	0	3
				<u>7</u>

### FIRST YEAR - FALL SEMESTER

ENGN101	College Composition I	4	0	4
SCIN202	Anatomy & Physiology II	3	3	4
PSYN201	Human Growth and Development	3	0	3
NURN120	Fundamental Nursing Skills**	0	12	4
NURN130	Concepts for Nursing Practice**	4	0	4
				<u>19</u>

### SPRING SEMESTER

NURN140	Nursing Care I: Concepts and Skills	4	15	9
NURN230	Pharmacology for Nursing Practice	3	0	3
SCIN215	Microbiology	3	3	4
General Education: Group E Elective	(MTHN106 preferred)	4	0	4
				<u>20</u>

### SECOND YEAR - FALL SEMESTER

NURN220	Nursing Care II: Concepts and Skills	4	18	10
General Education: Group A Elective		3	0	3
				<u>13</u>

### SPRING SEMESTER

NURN240	Management of Nursing Care Across the Lifespan	4	18	10
General Education: Group F or G Elective		3	0	3
				<u>13</u>

**Total 72 Credits**

\*\*LPNs may challenge by exam

## NURSING Three Year Curriculum Plan

### FIRST YEAR - FALL SEMESTER

SCIN201	Anatomy & Physiology I	3	3	4
ENGN101	College Composition I	4	0	4
General Education: Group E Elective*		4	0	4
				<u>12</u>

### SPRING SEMESTER

SCIN202	Anatomy & Physiology II	3	3	4
PSYN101	Introduction to Psychology	3	0	3
General Education: Group A Elective		3	0	3
General Education: Group F or G Elective		3	0	3
				<u>13</u>

### SUMMER

SCIN215	Microbiology	3	3	4
				<u>4</u>

### SECOND YEAR - FALL SEMESTER

PSYN201	Human Growth and Development	3	0	3
NURN120	Fundamental Nursing Skills	0	12	4
NURN130	Concepts for Nursing Practice	4	0	4
				<u>11</u>

### SPRING SEMESTER

NURN140	Nursing Care I: Concepts and Skills	4	15	9
NURN230	Pharmacology for Nursing Practice	3	0	3
				<u>12</u>

### THIRD YEAR - FALL SEMESTER

NURN220	Nursing Care II: Concepts and Skills	4	18	10
				<u>10</u>

### SPRING SEMESTER

NURN240	Management of Nursing Care Across the Lifespan	4	18	10
				<u>10</u>

**Total 72 Credits**

\*MTHN106 suggested



# ASSOCIATE IN SCIENCE 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/ Internship Considerations section of this Catalog for details regarding this program and course description for PLSN290.



All paralegal courses are taught by experienced 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.

# PARALEGAL STUDIES cont.

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 socio-economic 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.

## SECOND YEAR - SPRING SEMESTER

PLSN240	Probate, Estates and Trusts	3	0	3
PLSN260	Criminal Law	3	0	3
PLSN290	Paralegal Internship and Seminar	1	8	3
	OR			
PLSN280	Paralegal Capstone	3	0	3
	General Education: Group B Elective****	3	0	<u>3</u>
				<b>12</b>

### Total 64 Credits

\*MTHN106, 110, or 115 are recommended.

\*\*HUMN110, 230, or 109 recommended.

\*\*\* Any language recommended.

\*\*\*\*SCIN120 3 credits; or SCIN111 (lab) 4 credits recommended.

## PARALEGAL STUDIES ASSOCIATE DEGREE

### FIRST YEAR - FALL SEMESTER

(EVENING PROGRAM)

		CL	LAB	CR
ACCN101	Financial Accounting I	4	1	4
PLSN101	Basic Legal Studies			
	<i>(1st half semester)</i>	3	0	3
PLSN102	Legal Research and Writing			
	<i>(2nd half semester)</i>	3	0	3
BCPN101	Computer Technology and Applications	2	2	3
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	<u>1</u>
				<b>18</b>

### SPRING SEMESTER

ENGN103	Professional Writing and Presentations	3	0	3
PSYN130	Human Relations	3	0	3
PLSN230	Contracts and Business Organizations			
	<i>(1st half semester)</i>	3	0	3
PLSN250	Family Law			
	<i>(2nd half semester)</i>	3	0	3
	General Education: Group E Elective*	4	0	<u>4</u>
				<b>16</b>

### SECOND YEAR - FALL SEMESTER

ENGN109	Oral Communication	3	0	3
PLSN210	Litigation & Trial Preparation	3	0	3
PLSN220	Real Estate Law	3	0	3
HISN241	American Constitutional History	3	0	3
BCPN119	Software Applications	2	2	3
	General Education: Group F** or G*** Elective	3	0	<u>3</u>
				<b>18</b>



## PARALEGAL CERTIFICATE\*

(Evening Program)

		CL	LAB	CR
ENGN101	College Composition	4	0	4
PLSN101	Basic Legal Studies	3	0	3
PLSN102	Legal Research & Writing	3	0	3
PLSN230	Contracts and Business Organizations	3	0	3
PLSN220	Real Estate Law	3	0	3
PLSN210	Litigation & Trial Preparation	3	0	3
PLSN240	Probate, Estates and Trusts	3	0	3
PLSN250	Family Law	3	0	3
PLSN260	Criminal Law	3	0	3

### Total 28 Credits

\* Note: Paralegal Certificate courses offered and to be taken in same semesters listed under Associate Degree.

# ASSOCIATE IN SCIENCE 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 1 for details regarding this program.

## PRECISION MANUFACTURING FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
MTTN101	Manufacturing Processes	3	0	3
MTTN111	Machine Tool Processes and Theory I	3	9	7
ENGN101	College Composition	4	0	4
LEXN101	First Year Experience	1	0	1
MTHN110	Algebra and Trigonometry - OR -	4	0	4
MTHN105	Technical Mathematics	4	0	4
				<b>19</b>

### SPRING SEMESTER

MTTN122	Machine Tool Processes and Theory II	3	9	7
CADN131	Technical Drawing	2	3	3
MTTN123	Principles of CNC	2	3	3
General Education: Group A Elective		3	0	3
General Education: Group B Elective		4	0	4
				<b>20</b>

## SECOND YEAR - FALL SEMESTER

MTTN231	Adv Machine Tool Processes and Theory I	3	9	7
MTTN223	Computer Aided Manufacturing	2	3	3
General Education: Group B Elective		3	0	3
General Education: Group C Elective		3	0	3
				<b>16</b>

### SPRING SEMESTER

MTTN232	Advanced Machine Tool Processes and Theory II: A Capstone Experience	3	9	7
MTTN201	Lean and Green Manufacturing Methods	3	0	3
General Education: Group D Elective		3	0	3
General Education: Group F or G Elective		3	0	3
				<b>16</b>

**Total 71 Credits**

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.

# MACHINE TOOL TECHNOLOGY CNC PROGRAMMING CERTIFICATE

(Day/Evening Program)

		CL	LAB	CR
MTTN101	Manufacturing Processes	3	0	3
MTTN111	Machine Tool Processes and Theory I	3	9	7
MTHN110	Algebra and Trigonometry OR			
MTHN 105	Technical Math	4	0	4
MTTN122	Machine Tool Processes and Theory II	3	9	7
CADN131	Technical Drawing	2	3	3
MTTN123	Principles of CNC	2	3	3
MTTN231	Advanced MTP and Theory I	3	9	7
MTTN223	Computer Aided MFR	2	3	3
General Education: Group B Elective		4	0	4
MTTN232	Adv. MTP and Theory II	3	9	7

**Total 48 Credits**



# ASSOCIATE IN SCIENCE 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++
- Data Structures such as stacks, queues, and linked lists
- Object oriented programming
- Windows programming using VB.net
- Systems Analysis including Data Flow & Use Case/Class design
- Database design and management
- Overview of basic networking

**Technical Standards:** Please refer to Technical Standards Section 6 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. Identify the benefits of quality, timeliness and continuous improvement in regards to software development
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 software development team.
8. Articulate an understanding of the need for life-long learning.
9. Demonstrate an understanding of diversity through interaction with project teammates.
10. Develop software programs that reflect the application of up-to-date tools and techniques of the discipline.

## SOFTWARE DEVELOPMENT FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
CPTN106	Introduction to Software and Web Development	3	0	3
CPTN102	Website Development I	2	2	3
CPTN161	Introduction to Programming: Using Visual Basic	2	2	3
MTHN110	Algebra and Trigonometry	4	0	<u>4</u>
				<b>17</b>

## SPRING SEMESTER

CPTN175	Intermediate Programming: Using C++	2	2	3
CPTN140	Essentials of Systems Analysis	2	2	3
CPTN116	Networking Basics	2	2	3
MTHN170	Discrete Mathematics	4	0	4
CPTN103	Website Development II	2	2	3
	General Education: Group A Elective	3	0	<u>3</u>
				<b>19</b>

## SECOND YEAR - FALL SEMESTER

XXXXxxx	Elective in Major*	2	2	3
CPTN207	Database Design and Management	2	2	3
CPTN230	Advanced Programming: Using C++	2	2	3
	General Education: Group B Elective	4	0	4
	General Education: Group D Elective	3	0	<u>3</u>
				<b>16</b>

## SPRING SEMESTER

CPTN278	Data Structures: Using C++	2	2	3
XXXXxxx	Elective in Major*	2	2	3
	General Education: Group C Elective	3	0	3
	General Education: Group F or G Elective	3	0	3
CPTN290	Computer Science Internship	1	8	3
	OR			
CPTN285	Senior Software Development Lab: A Capstone Experience	2	2	<u>3</u>
				<b>15</b>

**Total 67 Credits**

\*Includes CPTN, MTHN, BCPN



# ASSOCIATE IN SCIENCE IN SPEECH–LANGUAGE PATHOLOGY ASSISTANT (Evening Program)

Communication is one of the most critical elements of human existence. The Associate in Science Degree program for Speech-Language Pathology Assistants prepares students to work with individuals who have communication disorders under the supervision of an ASHA-certified, state-licensed speech-language pathologist. Graduates from this program are eligible for certification through the NH Office of Licensed Allied Health Professionals.

The role of the speech-language pathologist has expanded beyond service provision to include administrative, managerial, and supervisory responsibilities. The appropriate use of speech-language pathology assistants is one means to meet the demands and to extend service delivery to persons with communication disorders in a cost-efficient fashion. Job opportunities for speech-language pathology assistants (SLPAs) are growing with the increased demand for speech-language pathologists. Most current positions in New Hampshire are within school districts, although the opportunity for employment in health care settings is growing.

The Speech-Language Pathology Assistant Program at NCC has been designed following the American Speech-Hearing-Language Association's Guidelines for the Training, Use, and Supervision of Speech-Language Pathology Assistants.

Students are advised that public schools, nursing homes and rehabilitation facilities require a criminal background check before allowing students to participate in learning experiences at their locations. Students are responsible for any fees that may be incurred in meeting this requirement.

The College must ensure that students in the program do not put themselves or anyone else in jeopardy during classroom observations, participation in fieldwork activities, or Service Learning experiences. Therefore, students must demonstrate sufficient emotional and physical ability to respond quickly and appropriately to unexpected events. In addition, speech-language pathology assistant students need to have excellent communication skills (verbal and non-verbal), empathy, tolerance, patience and creativity. Furthermore, students are 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/clients, their families, agency staff, faculty, and classmates.

Attendance at classes and clinical experiences is expected.

Applicants to the program must meet the general requirements for admission to the College as well.

The mission of the Speech-Language Pathology Assistant Program is:

- To prepare post-secondary students to ethically and competently assist in the practice of speech-language pathology under the direction and supervision of a state-licensed, ASHA-certified Speech-Language Pathologist.
- To provide a base in scientific and cultural foundations of a liberal education.

- To help students be productive and contributing members of society.
- To promote life-long learning through the acquisition of values, skills, and attitudes beneficial to both themselves and others.

An interview with the Speech-Language Pathology Program Coordinator is required for admission into the program. Applicants to the program must meet the general requirements for admission to the College as well. Students must maintain a C or above in all Speech-Language Pathology Assistant courses in order to enroll in SLPN291/SLPN292 Practicum or SLPN290 Capstone Seminar.

**Technical Standards:** Please refer to Technical Standards Section 10 for details regarding this program.

Upon the completion of the degree in **Speech-Language Pathology Assistant**, graduates will be able to:

1. Communicate effectively and professionally, both orally and in writing, with children or adults and their families, as well as colleagues, supervisors, and other professionals, while always directing inquiries for clinical information to the supervising speech-language pathologist.
2. Demonstrate comprehension of and skill utilizing a variety of research methods and scientific inquiry in order to evaluate information critically.
3. Apply the logic of mathematical reasoning and demonstrate proficiency in computational methods and mathematical concepts and applications.
4. Apply critical thinking skills to solve problems, to evaluate arguments and chains of reasoning, and to interpret information.
5. Demonstrate the ability to use contemporary information technology to gather information resources for personal and professional obligations.
6. Demonstrate an understanding of and reasoning ability about contemporary ethical issues and values.
7. Describe developmental patterns of the acquisition of sounds, words, grammatical and syntactical forms, semantics, the receptive and expressive use of language and pragmatic skills.
8. Demonstrate understanding of the basic etiology and symptomology of communication disorders, including developmental delays, voice, language, articulation, phonology, fluency, neurological impairment and hearing impairment.
9. Identify various language and cultural diversities and demonstrate awareness and understanding of student/patient/client needs and cultural values.
10. Describe the general principles of therapeutic intervention and identify the scope, the roles, and major issues of therapy in a variety of settings, age/grade levels, types of treatment, and supervision models used as related to speech and language therapy.
11. Follow documented individual education plans or protocols (IEPs, IFSPs) developed by the supervising speech-language pathologist as well as plan and implement therapy for specific, common problems under the direct supervision of a speech-language pathologist.
12. Document student/patient/client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and report this information to the supervising speech-language pathologist.
13. Write clear and concise reports of treatment sessions.
14. Exhibit compliance with regulations, reimbursement requirements, and the speech-language pathology assistant's job responsibilities.

# SPEECH-LANGUAGE PATHOLOGY ASSISTANT cont.

## SPEECH-LANGUAGE PATHOLOGY ASSISTANT (Evening Program)

### FIRST YEAR – FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
BCPN101	Computer Technology and Applications	2	2	3
SLPN111	Speech and Language Development <i>(1st half-semester)</i>	3	0	3
SLPN114*	Survey of Communication Disorders <i>(2nd half-semester)</i>	3	0	3
General Education: Group E Elective		4	0	<u>4</u>
				17

### SPRING SEMESTER

PSYN101	Introduction to Psychology	3	0	3
PSYN206*	Learning and Behavior	3	0	3
SLPN112	Anatomy and Physiology of Speech and Hearing Mechanism <i>(1st half-semester)</i>	3	0	3
SLPN121*	Language Disorders <i>(2nd half-semester)</i>	3	0	3
General Education: Group A Elective		3	0	<u>3</u>
				15

### SUMMER SEMESTER

SLPN115	Phonetics <i>(1st half-semester)</i>	3	0	3
SLPN123*	Articulation and Phonological Disorders <i>(2nd half-semester)</i>	3	0	3
SLPN210*	Communication Aspects of Autism Spectrum Disorders OR General Education: Open Elective	3	0	<u>3</u>
				9

### SECOND YEAR – FALL SEMESTER

PSYN201	Human Growth and Development	3	0	3
SLPN220*	Advanced Communication Disorders <i>(1st half-semester)</i>	3	0	3
SLPN221*	Clinical Procedures in Speech- Language Pathology <i>(2nd half-semester)</i>	3	0	3
General Education: Group D Elective		3	0	3
General Education: Group F or G Elective		3	0	<u>3</u>
				15

### SPRING SEMESTER

SLPN290*	Capstone Seminar in Communication Disorders	2	0	2
SLPN291*	Speech-Language Pathology Assistant Practicum I <i>(1st half-semester)</i>	0	3	1
SLPN292*	Speech-Language Pathology Assistant Practicum II <i>(2nd half-semester)</i>	0	6	2
General Education Group A-G Elective		3	0	3
General Education: Group B Elective <i>(Lab Science)</i>		3	2	<u>4</u>
				12

**Total 68 Credits**

\* Please check course descriptions for prerequisites for these courses.

\*\* MTHN 106 suggested.



# ASSOCIATE IN ARTS IN TEACHER EDUCATION

(Day/Evening Program)

The Associate in Arts Degree in Teacher Education offered by Nashua Community College is designed to prepare students to work as certified Paraeducators or to transfer to Teacher Education Programs at four-year colleges and universities.

The Teacher Education program has been designed using the NH Department of Education Professional Preparation Educator Programs standards and the recommendations of the NH Task Force on Effective Teaching. The degree establishes requirements in three areas: 1) general education; 2) teacher education; and 3) a major 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. Teacher education courses for area two are designed first to help students determine if teaching is a career of interest; to provide beginning knowledge, skills and dispositions of effective teachers as they prepare to transfer to four-year institutions; and to offer the entry level courses which transfer to most four-year colleges/universities. At the beginning of their Teacher Education program all students should also select a major area of concentration from one of the following areas: Humanities, Fine Arts, Social sciences, mathematics, or sciences or an interdisciplinary program.

Field-based experiences are required in some Teacher Education courses. Students are expected to provide their own transportation to these sites. Professional language, behavior and dress are expected at all sites. Students must demonstrate that they have sufficient social, emotional, and physical ability to respond quickly and appropriately to unexpected student and classroom situations. Additional Technical Skills are identified on page 84.

Students should be advised that laws require those working in a public school setting be free of criminal convictions and be fingerprinted as outlined in RSA189:13. There may be a fee for fingerprinting for NCC Teacher Education students prior to beginning school observations.

NCC Students are required to pass the Praxis Core Academic Skills for Educators prior to graduation. Electives should be taken that assure students are able to meet this requirement. Students should be aware that GPA requirements for admissions to four-year Teacher Education programs are generally 2.5 or higher.

Because each four-year institution has unique requirements for its Teacher Education 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 Coordinator of Teacher Education to be sure their planned program will prepare them for their futures.



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

1. Demonstrate an awareness of and a beginning understanding of the teaching profession in regard to its historical context, the implications of the profession, and the role played by various educational delivery systems in contemporary society;
2. Articulate a beginning philosophy of education that incorporates an understanding of relevant theories and models of education and addresses the needs of diverse learners in the 21st century environment;
3. Demonstrate comprehensive knowledge and skills of literature, science, mathematics, social sciences, and humanities, fine arts/world language and the ways in which society transfers such knowledge to its youth;
4. Demonstrate the ability to make informed decisions in regard to an in-depth study in a particular area based on the student's chosen goals, teaching field, and the need for continued learning;
5. Demonstrate an appreciation for and the beginning knowledge of the skills and dispositions of a highly effective teacher based upon the NH Department of Education Certification of Educational Personnel and related requirements;
6. Demonstrate a beginning understanding and knowledge of curriculum, instruction and assessment as it aligns with requirements of the New Hampshire Department of Education standards.

# TEACHER EDUCATION cont.

## TEACHER EDUCATION CONCENTRATION

### FIRST YEAR – FALL SEMESTER

		CL	LAB	CR
EDUN130	Foundations of Education	3	0	3
ENGN101	College Composition	4	0	4
PSYN101	Introduction to Psychology	3	0	3
EDUN131	Teaching with Technology	2	2	3
Elective	General Elective F or G (see advisor)	3	0	3
				<u>16</u>

### SPRING SEMESTER

EDUN132	Introduction to Exceptionalities	3	0	3
Elective	General Elective Group A	3	0	3
Elective	General Elective Group E (Statistics course recommended)	4	0	4
Elective	Group D Elective (see advisor)	3	0	3
Elective	Group F or G Elective (see advisor)	3	0	3
				<u>16</u>

### SECOND YEAR – FALL SEMESTER

EDUN240	Creating Positive Learning Environments	3	0	3
PSYN201	Human Growth and Development	3	0	3
Elective	General elective Group B Lab Science	3	2	4
Elective	General elective Group F or G (see advisor)	3	0	3
Elective	Major concentration	3	0	3
				<u>16</u>

### SPRING SEMESTER

EDUN295	Elementary Curriculum, Instruction and Assessment	3	0	3
	or			
EDUN296	Secondary Curriculum, Instruction and Assessment			
Elective	General Elective Group E (MTHN110 or higher recommended)	4	0	4
Elective	General elective Group B Lab Science	3	2	4
Elective	Major Concentration	3	0	3
Elective	Major Concentration	3	0	3
				<u>17</u>

### Minimum Total 65

Notes: Expectations for four-year institutions vary. Students should investigate their future choice(s) in four-year institutions to determine elective coursework and meet with an advisor to discuss all course selections. Course selections should prepare students to pass Praxis Core of Academic Skills for Educators prior to graduation. For assistance, contact Academic Advising or the Coordinator for Teacher Education.



# ASSOCIATE IN SCIENCE 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
- XHTML/CSS
- Programming Languages such as JAVAScript, C++, PHP, and SQL
- Systems Analysis including data flow and use case/class design
- Database Design

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 5 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 life-long 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.

## WEBSITE DEVELOPMENT

### FIRST YEAR - FALL SEMESTER

		CL	LAB	CR
ENGN101	College Composition	4	0	4
CPTN106	Introduction to Software and Web Development	2	3	3
CPTN102	Website Development I	2	2	3
CPTN161	Introduction to Programming Using Visual Basic	2	2	3
MTHN110	Algebra and Trigonometry	4	0	<u>4</u>
				<b>17</b>

### SPRING SEMESTER

CPTN175	Intermediate Programming: Using C++	2	2	3
CPTN140	Essentials of Systems Analysis	2	2	3
CPTN116	Networking Basics	2	2	3
MTHN170	Discrete Mathematics	4	0	4
CPTN103	Website Development II	2	2	3
FARN120	Introduction to Graphic Design Theory	2	2	<u>3</u>
				<b>19</b>

### SECOND YEAR - FALL SEMESTER

CPTN201	Client-Side Scripting Using JavaScript	2	2	3
CPTN203	Introduction to UNIX	2	2	3
CPTN207	Database Design and Management	2	2	3
General Education: Group A Elective		2	2	3
General Education: Group B Elective		3	2	<u>4</u>
				<b>16</b>

### SPRING SEMESTER

CPTN202	Java Programming	2	2	3
CPTN206	Server-Side Scripting Using PHP	2	2	3
General Education: Group C Elective		3	0	3
General Education: Group D Elective		3	0	3
CPTN290	Computer Science Internship OR	1	8	3
CPTN284	Senior Website Development Lab: A Capstone Experience	2	2	<u>3</u>
				<b>15</b>

**Total 67 Credits**



# CERTIFICATES

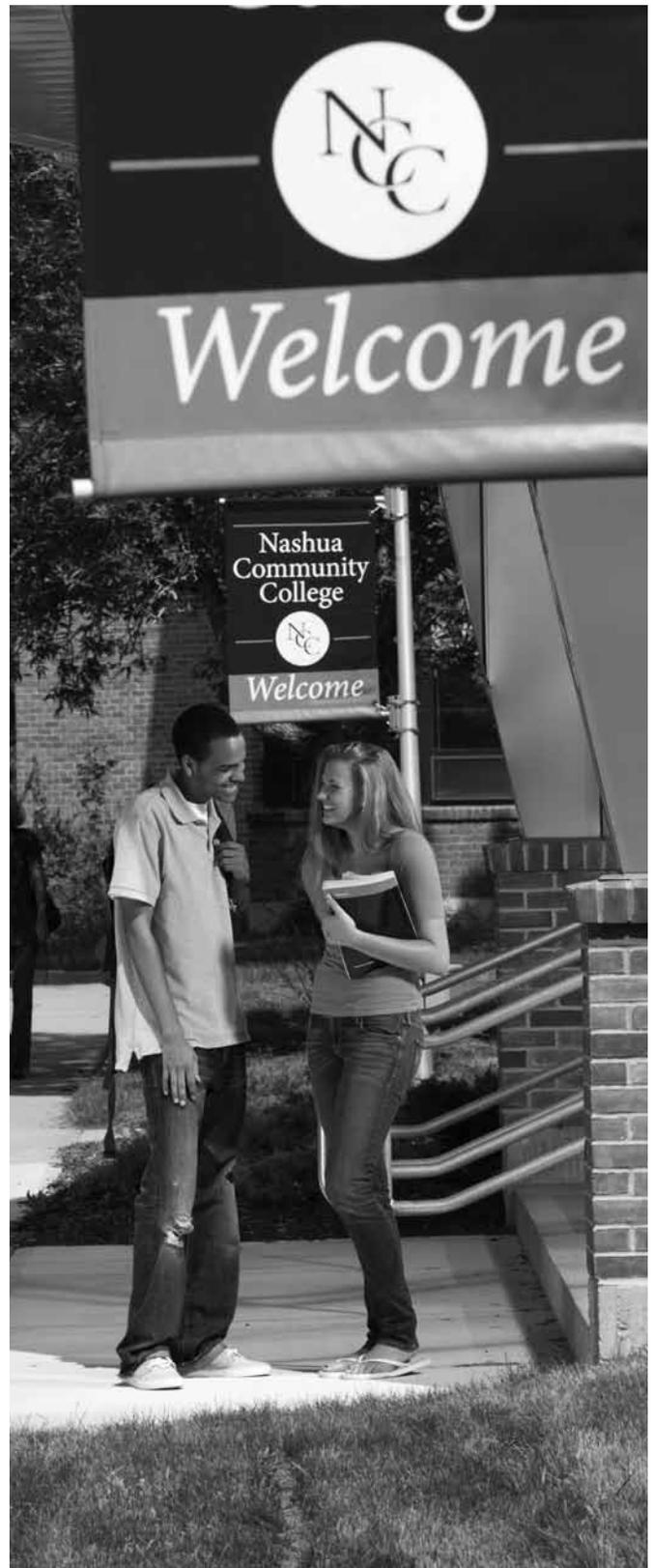
## SIGN LANGUAGE STUDIES CERTIFICATE (EVENING PROGRAM)

This program is designed to prepare individuals for jobs providing support services to the hearing impaired. 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.

### SIGN LANGUAGE CERTIFICATE

		CL	LAB	CR
SOCN101	Introduction to Sociology			
	OR			
PSYN101	Introduction to Psychology	3	0	3
ENGN101	College Composition	4	0	4
LNGN120	Sign Language I	3	0	3
SOCN206	Sociology of Deaf Culture	3	0	3
LNGN121	Sign Language II	3	0	3
LNGN220	Sign Language III	3	0	3
LNGN221	Sign Language IV	3	0	3
SNLN201	Deaf and Hearing Cultural Interactions	3	0	3

**Total 25 Credits**



# Technical Standards

## Section 1: Advanced Machine Tool 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
- 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 drivers 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: Electronic Engineering Technology

- Have command of the English language

- Have reading comprehension skills sufficient to read and comprehend manuals and textbooks
- Have commutation 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 6: Computer Science

- 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 7: 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 8: Liberal Arts/General Studies/Business

- Read and comprehend textbooks and materials at the 11th grade level
- Communicate and assimilate information either in spoken or printed format or through the use of adaptive equipment
- Engage in active listening
- Gather, analyze, and draw conclusions from data using deductive and inductive reasoning
- Exercise effective time management skills
- Follow written instructions with minimal supervision, meet deadlines, and work in a project based environment
- See, hear, and speak well enough to understand information and to be understood by others with reasonable accommodations.

### Section 9: Massage Therapy

- Technical standards have been established to inform the student of minimum standards needed to satisfactorily function in the program and ultimately in the massage profession. Applicants who feel they may not be able to meet one or more of the technical standards listed below should contact the program director for clarification. A personal meeting with the massage therapy program director is required as part of the program's acceptance process.
- The CCSNH system must ensure that clients in clinical internship settings are not placed at risk by students during any learning experience. Therefore, students in service learning and clinical internships must demonstrate emotional stability that characterizes the responsibilities associated with client care. The student is expected to have the emotional intelligence required to exercise sound judgment, accept direction and guidance from a mentor or faculty member, and be able to establish rapport with clients, faculty, staff, classmates and other colleagues.
- All students must be in good physical and mental health to meet program objectives. Attendance at all classes are required and clinical internship hours are mandated by NH Dept. of Health and Human Services. Technical standards for the massage therapy department follow:
- Sufficient emotional maturity to work in a classroom setting where massage techniques are introduced, practiced, and exchanged between male and female students;
- Sufficient verbal skills and maturity to communicate professionally during class, internship sessions and to collaborate knowledgeably with other healthcare professionals;
- Ability to write effectively and communicate clearly in English for client SOAP notes, projects, papers, research abstracts, etc.;
- Sufficient speech and language ability to express, comprehend, and exchange information and ideas in English verbally, non-verbally, and in writing, and to interact clearly and

- logically with clients, faculty, mentors and classmates;
- Ability to assess with sufficient tactile ability the delivery of the five strokes of massage and range of motion through pressure, positioning, vibration, percussion and movement;
- Sufficient emotional maturity to exhibit empathy and compassion, to maintain professional relationships in classroom and clinical settings, and to integrate direction, instruction, and criticism into behavior;
- Sufficient physical strength, endurance, and motor coordination to perform the following activities: participation in long classroom hours and service learning events; fine and gross motor skills to perform massage techniques; ability to lift up to fifty pounds; stamina to complete a 60 minute massage session; and ability to perform CPR during internship;
- Ability to implement, practice and fully incorporate into applicants behavior the standards of practice and ethics as outlined by AMTA (American Massage Therapy Association) and ABMP (Associated Bodyworkers and Massage Professionals);
- A criminal background check may be requested at any time and is the responsibility of the student. Applicants who have felonies or misdemeanors may not be eligible for national exam testing boards or state licensure. Applicants need to discuss these matters during the personal interview with the program coordinator.

### **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 11: Speech-Language Pathology Assistant**

Students in the Speech-Language Pathology Assistant 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
- Frequent lifting, moving and transferring children, especially infants and toddlers
- Sufficient hearing acuity to determine slight differences between spoken English sounds

- 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 an 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 treatment activities and progress
- Ability to accurately produce the sounds of spoken English
- Ability to respond to a client's personal needs in a manner that safeguards the health and safety of the student, client and staff
- Ability to maintain proper boundaries in both the school and home environments.

### **Section 12: Teacher Education**

Character Expectations: The health and safety of children, adolescents and other learners is of paramount concern to the Education program. Applicants for teaching positions in public and private schools in New Hampshire should be aware that background checks through the New Hampshire Department of Safety must be completed by potential employers prior to employment. Applicants, who have been in difficulty with the law, depending upon the nature of their experience, may not be employable or even eligible for field experience. Applicants are advised that such matters may be discussed during an admission interview so that future goals to be a teacher will not be compromised.

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

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

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

# Course Descriptions

## ACCOUNTING

### **ACCN101 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.

### **ACCN102 Financial Accounting II 4 Credits**

This course is a continuation of ACCN101. Current and long-term assets are studied along with liabilities and owners' 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: ACCN101. Placement score equivalent to MTHN099.

### **ACCN201 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: ACCN102

### **ACCN202 Intermediate Accounting II 4 Credits**

This course is a continuation of ACCN201. 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: ACCN201

### **ACCN204 Introduction to Finance 3 Credits**

This course is designed to acquaint the student with the manner in which the financial system functions and with the techniques used to reach financial decisions. Major topics to be studied include financial markets, financial performance, securities valuation, capital budgeting, and asset management. A conceptual understanding of the financial decision-making process is developed. Prerequisites: ACCN102, math elective

### **ACCN206 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: ACCN102

### **ACCN208 Investments 3 Credits**

The successful completion of this course will provide the student with a working knowledge of various investment alternatives including but not limited to stocks, bonds, mutual funds, options, and real estate. Investing is focused on long term issues. What should we invest our resources in, when should we make the investment, and why is the investment a sound idea are concepts which will be explored in the course. Prerequisites: ACCN101, math elective

### **ACCN210 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: MTHN099, ACCN102

### **ACCN214 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: ACCN201, ACCN206

### **ACCN290 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.

## AUTOMOTIVE

### **AUTN106 Internal Combustion Engine 3 Credits**

This course examines the basic principles of automotive engines, their operating systems, and related physical properties. This basic engine theory is the foundation for many of the more advanced automotive subjects. The lab element of this course exposes the students to the construction methods, precision measurements, and tolerances related to engine design.

### **AUTN113 Automotive Electricity and 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, and repair techniques for electrical harnesses and components will be covered.

### **AUTN114 Automotive Suspension and Steering 4 Credits**

An introduction to automotive suspension systems, front-end alignment and wheel balance. The course includes the repair of suspension systems and the development of skills in wheel alignment, wheel balancing, and SRS system service. Prerequisites: AUTN121

### **AUTN115 Advanced Automotive Electricity and Electronics 3 Credits**

The course includes operating principles and troubleshooting of various systems, including charging systems, body computers, multiplexing, keyless entry, etc. On-board diagnostics related to these systems will be covered. Prerequisite: AUTN113

### **AUTN121 Automotive Service and Maintenance 4 Credits**

The study and development of skills in automotive maintenance and preventive maintenance procedures such as engine lubrication, exhaust systems, automatic and manual transmission service, cooling systems, front and rear differential service, tire rotation and balance, and state motor vehicle inspection procedures, engine drive belt and timing belt service, accessory installation and automotive welding fundamentals. **A student must earn a "C" or better to achieve a passing grade in this course.** This course contains a service learning opportunity.

**AUTN122 Automotive Brake 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 and the machining of brake drums and rotors. Prerequisites: AUTN106, AUTN113, AUTN121

**AUTN210 Engine Performance I 3 Credits**

The principles of automotive ignition systems from distributor-controlled through electronic and computer-controlled systems are covered. Emphasis is placed on on-board diagnostic systems and the use of portable test equipment. The theory and operation of computer control of other vehicle functions is also discussed. Prerequisites: AUTN106, AUTN113, AUTN115, AUTN121

**AUTN215 Engine Performance II 3 Credits**

A study of automotive fuel injection, computerized engine management and emission control systems beginning with the fundamentals of engine fuel requirements progressing to OBD-II multi-port injection systems. An emphasis on diagnosis and testing of the various systems using scan tools, lab scopes and on-board testing systems are covered. Prerequisites: AUTN106, AUTN113, AUTN115, AUTN121, AUTN210

**AUTN221 Automotive Heating and Air Conditioning 3 Credits**

The theory and operation of automotive heating, ventilation and air conditioning systems will be covered including safety, maintenance, adjustment, diagnosis and repair. Major areas of study will include automotive ventilation systems, heating, systems, heating and air conditioning theory, R12 and R134 air conditioning systems, automatic climate control systems, air conditioning component repair and replacement procedures, refrigerant safety, recovery, recycling and recharge, R12 and R134 retrofit, manual and automatic heating, ventilation and air conditioning controls and add-on air conditioning installation. Prerequisites: AUTN121, AUTN113; Co-requisite: SCIN150

**AUTN226 Automotive Power Trains 4 Credits**

The study of principles employed in the transference of engine power through transmission to final drive units on both front and rear wheel drive cars. It includes the maintenance and repair of clutches, manual transmissions, drive shaft assemblies and differentials. Prerequisites: AUTN106, AUTN121

**AUTN227 Automatic Transmissions 4 Credits**

The theory of operation and overhaul of automatic transmissions. The course includes the diagnosis, disassembly and repair, adjustment and reassembly of automatic transmission units. Prerequisites: AUTN106, AUTN113, AUTN121

**AUTN228 Automotive Engine Repair: A Capstone Course 4 Credits**

This course is a study of the practical application of skills learned throughout the student's studies to a cumulative capstone project. The students will use previously learned skills to remove, diagnose, rebuild and reassemble a complete automotive engine. The final project will encompass all previously learned skills and apply them to demonstrate a complete knowledge of proper shop procedures and operations. This course involves a capstone exercise. Prerequisites: AUTN106, AUTN115, AUTN121, AUTN215, SCIN150

**AVIATION TECHNOLOGY****AVTN101 Maintenance Forms and 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.

**AVTN102 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.

**AVTN103 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 non-structural applications and welding are covered. In addition the following materials and their repair procedures will be covered: honeycomb, fiberglass, plastic and laminated surfaces. Prerequisites: AVTN102, AVTN108

**AVTN104 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 non-destructive tests and interpretation of the results. Ground operation and servicing as well as corrosion control will be presented.

**AVTN105 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.

**AVTN106 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.

**AVTN107 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: AVTN106

**AVTN108 Aviation Drafting and 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.

**AVTN202 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 manufacturers' service instructions, fundamentals of navi-

gation-communication equipment, antenna installation and theory, as well as the operation of the auto pilot systems will be covered in the course. Prerequisite: AVTN106

**AVTN203 Hydraulics and 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.

**AVTN204 Assembly and 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: AVTN101, AVTN203

**AVTN206 Reciprocating Engines I 5 Credits**

This course is a study of construction, operation and timing mechanisms associated with aircraft reciprocating powerplants. Disassembly, cleaning, measuring, inspecting and reassembly of a powerplant in accordance with appropriate FAA and manufacturers' regulations and practices will be covered. Additionally, engine oil systems and oil system maintenance practices will be studied. Prerequisites: AVTN104, AVTN203

**AVTN207 Reciprocating Engines II 5 Credits**

More advanced areas of internal combustion engines are presented including inspections, troubleshooting techniques, servicing and repairing opposed aircraft engines. Powerplant conformity and airworthiness inspections will also be accomplished. Prerequisite: AVTN206

**AVTN208 Engine Systems 3 Credits**

Lubrication, induction, cooling and exhaust systems, identifying and selecting lubricants are covered. Inspecting, checking, servicing, troubleshooting and repairing engine, lubrication, induction, cooling and exhaust systems, fire detection and extinguishing systems are presented. Co-requisite: AVTN206

**AVTN209 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.

**AVTN210 Turbine Engine and 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: AVTN208

**AVTN211 Carburetion and Fuel Systems 3 Credits**

This course is a study of the accessory systems used in aircraft powerplants. Carburetion; engine fuel systems; fuel metering sys-

tems; inspection, checking; servicing, troubleshooting and repair of reciprocating and turbine engine fuel metering systems are covered.

**AVTN212 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: AVTN202, AVTN206

## BUSINESS COMPUTERS

**BCPN101 Computer Technology and Applications 3 Credits**

Computer technology concepts, terminology, course management software and hardware are emphasized. The student will apply word processing skills and applications for academic and career success. The windows operating platform will be used.

**BCPN119 Software Applications 3 Credits**

Students are instructed in intermediate applications of end-user productivity software, including office suites.\* Emphasis is on data sharing and integration, desktop information management, as well as interacting in each application with the Internet. \*Any major Integrated Software Suite may be implemented in this course to meet the needs of the learner or business environment. Prerequisite: BCPN101

**BCPN204 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. (This course helps prepare students to take the Microsoft Expert Level Certification Exam). Prerequisite: BCPN101

**BCPN208 Spreadsheet: EXCEL 3 Credits**

This course provides students with knowledge of EXCEL, a spreadsheet program for managing and presenting data in the Microsoft Windows environment. EXCEL offers spreadsheets, charting, drawing, scenario, data maps, and macros. (This course helps prepare students to take the Microsoft Expert Level Certification Exam). Prerequisite: BCPN101

**BCPN213 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. (This course helps prepare students to take the Microsoft Expert Level Certification Exam.) Prerequisite: BCPN101 or CPTN101 for Computer Science majors

**BCPN216 Desktop Publishing 3 Credits**

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. Prerequisite: BCPN101

## BUSINESS

### **BUSN101 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.

### **BUSN104 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.

### **BUSN110 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.

### **BUSN175 Management of Non-Profit Organizations 3 Credits**

This course is an introduction to the principles and practices of non-profit, human service organizations. The course will include an examination of the structure of non-profits, management techniques, leadership essentials, ethics, financial management, budgets, fundraising, grant-writing and community needs assessment. Prerequisites: ENGN101, MTHN103 or higher, BCPN101

### **BUSN201 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: BUSN110

### **BUSN202 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: BUSN201 or Permission of the Instructor

### **BUSN204 Small Business Management: A Capstone Course 3 Credits**

This is the Management concentration 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: ACCN101, BUSN110

### **BUSN206 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 the merchandising effect on consumers. Prerequisite: BUSN104

### **BUSN207 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.

### **BUSN208 Retailing 3 Credits**

This course is a study of the ways consumer education, communication, technology, lifestyle patterns, and economic considerations impacts retailing. The various forms of retailing are explored, while emphasis is placed on the emerging trends in retailing and their implications for management/ownership of a retail enterprise.

### **BUSN210 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: BUSN104, BUSN215

### **BUSN213 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.

### **BUSN215 Integrated Marketing Communication 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: BUSN104

### **BUSN218 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.

### **BUSN230 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.

**BUSN240 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.

**BUSN290 Management/Small Business Entrepreneurship Internship 3 Credits**

An internship program in the Department of Business and Technology 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.

**BUSN294 Marketing Internship 3 Credits**

An internship program in the Department of Business and Technology 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.

**COMPUTER AIDED DRAFTING**

**CADN111 CADD I 5 Credits**

CADD I is the study of graphical communication. The drafting fundamentals studied in this course will include 3D Solid Modeling, blue print reading, measurement, geometric construction, orthographic projection, section views, dimensioning, threads and fasteners. All work is performed using current CAD software (Solidworks) on personal computers.

**CADN112 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: CADN111 or Permission of the Instructor

**CADN131 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.

**CADN215 CADD III 5 Credits**

CADD III will continue advanced 3D graphic communications using Pro Engineer (now known as Creo) solid modeling software. Stu-

dents 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: CADN112, MTTN118, or Permission of the Instructor

**CADN216 CADD IV 5 Credits**

This course is designed as a final project approach to CADD. Students will be allowed to create larger, more complex, time consuming drawing and design packages, similar to industry requirements. Students will design a 3D assembly and fabricate their parts utilizing CNC equipment. This course contains a Service Learning option. Prerequisite: CADN215

**COMPLEMENTARY HEALTH AND WELLNESS**

**CHWN101 Foundations of Health and 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. Further, this course assists the student in choosing one or more areas of focus within the overall program.

**CHWN102 Somatic Theory 3 Credits**

This survey course will detail the development, through various models and concepts, of somatic theory in the areas of bodywork, psychology and human growth and development. Of major emphasis will be the work of Wilhelm Reich and his follower, Alexander Lowen (Bioenergetics). Also noted will be such psychology leaders as Abraham Maslow (Self-Actualization); Moshe Feldenkrais (Awareness through Movement); Ida Rolf; and Dr. Candice Pert. The course will encourage individual conceptualization about the "mind-body" connection and its relationship to complementary health and wellness.

**CHWN103 Ethics, Business and Marketing 3 Credits**

This course will in general familiarize the student of the Complementary Health and Wellness program with the ethics and business of practicing techniques within that spectrum. Emphasis will be on defining scope of practice and noting obvious and subtle "flags" of ethical and boundary problems in that practice. Special attention will also be given to the marketing of skills learned within the certificate program.

**CHWN105 Guided Meditation and Imagery 2 Credits**

In this course the student will become familiar with a broad and varied range of techniques for guiding a person in meditative thought and image. Students will gain a thorough understanding of theories of and practice with these modalities: from traditional hypnosis to NLP and Ericksonian Technique. Metaphor and indirect structure will be emphasized, as well as analogy and arch-types. Breath and physical relaxation are also included topics. Prerequisite: PSYN101

**CHWN110 Introduction to Homeopathy 2 Credits**

This exploratory course shall familiarize the student with an overview of the science and art of Homeopathy –"like curing like"- as it is applied in wholistic self care and family first aid. Understand the foundation of Homeopathy and its healing philosophy as infi-

tesimal amounts of natural substances are identified as remedies to common ailments.

**CHWN115 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.

**CHWN120 Introduction to Reiki Healing 2 Credits**

Reiki is "universal energy" that can be channeled through an individual for specific, positive and healing purposes. Reiki is currently recognized as a viable alternative or complementary modality in most hospitals throughout the United States. This course familiarizes the student with the traditional Usui method of Reiki and its varied techniques, traditions and beliefs. Student will learn traditional hand positions and participate in actual hands-on practice. Co-requisite: CHWN101

**CHWN125 Yoga, Breath and Movement 2 Credits**

This survey course introduces the student to yogic philosophy, breath work and "slow" body movements to help rebalance body, mind and spirit. Through "movement with intent", the student will learn how to release and transform physical/emotional tension brought about from our modern life stressors.

## COMMUNICATIONS

**CMNN101 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. Prerequisite: ENGN101

**CMNN102 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 non-verbal communication, message, channel, medium) and then applying those processes to various communication contexts including interpersonal, intrapersonal, small group, public, organizational, and mass communication. Prerequisite: ENGN101

**CMNN115 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. Prerequisite: ENGN101

**CMNN120 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 non-profit 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: ENGN101.

**CMNN125 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: ENGN101

**CMNN204 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: the tenets of the conventional Hollywood narrative structure; the sophisticated nature of storytelling through description; the language of scriptwriting; writing scripts that connect to audiences; characterization and arc; and peer evaluation. Prerequisite: ENGN101 with a grade of 'C' or better

**CMNN206 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: CMNN101

**CMNN285 Communications Internship: A Capstone Experience 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 concentration students enrolled in the Liberal Arts program. The course is designed to help students synthesize the learning and skills acquired in their concentration 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 Liberal Arts-Communications concentration. Minimum grade of B- in ENGN101, CMNN101 and CMNN115 must be achieved to register for CMNN285.

## COMPUTER SCIENCE

**CPTN101 Computer Architecture and Operating Systems 3 Credits**

This course is designed to teach the student Personal Computer architecture, the operation and interrelation of its internal components and peripheral devices, its memory organization, the Basic I/O (BIOS) system, and current Windows Operating Systems. The content of this course is intended to reflect the objectives of the industry recognized A+ Certification. This course offers an optional service learning component.

**CPTN102 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.

**CPTN103 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: CPTN102

**CPTN104 Introduction to Telecommunications 3 Credits**

Introduction to Telecommunications 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. It offers an introduction to both analog and digital signaling and the use of the Internet Protocol to integrate the various types of content. Students learn about the equipment to which the cabling connects and the roles of the key players who own that equipment and cabling. Students will be expected to learn to communicate their technical knowledge to both technical and non-technical audiences.

**CPTN105 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.

**CPTN106 Introduction to Software and 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.

**CPTN116 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 CPTN101, CPTN106, or BCPN101 as a prerequisite or corequisite.)

**CPTN140 Essentials of System Analysis and 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: CPTN161

**CPTN161 Introduction to Programming Using Visual Basic 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, link 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 structures. Students also learn simple data structures such as arrays. Students also learn 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 in the Visual BASIC environment.

Graphics are incorporated into the course to enhance the class content and enrich the content in a visual manner. Prerequisite: ACCUPLACER score recommendation of MHTN110 or satisfactory completion of MTHN099.

**CPTN175 Intermediate Programming Using C++ 3 Credits**

This course is the second course in the software development sequence. It continues the idea of using programming and its constructs to solve problems. The student's understanding of variables, arrays, if, if else, loops, and functions will be reinforced, while introducing the student to the object oriented C++ programming language. Additionally the student will be introduced to pointers and structures, and selected preprocessor directives as well as bit manipulations. Prerequisites: CPTN161 EETN121

**CPTN201 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: CPTN103, CPTN161

**CPTN202 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: CPTN161

**CPTN203 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 CPTN101 either before or along with this course.)

**CPTN204 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: CPTN116

**CPTN206 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: CPTN103, CPTN161

**CPTN207 Database Design and 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. Prerequisite: CPTN161, or prior knowledge of a programming language as approved by Program Director.

**CPTN208 Perl Programming****3 Credits**

Students will learn Perl while continuing to develop their proficiency in problem solving by developing a series of programs and a comprehensive final project. Simple scalar and more complex data types such as arrays, lists and hashes will be examined. Constructs including if/unless, for, while, foreach, user defined functions, file handles, and regular expressions will be studied. Prerequisites: Prior programming experience in C, C++, or Java.

**CPTN209 UNIX System Administration  
Using Linux****3 Credits**

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: CPTN203

**CPTN210 Advanced Windows Servers****3 Credits**

This course is a continuation of CPTN204, 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: CPTN204

**CPTN216 Routing and 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, RIPng, single-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Prerequisite: CPTN116

**CPTN217 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: CPTN216

**CPTN218 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: CPTN217

**CPTN230 Advanced Programming  
Using: C++****3 Credits**

This is the third course in the software development sequence. 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 every day problems. Prerequisite: CPTN 175

**CPTN250 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: CPTN225 or CCNA certification or equivalent experience.

**CPTN278 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: CPTN230

**CPTN284 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. Co-requisite: CPTN206

**CPTN285 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 Co-requisite: CPTN278

**CPTN286 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. Pre-requisites/ Co-requisites: CPTN225, CPTN210

**CPTN290 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.

**CRIMINAL JUSTICE****CRJN101 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.

**CRJN102 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. Co-requisite: SOCN101

**CRJN121 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: CRJN101

**CRJN122 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: CRJN101

**CRJN220 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: CRJN102

**CRJN260 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: PLSN260

**CRJN265 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: CRJN122

**CRJN280 - 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 course work applicable to the Criminal Justice Associate Degree Program.

**CRJN285 - 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 course work applicable to the Criminal Justice Associate Degree Program.

**COLLISION REPAIR TECHNOLOGY****CRTN101 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. Shop safety will be stressed and applied. MIG and gas welding theory and technique will be covered as well. A minimum grade of C is required for progression in Collision Repair Courses.

**CRTN105 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 and other refinishing materials. The proper use and safety of painting equipment such as compressed air systems, respirators, spray guns, paint booths, and drying systems will be covered. Detailing of automotive interiors and exteriors will be discussed and practiced. Laws, regulations and safety regarding the handling of paint materials will be emphasized. Prerequisite: CRTN101

**CRTN201 Advanced Collision Repair****4 Credits**

The refinement of skills required to repair auto body panels plus the proper procedures in sectioning bodies, replacing bolted and welded panels, and glass replacement will be covered. Other topics will include the proper repair of non-steel body panels. Prerequisite: CRTN101, CRTN105

**CRTN210 Structural Analysis and Repair****4 Credits**

This course covers the construction of conventional and unitized frames used in automobiles. The principles of measurement and alignment of both frames and suspensions will be studied. Students will learn about the different types of measuring equipment and have hands-on training using our Chief 3D measuring system,

Chief Velocity computerized measuring system, and Chief E-Z Liner frame machine. Skills and safety using frame straightening equipment will be emphasized. Prerequisite: AUTN114, AUTN121, CRTN101, CRTN105

**CRTN225 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 problems. 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. Prerequisite: CRTN101, CRTN105, CRTN201

**CRTN230 Collision Estimating and Repair: A Capstone Experience****4 Credits**

This course will cover the theory and skills of analyzing and estimating costs to replace and repair collision damages. Topics will include analysis of damage, customer relations, insurance policies, shop operations, liability, estimating systems and economics of repairs. Practice in writing damage estimates will be performed. This course contains a capstone experience. Prerequisite: Successful completion of all catalog-listed courses in first three semesters or permission of Program Coordinator. Corequisites: AUTN221, CRTN225

**CRTN235 Collision Mechanical and Electrical Systems****3 Credits**

The study and development of skills in automobile undercarriage repairs such as brake service, CV shaft and driveline service, headlamp aiming, air bag diagnosis and repair, charging and starting systems, and fuel and ignition systems. This course is intended to teach the Collision Repair Student the basic knowledge and skills of the automotive systems as related to collision damages as described in the NATEF certification task list. Prerequisite: AUTN114, AUTN121, CRTN101, CRTN105; Co-requisite: AUTN113

**CULINARY****CULN102 Principles of Culinary Art****3 Credits**

Principles of Culinary Arts will focus on the fundamental knowledge, terminology, and identification of food products, as well as accurate ordering of food products. Students will increase their knowledge of food products by identification, smell, feel, and taste. Proper cooking techniques for food products will be studied. Acquiring the skills of identification, accurate ordering, and cooking techniques will increase the student's fundamental knowledge of culinary arts.

**CULN105 Food Safety and Sanitation****3 Credits**

This training and assessment program delivers consistent food safety and sanitation training to future culinarians and culminates in an exam where the student has the opportunity to become Serve-Safe Certified, by the National Restaurant Association. If a student fails the national exam they would be responsible to retake the exam at their own expense before enrolling in the Fall semester.

**CULN110 Basic Food Preparation****3 Credits**

In this course, students will learn the basic fundamentals of food preparation. Topics will include knife skills, cooking methods, thickening agents, soups, stocks and sauces. The students will also become familiar with salads, salad dressings, and marinades. Safety practices in the food service industry, including proper techniques

for equipment and tools, will continue to be emphasized as well as professionalism in all aspects of the food service industry.

**CULN112 American Regional Cuisine 3 Credits**

This course will present culinary principals 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: CULN110

**CULN120 Fundamentals of Baking 3 Credits**

This course introduces students to the fundamental elements of baking 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 apply their knowledge in the production of various baked products. Prerequisite: CULN105

**CULN130 Menu Development 3 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 be involved in critiquing and creating menus from the perspective of concept, clarity, cost, price, and efficiency. Prerequisite: CULN110

**CULN140 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: CULN110

**CULN210 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. Ala Carte and buffet setups will be utilized as presentation methods. Prerequisite: CULN110

**CULN212 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: CULN210

**CULN215 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; and garnishing, carving, and decorating. Prerequisite: CULN210

**CULN220 Food Service Purchasing and Cost Controls 2 Credits**

This course provides an introduction 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 responsible for proper storage techniques and rotations of products as well as to participate in the receiving operation of the kitchen. Prerequisite: CULN130

**CULN235 Dining Room Service 3 Credits**

This course examines the detailed operation of a restaurant dining room. Topics include types of table service, dining room organization and table settings, staffing, responsibilities of dining room personnel, and customer sales and service. Prerequisite: CULN220

**CULN290 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.

## ECONOMICS

**ECON201 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 mathematic and graphing skills will illustrate various economic principles and relationships. Prerequisites: Math placement test or MTHN099

**ECON202 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 mathematic and graphing skills will illustrate various economic principles and relationships. Prerequisites: Math Placement Test or MTHN099

## EDUCATION

**EDUN099 Exploring Careers in the Human Service and Teaching Professions 2 Credits**

This course will provide an overview of the human service and education fields. It introduces the student to the populations served, occupations and basic concepts of the human service and teaching professions, as well as the roles and functions necessary for success in the fields. The student will gain an understanding of the types of agencies, programs and institutions where professionals are employed. This course requires four hours of field work and supports the development of reading, writing, and speaking skills. This course is to be taken in conjunction with a developmental English or Reading course when required, before enrolling

in HSVN111 or EDUN130 or EDUN101. A minimum grade of C is required. Credits do not count toward degree requirements. Co-requisite: One or more of the following: ENGN098, ENGN099, RDGN096, RDGN096

**EDUN101 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.

**EDUN102 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.

**EDUN103 Safe and Healthy 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.

**EDUN104 Curriculum for Early Childhood Care and 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: EDUN101, EDUN102

**EDUN105 Children with Special Needs and 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 devel-

opment 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: EDUN101, EDUN102

**EDUN130 Foundations of Education 3 Credits**

This course examines the philosophical, historical, legal and social/cultural aspects of education in the United States. It explores how schools and classrooms function organizationally and academically in an increasingly diverse society. Teacher preparation, selecting teaching as a profession, teacher certification, and effective teaching will be explored. Students will formulate a beginning philosophy of education. Twenty hours of observation and participation in a public school setting are required. This course offers the student a service learning component.

**EDUN131 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 various Blackboard, 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. Students must have access to the internet for this hybrid course.

**EDUN132 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. This course will provide an overview of the most common exceptionalities, standard interventions, and social and educational trends connected to these exceptionalities. An emphasis will be on observation, screening, assessment, supports and services necessary for effective functioning in the home, school and community. 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. This course offers the student a service learning experience.

**EDUN135 Supporting the Reading and Writing Skills of Diverse Learners 3 Credits**

Students will learn how to identify effective reading and writing curricula, and then develop sample lesson plans tied to those curricula that can be used with K - 8 students. 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 and collaboration. 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 an elective course for students in the Associate's Degree in Liberal Arts in Teacher Education program, or for individuals seeking to build skills as paraeducators in a school setting.

### **EDUN190 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: EDUN101, EDUN102, EDUN104, EDUN105

### **EDUN200 Developmentally Appropriate Programs for Infants and 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 care givers 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: EDUN101, EDUN102

### **EDUN201 Organization and 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 field work. Prerequisites: EDUN101, EDUN102, EDUN103, EDUN104

### **EDUN203 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 field work. Prerequisites: EDUN101, EDUN102, EDUN104

### **EDUN204 Behavior Guidance and 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: EDUN 101, EDUN 102, EDUN 104

### **EDUN215 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 field work in an approved early childhood setting. Prerequisites: EDUN 101, EDUN 102, EDUN 104

### **EDUN230 The Early Childhood Profession and Professional Portfolio 1 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. Co-requisite: This course must be taken in conjunction with EDUN 190 for the Certificate student or EDUN 290 for the Degree student. A final presentation of the completed portfolio is required.

### **EDUN240 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; diversity; as well as bullying, harassment, and sexual abuse and neglect in children. Prerequisites: EDUN130, EDUN132 or equivalent.

**EDUN290 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 EDUN190; Corequisite or Prerequisite: EDUN203

**EDUN295 Curriculum, Instruction and Assessment  
in the Elementary Classroom 3 Credits**

As the culminating experience for the Teacher Education program at Nashua Community College, this course provides students planning on working at the elementary level with varied opportunities to integrate critical and analytical skills with the knowledge, skills and dispositions they have gained to create a differentiated unit of instruction for the elementary classroom based upon the NH Department of Education's Curriculum Frameworks and the Common Core Standards. Students will analyze developmentally appropriate uses of a variety of assessments; review instructional strategies for assuring that the diverse needs of all learners are met; and complete a literature review on a topic of interest. Current trends including Response to Instruction, educational technology, laws (NCLB, NH laws, etc.), and topics of interest will be discussed. Students must complete 20 hours of observation in an elementary classroom and complete Praxis I as part of this course. Prerequisites: EDUN130, EDUN132 or equivalent, PSYN101 and PSYN201. A minimum of 50 credits in the Associate in Arts in Teacher Education degree program must be successfully completed prior to taking this course. Prerequisite/Co-requisite: EDUN240.

**EDUN296 Curriculum, Instruction and 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 (NCLB, NH laws, etc.) and working with PLC's and the community-at-large will be discussed both as they affect students' understanding of the teaching profession (ethics,

work environment, etc.) and for the impact on curriculum, instruction and assessment and student learning outcomes will be discussed. Students must complete 20 hours of observation in a secondary classroom and complete Praxis I as part of this course. Prerequisites: EDUN130, EDUN132 or similar, PSYN101 and PSYN201. A minimum of 50 credits in the Associate in Arts in Teacher Education degree program must be successfully completed prior to taking this course. Prerequisite/Co-requisite: EDUN240.

**ELECTRONIC ENGINEERING  
TECHNOLOGY**

**EETN110 Introduction to Object Oriented  
Programming with Java 3 Credits**

In this course students will be introduced to fundamentals of programming and logical problem solving using object oriented methods and Java language. The primary objective will be to develop problem solving skills applicable in the area of computers. Students will learn I/O operations, algebraic manipulations, simple control structures and string manipulations. After introduction of fundamentals of programming, an object oriented approach will be presented and developed. Elements of event driven programming and Graphical User Interface development will be introduced as well as some Web Oriented programming will be introduced. This course is for CENT and EET students only. Prerequisite: Accuplacer score equivalent to placement in MTHN099.

**EETN115 Object Oriented Programming  
with C++ 3 Credits**

This course is a continuation of the introductory course. Students will continue their general knowledge of programming and object oriented development. Classes will be discussed as a way to create user defined data types. Code reuse through inheritance and polymorphism will be explored in depth. Other topics will include operator overloading, templates, exception handling and I/O streams. There will be emphasis on Standard Template Library. Students will learn about pointers, bit manipulations and other topics specific to systems programming. The difference in C and C++ will be pointed out as C is a wholly inclusive subset of C++. This course is for CENT and EET students only. Prerequisite: EETN110

**EETN121 Digital Circuits I 3 Credits**

This course is a presentation of fundamental concepts in digital theory needed for more advanced study of digital circuits. The subject areas are number systems, digital codes, Boolean algebra, Karnaugh mapping techniques, basic logic gates, and flip-flops. Prerequisite or Co-requisite: MTHN110

**EETN122 Digital Circuits II 3 Credits**

This course investigates the digital implementation of the basic elements of a digital computer, counters, and registers. A study of computer memory, ALU units, and miscellaneous circuits used for input-output, timing and data transmission is included. Prerequisite: EETN121; Co-requisite: MTHN120

**EETN131 Circuit Analysis I 4 Credits**

Theory and laboratory work on DC current, voltage, resistance, Ohm's law, energy, power, series-parallel circuits, network theorems and networks. Introduction to AC current, voltage and power. Prerequisite or Co-requisite: MTHN110

**EETN132 Circuit Analysis II 4 Credits**

Theory and laboratory work on AC current, voltage, impedance, power, series-parallel circuits, network theorems and networks.

Theory and laboratory work on magnetism and magnetic circuits, resonant circuits, transformers, and filters. Prerequisite: EETN131; Co-requisite: MTHN120

#### **EETN141 Electronics I 4 Credits**

This is a study of the physical behavior of electronic devices. Emphasis is on analysis and application of electronic circuits utilizing semiconductor diodes, bipolar transistors, and field effect transistors. Topics covered include rectification, clipping and clamping circuits, regulated power supplies, basic circuits, biasing of transistors, and simplified AC modeling of transistor circuits. Simulation tools are used to reinforce the theory. Laboratory experimentation reinforces classroom theory with practical work. Prerequisites: EETN131. Co-requisite: MTHN120

#### **EETN142 Analog Circuits I 3 Credits**

An introduction to semiconductor diodes, rectifying circuits, bipolar transistor and its biasing circuits, DC and AC equivalent circuits. *This course is offered in the evening only.* Co-requisite: EETN132

#### **EETN170 Fundamentals of Operating Systems 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 set up. 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.

#### **EETN221 Advanced Digital Circuits 4 Credits**

Advanced topics in digital electronics are covered in the course. These topics include the internal structure of logic families, complex digital circuits, Flip-Flop operations, applications, counter designs using state machine, state diagrams, K-Maps, shift registers and memory devices. A/D and D/A conversion, timing diagrams, computer bus systems, and complex circuit debugging are also included. The topic of digital interfacing is also covered. This includes interfacing various logic families to each other as well as interfacing logic to various I/O loads, such as inductive loads and 120V AC loads. Theory and laboratory work on advanced concepts in digital circuit design will be covered. Prerequisites: MTHN120, EETN121

#### **EETN241 Electronics II 4 Credits**

This course is a continuation of Electronics I covering more advanced electronics topics with a variety of applications. Emphasis is on analysis and application of operational amplifiers. The non-ideal characteristics of op-amps and other electronic devices will be discussed with applications emphasizing offset, gain and linearity. Other topics may include but are not limited to; differential amplifiers, frequency response, A/D and D/A circuits, active filters, troubleshooting of lab test circuits and analysis using computer electronic analysis simulation. Prerequisites: EETN141, EETN132, MTHN120 or permission of the EET Program Coordinator.

#### **EETN243 Analog Circuits II 3 Credits**

A continuing study of transistors, load line analysis, small and large signal amplifier circuits, bias, stability and equivalent circuit models from device parameters. *This course is offered in the evening only.* Prerequisite: EETN142

#### **EETN245 Communication Theory 3 Credits**

Study of principles of radio frequency communication, modulation systems, pulse, digital modulation circuits, transmission line and propagation. *This course is offered in the evening only.* Prerequisite: EETN246

#### **EETN246 OP Amps and Linear Integrated Circuits 3 Credits**

This course provides an in-depth study of the analysis and application of operational amplifiers. Topics include differential amplifiers, frequency response, A/D and D/A circuits, active filters, troubleshooting of lab test circuits and analysis using computer simulation. *This course is offered in the evening only.* Prerequisite: EETN243

#### **EETN251 Microprocessors 3 Credits**

A continuation of materials from Digital Circuits II. Memories, PLDs UARTs and the building of a digital microprocessor will be covered. Prerequisite: EETN122

#### **EETN274 EETN Capstone Project 1 Credit**

An independent lab project using the student's knowledge of digital/analog electronic circuits and microprocessors. Students will design and build a working model of their selected project. The project will be built, troubleshoot and demonstrated by the end of the semester. *This course is offered in the evening only.* Prerequisites: EETN132, EETN243, EETN251, EETN246

## **ELECTRONICS**

#### **EMTN101 Electronics 3 Credits**

An introduction to electricity and electronic components. Primary emphasis is placed on analysis and understanding of resistive circuits. Theorems basic to the analysis of electrical networks are introduced in this course. Circuit analysis is extended to alternating current circuits. Time constants, phase relationships and resonance are taught. Solid state devices are introduced. Prerequisite or Co-requisite: MTHN099

#### **EMTN203 Applied Mechanics I 3 Credits**

Introduction to material science, stress and strain in materials, and failure modes in materials. The study of mechanical components such as springs and fasteners is begun. Co-requisite: SCIN130 or SCIN150

#### **EMTN204 Hydraulics and Pneumatics 2 Credits**

The dynamics of liquids and gases encountered in traditional manufacturing, industrial automation, and vehicular applications. Prerequisite: EMTN203

#### **EMTN210 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: EMTN203

## **ENGLISH**

#### **ENGN090 Writing Lab 1 Credit**

ENGN090 is a writing lab designed to introduce the basic principles of writing by providing an overview of grammar and usage in a self-paced environment. This course includes writing experience with attention to the basic mechanical and structural elements of the writing process. Students will focus on writing paragraph and multi-paragraph essays. The grade options for this course will be Pass/No Pass or CS. Prerequisite: Appropriate Accuplacer score.

Co-requisite: LEXN100

### **ENGN098 Introduction to English I 3 Credits**

This preparatory class is designed to introduce the basic principles of writing by providing an overview of grammar and usage. This course includes writing experience with attention to the basic mechanical and structural elements of the writing process. Emphasis will be on paragraph and multi-paragraph essays. A minimum passing grade of 'C' is required. **Credits do not count toward degree requirements.** Prerequisite: Appropriate Accuplacer score. Co-requisite: LEXN100

### **ENGN099 Introduction to English II 3 Credits**

A preparatory course designed to strengthen and develop writing skills to prepare students for ENGN101 and beyond. Emphasis will be on the short essay format using different rhetorical modes. The course will focus on thinking skills and expression of ideas within an organized form using proper grammar and sentence skills. A minimum passing grade of 'C' is required. **Credits do not count toward degree requirements.** Prerequisite: Appropriate Accuplacer score or Mastery of ENGN090

### **ENGN101 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. Prerequisite: Accuplacer score or mastery of ENGN099

### **ENGN102 Writing About Literature 3 Credits**

Building upon skills learned in College Composition (ENGN101), 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: ENGN101

### **ENGN103 Professional Writing and 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. Skills taught in BCPN101 are strongly recommended prior to enrollment. Prerequisite: ENGN101

### **ENGN105 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 non-fiction pieces. Prerequisite: ENGN101

### **ENGN109 Oral Communication 3 Credits**

Oral Communication is designed to prepare students to assume active participation in those phases of industrial and social life re-

quiring effective oral communication. Through practice and 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 oral communication activities, some written assignments are also required. In addition, visual software, such as PowerPoint, will also be taught. Prerequisite: ENGN101

### **ENGN122 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: ENGN101

### **ENGN206 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: ENGN101, (This course was formerly EN206 and ENN206 Creative Writing)

### **ENGN215 Literature by American Women 3 Credits**

Using 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 written and examining it against the backdrop of the historical periods in which they wrote. Students may explore such themes as women and marriage, women and madness, women and sexuality, gender, race, and ethnicity, motherhood, women and body, women and aging, or other themes pertinent to the female experience. Students will enrich their understanding of literature and the roles and experiences of women in shaping such literature. The course will explore the works of American female writers such as Kate Chopin, Katherine Anne Porter, Maya Angelou, Sandra Cisneros, Joyce Carol Oates, Elizabeth Bishop, Willa Cather, Sylvia Plath, Alice Walker, Carson McCullers, Tillies Olsen, and/or others at the professor's discretion each semester. This is a reading and writing intensive course as it examines women's roles from multiple perspectives. Prerequisite: ENGN101; recommended: ENGN102

### **ENGN220 Contemporary Dramatic Literature 3 Credits**

In this course, students will get an overview of the world of twentieth and twenty-first century theatre literature through the study of plays of the "modern" or "contemporary" era. Elements of the drama genre will be the basis for discussion and analysis of the plays through historical and social implications. The period covered will be 1840 to present. Prerequisite: ENGN101

### **ENGN230 British Literature I 3 Credits**

This course will survey selections of various genres and forms of British literature from the Middle Ages to 1800. Each of the readings will be examined within the context of the character and history of British literature. Works and major British writers such as Beowulf, Chaucer, Sir Thomas More, William Shakespeare, Donne, Jonson, Milton, Dryden, Swift, Pope and others may be selected for study. Prerequisite: ENGN101

### **ENGN231 British Literature II 3 Credits**

This course will survey selections of various genres and forms of British literature from 1800 to the present. Each of the readings will be examined within the context of the character and history of British literature. Works of major British writers such as Blake, Burns, Byron, the Brownings, Dickens, the Brontes, Eliot, Wilde, Shaw, Hardy, Conrad, Forster, Woolf, Joyce, Orwell, Thomas, Hughes, Heaney and others may be selected for study. Prerequisite: ENGN101

**ENGN235 Poetry Workshop****3 Credits**

Building on writing principles and critiquing abilities learned in College Composition, students will begin to investigate the differences between prose and poetry. Through exercises and revision, and especially by reading and discussing some contemporary poems, students will learn to recognize and employ some of the basic tools of free verse. Working together on their own and one another's poems with the emphasis on sharing work and offering constructive criticism, students will learn what does, and what does not, work in their own poems. Prerequisite: ENGN101 College Composition

**ENGN240 American Literature I****3 Credits**

This course samples American literature from the colonial period to the late nineteenth century. Each of the readings will be examined within the context of the character and history of US literature. The course covers the evolution of literature as a contributing factor to the development of a nation. Works of major American writers such as William Bradford, Anne Bradstreet, Cotton Mather, Benjamin Franklin, Thomas Paine, Thomas Jefferson, Phillis Wheatley, James Fenimore Cooper, Edgar Allan Poe, Herman Melville, Henry David Thoreau, or Louisa May Alcott may be selected for study. Prerequisite: ENGN101

**ENGN241 American Literature II****3 Credits**

This course samples American literature from the late nineteenth century to contemporary time. Each of the readings will be examined within the context of the character and history of US literature. The course covers the evolution of literature as a contributing factor to the development of a nation. Works of major American writers such as Walt Whitman, Emily Dickinson, Sarah Orne Jewett, Mark Twain, Edith Wharton, Robert Frost, Willa Cather, Eugene O'Neill, F. Scott Fitzgerald, Langston Hughes, Allen Ginsburg, Sylvia Plath, Amy Tan, Toni Morrison and others may be selected for study. Prerequisite: ENGN101

**ENGN285 Individual Project in English:  
A Capstone Experience****3 Credits**

This course prepares students for an advanced study of English at the bachelor degree level and will serve as the capstone experience for English concentration students enrolled in the Liberal Arts program with a focus on writing or literature. The course is designed to help students synthesize the learning and skills acquired in their English concentration and prepare them for baccalaureate work. As summative assessment, students will apply their skills by producing a project that integrates writing through strategies of research, interpretation, and/or audio-visual skills. Students select a topic of interest through the guidance of their instructor; topics include literature, professional or creative writing or English education. Prerequisites: Completion of 45 credits of coursework applicable to Liberal Arts-English concentration. Minimum of B- in ENGN101 and ENGN102 for the English focus.

**ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES****ESLN074 Grammar for Writing IV****4 Credits**

This course is for non-native speakers of English. This intermediate course is designed to give students instruction in grammar to improve written English. The course will focus on a variety of grammar structures, especially related to grammar problems that are most common in writing. This course will cover areas of difficulty in grammar such as parts of speech, verbs, nouns, and articles; subject-verb agreement, modals; prepositions, adjectives, sentence patterns, sentence types, and common grammar errors. *Credits do*

*not count toward degree requirements.* Prerequisites: Permission of the Department Chair/Program Coordinator

**ESLN075 Grammar for Writing V****4 Credits**

This course is for non-native speakers of English. This is an intermediate/advanced course designed to give students instruction in grammar to improve written English. The course will focus on helping students to notice the gap between their current language skills and correct English. A variety of grammar structures, especially related to grammar problems that are most common in writing, will be discussed. This course will cover areas of difficulty in grammar such as: nouns, articles, pronouns and possessive adjectives, verb tense review, problems with verbs, subject-verb agreement, prepositions, word forms, adjectives, modals, gerunds, and infinitives. *Credits do not count toward degree requirements.* Prerequisites: ESLN074 or permission of the Department Chair/Program Coordinator

**ESLN076 Grammar for Writing VI****4 Credits**

This course is for non-native speakers of English. This is an advanced course designed to give students instruction in grammar to improve written English. The course will focus on a variety of grammar structures, especially related to grammar problems that are most common in writing. This course will cover areas of difficulty in grammar such as verb tenses, passive voice, conditionals, word order and word combinations, adjective, adverb, and noun clauses, fragments, run-ons, and comma splices, parallel structure, and confusing words and structures. *Credits do not count toward degree requirements.* Prerequisites: ESLN075 or permission of the Department Chair/Program Coordinator

**ESLN082 Conversation for Authentic  
Communication****3 Credits**

This course is for non-native speakers of English. The main focus is conversation practice for authentic purposes such as communicating in the college classroom and other campus settings; communicating in the community; and communicating to facilitate peer relationships with native speakers. Class activities include pair and group discussions, campus and community interactions, complemented by vocabulary study. *Credits do not count toward degree requirements.*

**ESLN083 ESL Speaking, Listening  
and Pronunciation****4 Credits**

This course is for non-native speakers of English. The main focuses are developing oral and aural communication skills. Goals for students include improving communication skills for school, work, and daily life. Class activities will include oral journals, oral presentations, listening activities, and field studies. *Credits do not count toward degree requirements.*

**ESLN084 Academic Writing for English  
Language Learners I****4 Credits**

This course is designed to provide the student with practice in reading and writing skills. Students will develop reading and writing skills and build a more extensive English vocabulary. Grammar will be taught in context with all language skills. Emphasis is placed upon problematic grammatical and mechanical structures for the ESL student. Class activities and assignments will include journaling, reading and writing activities, and discussions. *Credits do not count toward degree requirements.*

**ESLN085 Listening, Speaking, and  
Pronunciation II****4 Credits**

*This course is for non-native speakers of English. The main focus is continued development of oral and aural communication*

skills. Goals for students include improving communication skills for school, work, and daily life. Class activities will include oral journals, oral presentations, listening activities, and technology integration. Credit do not count toward degree requirements. Prerequisite: ESLN083

**ESLN086 Academic Writing for English Language Learners II 4 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.

**ESLN088 Academic Writing for English Language Learners III 4 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.

**ESLN096 Academic Writing for English Language Learners IV 4 Credits**

This course is for students who speak English as a second language. This preparatory course emphasizes grammar and usage, capitalization, punctuation, pronunciation, sentence structure, and paragraph development. Reading selections will strengthen comprehension skills. The course covers similar content to ENGN098 but includes a special emphasis on problematic written and oral skill for the ESL student. Individual assistance will be available in the Department of Instructional Services. Credits do not count toward degree requirements.

**ESLN098 Academic Writing for English Language Learners V 4 Credits**

This course is for non-native speakers of English. This is an advanced course designed to give students ample practice in writing academic essays. The course will be focused on a variety of writing tasks building on prior knowledge of essays. Students will benefit from reading, vocabulary and grammar exercises that support improved writing and language skills, as well as information synthesis. Credits do not count toward degree requirements.

## FINE ARTS

**FARN101 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.

**FARN111 Photography and 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.

**FARN112 Photography and 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: FARN111 or permission of the instructor.

**FARN120 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, emphasis on 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.

**FARN200 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: FARN101 (minimum grade of B) or Permission of Instructor and student portfolio.

## GENERAL STUDIES

**GSTN296 General Studies Project: A Capstone Experience 3 Credits**

The General Studies Project course is a capstone course in the General Studies Degree program that provides students with the opportunity to integrate critical and analytical skills to evaluate diverse ideas, information, and research. The student-designed project will emphasize the relationships of knowledge and information from the following discipline groups: mathematics/science, social science and behavioral science, English and the humanities, and technology and research. The project may take the form of an extended research paper, a creative project, or even a project to improve the community.

In consultation with the supervising faculty member, the student or a small group of students will design and complete a project that integrates the student learning outcomes for the General Studies

Degree program. Particular attention will be paid to Critical Thinking (including Scientific Methodology, Numeracy Applications, and Information Literacy), Written Communication, and Oral Communication skills. Prerequisites: Completion of 45 credits of course work applicable to the General Studies Associate Degree Program.

## GEOGRAPHY

### **GEON110 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.

### **GEON130 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.

## HONDA AUTOMOTIVE TECHNOLOGY

### **HATN113 Honda Electricity and Wiring 4 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, and proper multi meter usage. 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.

### **HATN114 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 to understand 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 and steering system diagnosis and repair. Prerequisites: HATN121

### **HATN121 Honda Service and 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.

### **HATN122 Honda Brakes and Stability Systems 4 Credits**

The study of Honda automobile hydraulic and parking brake prin-

ciples of operation, diagnosis and repair will be covered. The course will include the hydraulic system, calipers, rotor, wheel sensors, antilock computerized brake functions and vehicle stability system. Prerequisites: HATN113, HATN121

### **HATN190 Honda Dealer Internship I: Capstone Course 2 Credits**

The Internship Course supplements the PACT Program by requiring the students complete 128 mentored hours working in a dealership service department and ultimately serves as a Capstone experience.

### **HATN191 Honda Dealer Internship III: Capstone Course 2 Credits**

The Internship Course supplements the PACT Program by requiring the students complete 128 mentored hours working in a dealership service department and ultimately serves as a Capstone experience.

### **HATN192 Honda Dealer Internship IV: Capstone Course 2 Credits**

The Internship Course supplements the PACT Program by requiring the students complete 128 mentored hours working in a dealership service department and ultimately serves as a Capstone experience.

### **HATN195 Honda Dealership Internship II: Capstone Course 6 Credits**

The Internship Course supplements the PACT Program by requiring the students complete 384 mentored hours working in a dealership service department and ultimately serves as a Capstone experience. The students become eligible for an internship after successfully completing the first semester course-work with a 2.0 or better GPA. The internship requirement may be met part-time over three semesters or full-time during the summer when no classes are scheduled. The work experience for a student at the dealership should be divided over the eight ASE skill areas. While there will be some areas a student has had previous instruction, there will also be areas where the internship will be their introduction to a subject. It is not the dealership's responsibility to bring a student to a specific level of competency, but to offer the opportunity for development in the skill areas under professional working conditions and document accordingly. A representative from the college will visit the internship site to monitor the student's progress. This course is required only if a student is not earning credit in HATN190, HATN191, HATN192. Prerequisites: HATN121, HATN113

### **HATN205 Honda Advanced Electrical and 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, charging systems, starting systems, computer controlled systems, electric motor circuits, computer communication systems, restraint systems and hybrid systems. In addition, students will be required to complete all Advanced Electrical self-study modules, all Restraint self-study modules as well as Honda designated skill module for successful completion of this course. Prerequisite: HATN113

### **HATN210 Honda Engine Performance I 4 Credits**

The basic principles of engine computer management systems that control engine performance, emissions and economy will be covered. The ignition, fuel, valve timing, throttle and modulated displacement systems will be covered. Included in the study will be sensor operations, diagnosis and testing required to service and repair engine malfunctions related to the ignition, fuel and emis-

sion controls. Prerequisites: HATN113, HATN121. Co-requisite: HATN205

**HATN221 Honda Heating and 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: HATN121, HATN113; Co-requisite: SCIN150

**HATN226 Honda Transmissions and 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: HATN114 and HATN121

**HATN228 Honda Engine Repair 4 Credits**

A detailed study of Honda multi-cylinder engine and components and of chassis engine repair procedures will be covered. Diagnosis, testing and inspection of failed components and their replacement will be emphasized. Prerequisites: HATN113, HATN121, HATN205, HATN210. Co-requisite: SCIN150

## HISTORY

**HISN101 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.

**HISN102 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.

**HISN110 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.

**HISN140 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.

**HISN141 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.

**HISN210 The Making of England: 1215 - 1707 3 Credits**

This course will trace the development of limited monarchy in England so students will have a better understanding of the political traditions that influenced the creation of the U.S. Constitution. Topics explored will include the Magna Carta, the evolution of Parliament in the Middle Ages, the Wars of the Roses, Tudor England, the Stuarts and their struggles with Parliament, the English Civil War, Cromwell and the Commonwealth, the Restoration, the Glorious Revolution, the English Bill of Rights, and the Act of Union. While economic and social trends will be considered, this course will focus primarily on political developments. Prerequisite: ENGN101

**HISN215 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 ser-

vice learning project at a local historical society, non-profit agency, or other approved site. Prerequisite: ENGN101

### **HISN232 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: ENGN101

### **HISN241 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: ENGN101

### **HISN246 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: ENGN101

### **HISN260 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: ENGN101

### **HISN265 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: ENGN101

### **HISN280 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: ENGN101

### **HISN285 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: ENGN101 and one history course with a grade of ‘C’ or better.

## **Honors**

### **HONN110 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 College’s composition requirement toward the associate degree.**

### **HONN117 Honors The Environment in Chemical Perspective 4 Credits**

The course introduces students to the study of major environmental problems and issues facing society today with an emphasis on the study of chemical contaminants in the environment. The course will include topics such as an introduction to the Earth’s crust, the ecosystem, environmental pollution, chemical contaminants in the environment and their ecological and health effects, control of chemical environmental contaminants, chemical contaminant quantification, predicting the toxicity of chemical contaminants in the environment (using concepts such as chemical reactions, the stoichiometry of their equations, their rates, and equilibrium), and green chemistry. Prerequisite: Minimum grade of B- in SCIN 141 or SCIN142 and MTHN099 or Accuplacer Score of 80 or better in Algebra. Prerequisite or Co-requisite: HONN110 or ENGN101.

**This course fulfills a General Education Group B requirement.**

### **HONN130 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 Co-requisite: HONN 110 or ENGN 101 and permission of the Honors Program Coordinator or Admissions into the Honors Program. **This course can be used to satisfy a Group F General Education requirement. Prerequisites:**

### **HONN210 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 MTHN120 AND Acceptance in Honors Program. **This course will fulfill a General Elective Group E requirement.**

### **HONN260 Topics in Honors Seminar 3 or 4 Credits**

While the topics may vary from semester to semester, this course emphasizes critical analysis and refinement of writing skills for Honors Program students and others interested in pursuing advanced study. The emphasis in Special Topics courses is to provide opportunities for student-initiated learning for topics that are not routinely provided in existing courses in the curriculum. Depending upon the expertise and interest of the instructor, participants will be challenged to consider topics such as the environment, contemporary math and science, justice, faith, equality, aging in America, etc. Students and faculty will engage in multifaceted, seminar-style discussions about a range of perspectives about the topic at hand. Most Special Topics courses will satisfy a General Education requirement. Students should consult with their academic advisors to determine how a Special Topics Honors course will satisfy their degree requirements. Prerequisites: Admission into the Honors Program or Permission of the Coordinator of the Honors Program; HONN101 or ENGN101 with a grade of B- or higher.

### **HONN260A 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; HONN101 or ENGN101 with a grade of 'B-' or higher. **This course will fulfill a General Education Group D requirement.**

### **HONN260B 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 Co-requisite: HONN 110 or ENGN 101 and permission of the Honors Program Coordinator or Admissions into the Honors Program. **This course will fulfill a General Elective Group D requirement.**

### **HONN260C Honors Humor in Literature and Other Media 3 Credits**

Students will examine and enjoy a variety of forms of humor and comedy from early Greece to Elizabethan England to present day England and America while developing and strengthening their writing skills in critical analysis and evaluation. The readings and visual presentations will cover a broad spectrum of humor, including romantic comedy, comedy of manners, absurdist comedy, situation comedy, wit, satire, parody, irony, stereotyping and farce. Through discussions and writing, students will examine the various techniques through which humor criticizes human nature, analyzes society, and expresses differing political and world views. Students will learn to write effective literary analyses and evaluative reviews. The authors and performers of humor and comedy under study may include Aristophanes, Shakespeare, Moliere, Wilde, Twain, Will Rogers, Winston Churchill, Thurber, Flannery O'Conner, Neil Simon, Edward Albee, Bill Cosby, Dick Gregory, Jon Stewart, and Tina Fey. Prerequisites: A grade of B- or higher in HONN110 or ENGN101 and permission of the Honors Program Coordinator. **This course will fulfill a General Education Group A requirement.**

## **HOSPITALITY AND RESTAURANT MANAGEMENT**

### **HSPN101 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.

### **HSPN110 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: HSPN101

### **HSPN201 Hospitality Sales and 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 identifying target markets, prospecting for sales leads, and using sales techniques. Prerequisites: HSPN101; BUSN104

### **HSPN210 Principles of Food and 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: HSPN101

### **HSPN211 Bar and 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: HSPN210

### **HSPN290 Hospitality and 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.

## **HUMAN SERVICES**

### **HSVN111 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. Co-requisite: ENGN101, PSYN206, PSYN101

### **HSVN123 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: HSVN111, PSYN206

### **HSVN190 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 Dept Chair before placement. Students are expected to have field work placement before class begins. Prerequisite: BCPN101. Prerequisites or corequisites: HSVN123, Group C elective

### **HSVN225 Family Supports 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: PSYN212; Co-requisite: PSYN222

### **HSVN290 Fieldwork II 3 Credits**

Pre-approval of fieldwork site by department chairperson before placement. (A GPA of 2.0 is recommended.)The student will work in an approved clinical setting under the supervision of an approved professional. Students will be expected to assume practical responsibilities appropriate to their placement sites, and to attend scheduled meetings of fieldwork participants. Prerequisites: HSVN190, ENGN101; Prerequisites or Corequisites: MTHN103, PSYN240, PSYN212. Students are expected to have field work placement before class begins. Students will not be able to do all three field placements at the same agency.

### **HSVN291 Capstone Experience (Fieldwork) 3 Credits**

Pre-approval of fieldwork site by department chairperson 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. Regular 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: HSVN190; Co-requisites: HSVN225, PSYN222.

## **HUMANITIES**

### **HUMN101 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.

### **HUMN102 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 artists' 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.

### **HUMN103 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 historic 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.

### **HUMN104 Jazz and Its Roots** **3 Credits**

For most of the twentieth century, jazz was not only one of the most important cultural developments in America but was also deeply involved in important political, intellectual and social developments. This course will focus on the development of jazz, its roots and its impact on society. Students will learn both to appreciate "America's art form" and to recognize how jazz reflected and shaped important developments in modern American history.

### **HUMN107 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.. This course will fulfill a General Education Group F elective requirement. Prerequisite: ENGN101

### **HUMN109 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: 'C' or better in ENGN099 or Accuplacer placement score equivalent to ENGN101.

### **HUMN110 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: 'C' or better in ENGN099 or Accuplacer placement score equivalent to ENGN101

### **HUMN120 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

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 and the literature that defines the major eras of theatrical history, students will improve their understanding of how culture has evolved to the society of modern day. 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—either at the college, at another theatre or in the community. 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: ENGN101

### **HUMN130 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.

### **HUMN140 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.

### **HUMN145 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: ENGN101

### **HUMN220 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 will fulfill a General Education Group F elective requirement. Prerequisite: Any one of the following courses or by permission of the instructor or department chair: HUMN101 or HUMN107 or HSN101 or PSYN101

**HUMN230 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: ENGN101

**LEARNING EXPERIENCE****LEXN100 Pathways to College Success 2 Credits**

Pathways to College Success, is a two-credit course that enables students to develop the attitudes and skills necessary to reach their academic goals and succeed in the college environment. Emphasis in this course will be on assisting first-year students in making a successful transition to college. Prerequisites: Accuplacer score equivalent to placement into two or more developmental courses or RDGN095, ENGN098, or MTHN097.

**LEXN101 First Year Experience 1 Credit**

First Year Experience is a one-credit course that enables students to develop the attitudes and skills necessary to reach their academic goals and succeed in the college environment. Emphasis will be placed on exploring what it takes to become a successful community college student by developing the requisite skills to enhance performance while building strong connections to Nashua Community College. (Formerly known as Freshman Seminar and College Success Strategies.)

**LEXN110 Service Learning Experience 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 in a community, and a way of enriching service through academic learning. Students will develop and commit to a sustained community service project with approval from faculty for a minimum of 16 hours for the semester and will participate in reflection sessions that take place in bi-weekly seminars.

**LIBERAL ARTS****LIBN101 Liberal Arts and Career Preparation 1 Credit**

This one-credit course is designed for students in the Liberal Arts Program who are undecided about a major and subsequent career pathway. In the course, students analyze their interests, values and abilities as they relate to careers. Combining this self-knowledge with current and future occupational data, individuals develop informed career options. In addition, this course introduces students to the intellectual tradition of the liberal arts. Drawing from the humanities, the social sciences, mathematics, the sciences, and world languages, students are introduced to career applications of skills learned from these disciplines.

**LIBN296 Liberal Arts Project: A Capstone Experience 3 Credits**

The Liberal Arts Project course is a capstone course in the Liberal Arts Degree Program that provides students with the opportunity to integrate critical and analytical skills to evaluate diverse ideas, information, and research. The student-designed project will emphasize the relationships of knowledge and information from the following discipline groups: mathematics/science, social

science and behavioral science, English and the humanities, and technology and research. The project may take the form of an extended research paper, a creative project, or even a project to improve the community.

In consultation with the supervising faculty member, the student or a small group of students will design and complete a project that integrates the student learning outcomes for the Liberal Arts Degree Program. Particular attention will be paid to Critical Thinking (including Scientific Methodology, Numeracy Applications, and Information Literacy), Written Communication, and Oral Communication skills. Prerequisite: Completion of 45 credits of course work applicable to the Liberal Arts Associate Degree Program

**WORLD LANGUAGES****LNGN101 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.

**LNGN102 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: LNGN101

**LNGN105 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.**

**LNGN106 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: LNGN105 or **Spanish placement test score of 75 or higher.**

**LNGN109 Italian I 3 Credits**

An introductory course for first year language study that takes a communicative, functional approach to teaching and learning Italian 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 Italian.

**LNGN110 Italian II 3 Credits**

A continuation of LNGN109. Prerequisite: LNGN109

**LNGN113 Basic German****6 Credits**

Basic German enables students to ask simple questions, understand basic instructions, and take part in a basic conversation on familiar subjects. Students will be able to understand short texts and instructions. Students will be able to carry out a conversation in a restaurant environment using the appropriate vocabulary.

While the culture of German-speaking countries is not emphasized in the course, some attention is paid to cultural behavior and social relationships.

**LNGN114 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.

**LNGN115 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: LNGN114

**LNGN214 German III****3 Credits**

German III will build upon linguistic, cultural and grammatical concepts acquired in German I and German II, and will enable students to develop and enhance their communicative language and cross-cultural skills. Students will increase their vocabulary base, construct and apply more flexible and complex sentences, phrases and thoughts in German, and gain greater insight into the cultural nuances of the German-speaking countries. Throughout the course, special attention will be given to using German in practical, real-life situations. Except for specific grammatical explanations, the course will be conducted entirely in German. Prerequisites: German II or permission of the department chair or program director.

**LNGN120 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.

**LNGN121 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: LNGN120

**LNGN205 Spanish III****3 Credits**

Spanish III includes a review of the grammar, geography, and culture taught in Spanish II. During this course, students will expand their knowledge of the Spanish-speaking countries through authentic readings and videos. They will also write essays on a variety of

themes and will use complex sentence structures. Ample listening activities will enhance this course to sharpen students' listening comprehension and speaking skills. Prerequisite: LNGN106

**LNGN206 Spanish IV****3 Credits**

Spanish IV initially reviews verb tenses learned in Spanish III. The grammar instruction expands to include commands, the preterite tense and the subjunctive mode. Students will further develop their abilities to produce the spoken language. The vocabulary content of the course will focus on health and wellness, modern technology, the pressures of contemporary life, and art/culture. The cultural and historical focus of the course is on Latin America. Students will read authentic materials, literature, and will write short essays related to these countries. Course activities accommodate all learning styles and are both innovative and useful in the academic setting and in the community. Prerequisites: LNGN205 or permission of the Program Director or Department Chair

**LNGN220 Sign Language III****3 Credits**

This course will continue with skills development, direct interaction activities and sign vocabulary building. 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: LNGN121

**LNGN221 Sign Language IV****3 Credits**

This course will assist the student in developing 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 drill, videotapes, discussion of idioms and colloquial usage and opportunities to participate in signed conversation with deaf people and other signers. Also included in the class will be vocabulary development, rules of social interaction, the process of conversation, and discussion of deaf/hearing interactions. Prerequisite: LNGN220

**MECHANICAL DESIGN TECHNOLOGY****MDTN110 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 bench top and IR controlled. Laboratory exercises compliment classroom instruction. Prerequisite: CADN111

**MDTN285 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.

**MASSAGE THERAPY**

Students must be matriculated in the Massage Therapy program to enroll in these courses. Enrollment is available on a *space available* basis to non-matriculated Massage Therapy students from other Massage schools or to licensed massage therapists.

**MSTN101 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. Corequisite: SCIN111

**MSTN105 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 or Co-requisite: SCIN111, MSTN101

**MSTN111 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: SCIN111

**MSTN119 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.

**MSTN121 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: MSTN101, SCIN111

**MSTN124 Acupressure 3 Credits**

This course teaches the student Oriental concepts of the 12 organ meridians and the application of finger pressure for the overall health of the individual. Prerequisites: MSTN101, SCIN111

**MSTN126 Massage Rules and 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 and the National Certification Board of Therapeutic Massage Bodywork (NCBTMB). Course will also cover NH Rules governing massage therapy and therapists.

**MSTN131 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: SCIN111, MSTN101

**MSTN132 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: MSTN101, SCIN111

**MSTN133 Clinical Evaluation and 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, S.O.A.P. notes, focusing on specific problems and their treatment will be addressed. Prerequisites: MSTN121, SCIN111

**MSTN134 Self Care and 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.

**MSTN135 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: MSTN121, SCIN111

**MSTN136 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: SCIN111, MSTN101

**MSTN137 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: MSTN101, SCIN111

**MSTN139 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: MSTN101, SCIN111

**MSTN141 Oriental Theory and Concepts 3 Credits**

This course teaches the student basic concepts of Eastern/Asian healing, including the 12 organ meridians, the 5 elements and forms of chi and how they relate to treatments and overall health of the individual.

**MSTN143 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: MSTN101, SCIN111

**MSTN145 Aromatherapy 2 Credits**

Use of essential oils for medical and massage purposes. Student will learn to customize aromas for specific purposes.

**MSTN147 Elder Massage 2 Credits**

The class is designed to teach massage therapists a variety of skills and techniques. These will enable the professional to better work with older people in various settings such as nursing and retirement homes as well as with more active seniors. Prerequisites: MSTN101, SCIN111

**MSTN148 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, Kripaulu Institute, MA and Omega Institute, NY. Somatic massage emphasizes slow, full-body strokes and metaphysical and holistic (physical, psycho-

logical and emotional) approach to the experience of bodywork.  
Prerequisites: MSTN121, SCIN111

**MSTN149 Russian Massage 2 Credits**

Principles of Russian Massage. Hand positions and strokes for specific purposes. Student will learn a full body treatment using methods seldom seen in the U.S. Prerequisites: MSTN101, SCIN111

**MSTN153 Myofascial Release and 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: MSTN101, SCIN111

**MSTN190 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.

## MATHEMATICS

**MTHN090 Mathematics Lab 1 Credit**

This mathematics lab is designed to provide students the opportunity to become proficient in arithmetical computation and pre-algebra skills within a computer-based lab setting. The course starts out with the arithmetic of whole numbers and then progresses to fractions, decimals, percents, word problems, and finally introductory algebra. The course is individualized to meet students' specific learning needs. **Credits do not count toward degree or program requirements.** The grade options for this course will be Pass/No Pass or CS. Prerequisite: Appropriate Accuplacer score. Co-requisite: LEXN100

**MTHN097 Mathematics I 4 Credits**

This is a course for students who have difficulty with basic mathematics or who need a good review in basic arithmetic computation skills. The course begins with the arithmetic of whole numbers and then goes into fractions, decimals, percent, word problems, unit conversions, and finally introductory algebra. Minimum passing grade of C is required. **Credits do not count toward degree or program requirements.** Prerequisite or Co-requisite: LEXN100

**MTHN099 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 or Mastery of MTHN090.

**MTHN103 Topics in Applied College Mathematics 3 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 sub-topics. **Fulfills mathematics requirement for Automotive Technology, Collision Repair Technology, Early Childhood Education, Honda Automotive Technology, Holistic Massage, Culinary Arts and Hospitality Restaurant students and Human Service students only.** Prerequisite: Placement test or MTHN099

**MTHN105 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. Prerequisite: Placement test or 'C' or better in MTHN099

**MTHN106 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. Prerequisite: Placement Exam score or MTHN099

**MTHN108 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 or MTHN099 or Permission of Instructor

**MTHN110 Algebra and Trigonometry 4 Credits**

This course starts with algebra topics, which include linear, quadratic, and radical equations. Trigonometry topics include trigonometric functions, their graphs, identities, inverse trigonometric functions, laws of Sines and Cosines, trigonometric identities, and vectors are all studied in detail. Applications to problem solving are emphasized. Prerequisite: Placement Test or MTHN099 or Permission of Instructor.

**MTHN115 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. Prerequisite: Placement Test or MTHN099 or permission of instructor.

**MTHN120 PreCalculus 4 Credits**

This course is intended to prepare students for the study of calculus. Students will investigate the properties of exponential, loga-

rithmic, polynomial, rational and trigonometric functions. Other topics include complex numbers, polar coordinates, conics, vectors, sequences and series, DeMoivre's Theorem and Euler's Theorem. A selection of topics from the following list will 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 MTHN110 or permission of instructor

#### **MTHN170 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 MTHN110 or MTHN115.

#### **MTHN206 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: MTHN106

#### **MTHN210 Calculus I 4 Credits**

The study of calculus is introduced through studies of functions, limits, differentiation and higher order derivatives. Problems in optimization and related rates are considered. Integration is introduced by analyzing the definite and indefinite integral, areas and volumes. Prerequisite: Placement Test or MTHN120 or Permission of instructor.

#### **MTHN211 Calculus II 4 Credits**

This course is a continuation of Calculus I. The scope of the course includes the differentiation and integration of transcendental functions such as trigonometric, logarithmic and exponential functions. Also included are various methods of integration and the study of infinite sequences and series. Prerequisite: MTHN210

#### **MTHN212 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 Co-requisite: MTHN211

#### **MTHN215 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: MTHN210

#### **MTHN220 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: MTHN211

#### **MTHN285 Individual Project in Mathematics: A Capstone Experience 4 Credits**

This course serves as the capstone experience for Mathematics Concentration students enrolled in the Liberal Arts program. The course is designed to help students synthesize the learning and skills acquired in their Mathematics Concentration 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 Concentration Degree. Prerequisite: Completion of 45 credits of coursework applicable to the Liberal Arts Mathematics Concentration Degree. Minimum grade of C in MTHN210 and MTHN211

### **ADVANCED MACHINE TOOL TECHNOLOGY**

#### **MTTN101 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.

#### **MTTN111 Machine Tool Processes and Theory I 7 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.**

#### **MTTN118 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.

#### **MTTN122 Machine Tool Processes and Theory II 7 Credits**

MTTN122 is a continuation of MTTN111 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 con-

cepts 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: MTTN111 **A grade of C or better is required in MTTN111**

### **MTTN123 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: MTTN111 or permission of instructor.

### **MTTN133 CNC Programming and 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: MTTN123

### **MTTN201 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: MTTN101 or permission of Program Coordinator/Department Chair.

### **MTTN223 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: CADN131, MTTN123 or permission of instructor.

### **MTTN231 Advanced Machine Tool Processes and Theory I 7 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: MTTN122. Co-requisite: MTTN123

### **MTTN232 Advanced Machine Tool Processes and Theory II: A Capstone Experience 7 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 partici-

pate 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: MTTN123, a grade of 'C' or better in MTTN231.

## **NURSING**

### **NURN120 Fundamental Nursing Skills 4 Credits**

This is a four-credit, twelve hour per week simulation lab/clinical course that prepares the student to deliver safe nursing care across the lifespan under the supervision of a Registered Nurse. The student will practice skills for basic assessment, management of basic universal human needs in health and illness, documentation, health care informatics, and medication administration. Upon completion of the course the student is eligible to seek NH licensure as a nursing assistant. The LPN student may earn credit for this course by satisfactorily completing a challenge exam of specific nursing skills. Prerequisites: PSYN101, SCIN201 Corequisites: NURN130, SCIN202, PSYN201

### **NURN130 Concepts for Nursing Practice 4 Credits**

This is a four hour/week theory course that introduces the student to major concepts required as a foundation for further studies in nursing and also serves as a bridge course for the LPN student to pursue studies preparing for RN licensure. Content includes introduction to nursing; the program's conceptual framework; health field concepts; levels of prevention; systems-based practice; critical thinking; communication; nursing process; health assessment; patient/family education; multicultural practice; meeting basic human needs across the lifespan; nutrition and hydration; concepts of medication administration; and contemporary contexts for professional nursing. LPNs may earn credit for NURN130 by scoring a minimum of Level 2 on the ATI Fundamentals of Nursing exam. Prerequisite SCIN201, PSYN101 Corequisites: NURN120, PSYN201, SCIN202

### **NURN140 Nursing Care I: Concepts and Skills 9 Credits**

This course introduces the student to the care of patients with chronic health conditions across the lifespan. Care of patient with selected alterations in health including cardiac, respiratory, endocrine, integumentary, musculoskeletal, and neurological/mental health conditions will be studied. Care of patients with chronic pain, anxiety, addictions, acute crisis, the frail elderly, and end of life care will be covered. Selected health alterations are explored in light of the program's conceptual framework, pathophysiology, pharmacology, and interdisciplinary interventions. Concepts and skills introduced in NURN120 and NURN130 will be applied and further developed throughout the semester. Clinical experience(s) will occur in a combination of inpatient and outpatient, sub-acute and rehabilitative, psychiatric, community/group, home, and clinical simulation settings. Prerequisites: NURN120, NURN130, PSYN201, SCIN202 Co-requisite: NURN230

### **NURN220 Nursing Care II: Concepts and Skills 10 Credits**

This course applies previous learning in nursing, life sciences, and 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, and immune health. A systematic approach to each unit will include levels of prevention, pathophysiology, lifestyle alterations, environmental impact and modification, interdisciplinary care plans, and legal and

ethical implications inherent in delivering patient care. Prerequisites: NURN140, NURN230

### **NURN230 Pharmacology for Nursing Practice**

**3 Credits**

NURN230, Pharmacology for Nursing Practice 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 systemic review of common drugs in clinical use will be studied. Safe administration of medication across the life span, assessment of its effectiveness, patient and family education, and ethical and legal issues related to the nurse's role in pharmacotherapeutics is emphasized. Prerequisites: NURN120, NURN130, Co-requisite: NURN 140

### **NURN240 Management of Nursing Care Across the Lifespan**

**10 Credits**

NURN240, Management of Nursing Care Across the Lifespan is a hybrid capstone course that requires students to apply all previous learning to the care of patients/families across the lifespan, the child-bearing family, and groups of people 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. Prerequisite: NURN220

## **PEACE AND SOCIAL JUSTICE STUDIES**

### **PJSN101 Introduction to Peace and Social Justice Studies**

**3 Credits**

This introductory course is designed to provide an overview of the nature of concerns about equality that impact a community. The common threads of gender, race, and socio-economic status will be considered throughout the course to demonstrate how social inequality differentiates the value of one group compared to another group. Through course readings, student-led discussions, and guest speakers, students will examine the most pressing issues in the local community, and they will learn how to translate their knowledge into action as change agents. A Service-Learning opportunity will be available for students to work with a not-for-profit organization in the community.

### **PJSN105 Foundations of Conflict Resolution**

**3 Credits**

The course offers an introduction to the field of conflict analysis and resolution, and it examines definitions of conflict and diverse views of its "resolution." Thinking about human behavior and social systems is explored as they relate to the origins of conflict and the role of conflict in violent and peaceful social change. Students consider appropriate responses to conflict at interpersonal, inter-group, industrial, communal, and international levels.

### **PJSN108 Theories of Conflict and Conflict Resolution**

**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 causes of deep-rooted conflict. A major focus in the course is on analysis as a tool.

### **PJSN140 Peace Education, Leadership and Sustainability**

**3 Credits**

This course will take place at the University of Peace (UPEACE) in

Costa Rica where students will learn about cutting-edge concepts in peace education, leadership and sustainability. The course is planned to provide students with the knowledge, perspectives, and skills for teaching and leading with understanding, cooperation, and sensitivity to global interconnectedness. Classroom learning will be complemented with visits to organizations that embody the principles of peace and sustainability. Evenings will provide a structured time for group debriefing, reflection and journal writing.

In addition to the usual tuition and fees, PJSN140 students will be expected to pay for travel, accommodation, food, passport, health insurance (including evacuation insurance), and other related costs for the trip to Costa Rica. Contact the Program Coordinator for specific information.

### **PJSN201 Group Facilitation Theory and Practice**

**3 Credits**

This course develops students' skills in working with groups. The course incorporates theories and models of group dynamics, facilitation, and group development, as well as workshop development and delivery. This course uses a practice-based approach, including role-playing and workshop presentations.

### **PJSN210 Theory and Practice of Mediation**

**3 Credits**

This course examines theories, methods, and techniques of mediation. Students will have the opportunity to demonstrate their knowledge of mediation skills.

### **PJSN290 Peace and Social Justice Studies Internship**

**3 Credits**

The internship for the Peace and Justice Studies Program is a hands-on learning experience that provides an opportunity for students to practice learning outcomes and skills learned in the program under the direct supervision of an on-site internship supervisor. With the permission of the supervising faculty member, the internship may be arranged at a for-profit or a not-for-profit organization. Prerequisites: Completion of 45 credits of course work applicable to the Liberal Arts—Peace and Justice Studies Associate Degree Program.

## **PARALEGAL STUDIES**

### **PLSN101 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 Co-requisite: ENGN101

### **PLSN102 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 re-

search and effective and professional legal writing for assisting the attorney in providing competent and quality legal services. Prerequisite: PLSN101, ENGN101

### **PLSN210 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: PLSN101; Prerequisite or Co-requisite: PLSN102, PLSN230

### **PLSN220 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: PLSN101; Prerequisite or Co-requisite: PLSN102

### **PLSN230 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: PLSN101; Prerequisite or Co-requisite: PLSN102

### **PLSN240 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: PLSN101; Prerequisite or Co-requisite: PLSN102, PLSN220

### **PLSN250 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: PLSN101; Prerequisite or Co-requisite: PLSN102

### **PLSN260 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. **For Paralegal Program students in Spring Semester only. Prerequisites: PLSN101; Prerequisite or Co-requisite: PLSN102. For Criminal Justice Program students in Fall Semester Only. Prerequisite: CRJN101**

### **PLSN280 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.

### **PLSN290 Paralegal Internship and 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.

## **POLITICAL SCIENCE**

### **POLN101 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.

### **POLN102 American Government and Politics 3 Credits**

This course provides and 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.

**POLN205 Civic Engagement Project 2 Credits**

This course introduces students to a strategy for shaping public policy at the local or state level. The approach is “hands-on.” After reviewing the operations of government and discussing the role of public policy, students are asked to apply their knowledge and develop solutions for “real-life” problems using the Project Citizen model. Prerequisites: POLN101 or POLN102 or POLN210 or HISN241 and ENGN101

**POLN210 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: ENGN101

**POLN220 American Politics and 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: ENGN101

## PSYCHOLOGY

**PSYN101 Introduction to Psychology 3 Credits**

Psychology is the scientific study of thoughts, emotions and behavior. This is a survey course that will examine the broad bases of psychology (biology, cognition, personality, development, cross-cultural and clinical) from a Biopsychosocial (integrated) perspective. Students will leave with an understanding of the scientific method as well as fundamental research skills and an appreciation for their application across courses in the behavioral sciences. Additionally, students will develop critical thinking skills that will enhance their own perspectives about what drives human behavior.

**PSYN130 Human Relations 3 Credits**

This course will allow students to explore intrapersonal (within self) and interpersonal (between self and others) aspects of human relationships. Students will be introduced to basic psychological concepts and understand their connection to interpersonal relationships. They will understand the role that human factors play in their personal and professional lives. They will be exposed to strategies for effective communication, stress reduction, team membership, leadership development and healthy relationships in both the home and workplace.

**PSYN201 Human Growth and 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: ENGN101

**PSYN202 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: PSYN101

**PSYN205 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: PSYN101

**PSYN206 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 and 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. Co-requisite: PSYN101

**PSYN207 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: PSYN101

**PSYN210 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: PSYN101

**PSYN212 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: PSYN101.

### **PSYN220 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: MTHN106, PSYN101.

### **PSYN222 Group Dynamics and 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 allowing students to increase their awareness of their group roles and increase their leadership and group problem solving abilities. Prerequisite: PSYN212

### **PSYN240 Alcohol and Drugs 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: PSYN101 or Permission of the Instructor

### **PSYN280 Community Psychology: A Capstone Experience 3 Credits**

This course will allow students to view psychology from a social justice lens where the goal is to empower members of the community. It will investigate the role of social issues, social systems and trace the historical development of a community focus that seeks to prevent (rather than treat) psychological issues. This course will build upon the skills gained in earlier psychology courses and integrate an action based research methodology into classroom experience by exploring the role that psychological research can provide in understanding social problems from both the perspective of a researcher and participant. Finally, this course will include a service learning component. This course will serve as the capstone experience for psychology students enrolled in the liberal arts program. Pre-approval of placement site by Dept Chair. Students are expected to have a placement before class begins. Prerequisites: PSYN220 and SOCN228 or permission of the department chair.

### **PSYN290 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 acquired as a liberal arts student with a concentration in psychology. 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 col-

laborative 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. Internship 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 field-work site by Dept Chair before placement. Students are expected to have field work placement before class begins. Prerequisite: Completion of 45 credits of course work applicable to the Liberal Arts Psychology Concentration.

## **READING**

### **RDGN090 Reading Lab 1 Credit**

This lab is designed to assist students with their reading comprehension in a lab setting using the ReadingPlus\* program. ReadingPlus is a web-based reading intervention system that uses technology to provide silent reading practice for students. The goal of the lab is to increase comprehension, rate, and fluency through ongoing structured practice. Students will receive direct instruction one hour per week from the instructor and complete two lab sessions independently. Specific lab hours will be available and students will be able to access the program outside designated lab hours. Individual progress will be communicated to the student on a regular basis. At the end of the semester the student will retake the Accuplacer test with the goal of raising their initial score. Prerequisites: Appropriate Accuplacer Score.

### **RDGN095 Reading Strategies 3 Credits**

Reading Strategies is a preparatory course designed to develop the comprehension skills, thinking skills and vocabulary skills necessary to become a more confident, independent and efficient reader. A minimum passing grade of 'C' is required. **Credits do not count toward degree requirements.** Prerequisite: Appropriate Accuplacer score. Co-requisite: LEXN100

### **RDGN096 Reading for College Success 3 Credits**

This course builds on reading strategies that will allow students to meet the demands of college-level textbooks. Students will develop effective reading and study strategies in or learn from expository material. General vocabulary development as well as content-related vocabulary is emphasized. A minimum passing grade of 'C' is required. **Credits do not count toward degree requirements.** Prerequisite: Appropriate Accuplacer score or Mastery of RDGN095

## **SCIENCES**

### **SCIN101 Biology in Focus I 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, genetics from classic Mendelism to current biotechnologies. Laboratory exercises support lecture topics and are designed to develop scientific inquiry and critical thinking.

### **SCIN102 Biology in Focus II 4 Credits**

A continuation of Basic Biology I, scientific study of living things: 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 provides students the opportunity to develop critical thinking utilizing current ecological topics. Prerequisite: SCIN101

**SCIN103 Principles of Biology I 4 Credits**

Introduces topics in more depth than SCIN101. 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. Laboratory experience will provide opportunities to explore topics using hands-on methodologies and critical thinking in a project-based learning environment. This course is designed for students pursuing careers in biological sciences, biotechnology or areas related to medicine, biomedical research. Prerequisites: Placement test scores in Algebra 80, Sentence skill 70, Reading 75 or higher and the successful completion (C or higher) of college preparatory Biology and Chemistry within the past five years and/or be able to pass a biology entrance exam with a 'C-' or better and the permission of the program coordinator.

**SCIN104 Principles of Biology II 4 Credits**

General Biology II 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: SCIN103 with a 'C-' or better.

**SCIN111 Basic Human Anatomy and 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.

**SCIN112 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 biochemical principles are also included. Prerequisite: SCIN111

**SCIN115 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.

**SCIN116 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.

**SCIN117 Environmental Science 4 Credits**

The course introduces students to the study of major environmental problems and issues facing society today. Topics include ecosystem structure and function; population trends and dynamics; pollution of air, land, and water; and the management of resources. This course contains a service learning option.

**SCIN120 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.

**SCIN130 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, oscillations, and waves and sound. Prerequisites: MTHN110 (A grade of C or better is recommended)

**SCIN131 Physics II 4 Credits**

A continuation of the study of physics at the non-calculus level. Topics include wave and geometrical optics, electricity and magnetism, atoms, nuclei and modern physics. Prerequisite: SCIN130

**SCIN141 Introduction to Chemistry 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, gas laws, acid-base and reduction/oxidation reactions, chemical equilibrium, thermodynamics, and an introduction to organic and bio-chemistry. This course does not fulfill the requirements of General Chemistry I & II or Organic Chemistry I & II.

**SCIN142 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: Satisfactory completion of MTHN099 or Accuplacer score recommendation of a Group E elective (or higher)

**SCIN143 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: SCIN142 with a 'C' or better; Satisfactory completion of MTHN099 or Accuplacer score recommendation of a Group E elective (or higher).

**SCIN150 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: MTHN099 or Placement Test

**SCIN151 Physical Science II 4 Credits**

The first half of the course is an overview of chemistry, with an emphasis on the impact of chemistry on everyday life. The second half of the course applies the principles of physics and chemistry to earth science and astronomy. Topics include elements, chemical bonding, chemical reactions, the Earth's interior, the atmosphere, the ocean, the solar system and stars. Conceptual understanding is emphasized over mathematical manipulation. Prerequisites: MTHN099, SCIN150 or Permission of Instructor

**SCIN160 Genetics 4 Credits**

The first half of the course is devoted to Mendelian genetics, including dominance, mono- and dihybrid crosses, sex-linkage, cell

division, traditional chromosome mapping for both prokaryotes and eukaryotes, and sex determination. The second half is devoted to more modern molecular genetics, including detailed study of DNA structure, mutations, replication, transcription, translation, and regulation of gene expression in both prokaryotes and eukaryotes. Also included in the latter half are recombinant DNA technology, genomics and proteomics, and discussion of viral genetics and cancer. Depending on the instructor, interests of students, and time constraints, the course may also include population, evolutionary and conservation genetics, and genetic aspects of behavior. Laboratory investigation will support topics discussed in class.

Laboratory: The laboratory includes working with the genetics of live organisms, particularly plants, *Drosophila* (fruit flies), and microbes. Students will be able to practice recombinant DNA techniques, including use of restriction enzymes, gel electrophoresis, Southern blot preparation, transformation of bacteria, DNA fingerprinting, use of nucleic acid probes and microarrays. Emphasis will be on development of techniques and laboratory safety. Prerequisite: SCIN101

### **SCIN201 Anatomy and Physiology I 4 Credits**

This Anatomy and Physiology I courses focuses on the organization of the human body and the complementarity of structure and functions from chemistry of life, cell and tissues, to several organ systems including integumentary, skeletal, muscular and nervous. These areas will be covered in a series of detailed lectures which are supported by hands-on laboratory experiences including cytology, histology, physiological experimentation both wet lab and computer-assisted, study of human anatomical models, and dissection of appropriate specimens. Prerequisite: Students should have proficient reading skills and a fundamental knowledge of natural sciences as demonstrated by: completing RDGN096 or adequate placement test score, a C or better in high school chemistry or SCIN141 or SCIN142/143 in the past 5 years; and successful completion of high school biology or SCIN101 or approval by Coordinator I.

### **SCIN202 Anatomy and Physiology II 4 Credits**

This course is a continuation of Anatomy and Physiology I that focuses on understanding how anatomy and detailed physiology of each system affects the function of the whole organism. Systems covered in this course include the endocrine, cardiovascular, immune, respiratory, digestive, excretory and reproductive. Other topics which are pertinent for overall homeostasis and survival are covered, and include: system imbalances, nutrition, metabolism, acid/base and fluid/electrolyte balance and genetics. Hands-on and computer-assisted laboratory experiments will be performed that parallels and support lecture topics. Prerequisite: SCIN201

### **SCIN205 Basic Pathophysiology 3 Credits**

A course designed to provide the student with an understanding of the various mechanisms by which human diseases develop. Includes a survey of common disorders involving each of the major body systems. Prerequisite: SCIN111

### **SCIN215 Microbiology 4 Credits**

This is a comprehensive study of the basic 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 relationship, pathogens or probiotics to humans and the environment. Also covered are modern recombinant DNA technologies, including genetic engineering, gene therapy, DNA profiling, PCR genomics, and cloning. Laboratory study accompanies this course requiring successful completion of topic supportive exer-

cises and of an unknown project where a mix culture is given to each student for isolation and identification as partial requirement of the course. Prerequisites: Students should have proficient reading skills and a fundamental knowledge of natural sciences as demonstrated by: completing RDGN096 or adequate placement test score, a 'C' or better in high school chemistry or SCIN141 or SCIN142/143 in the past 5 years; and successful completion of high school biology or SCIN101/103 or approval of coordinator.

### **SCIN220 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 at 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: SCIN103 and SCIN104

### **SCIN231 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: MTHN210

### **SCIN232 Calculus-Based Physics II 4 Credits**

A study of classical physics using calculus. Topics include fluids, thermodynamics, electricity and magnetism. Prerequisite: SCIN231

### **SCIN280 Scientific Inquiry and 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: SCIN103 and SCIN143. Co-requisite: SCIN215

### **SCIN284 Advanced Topics in Biology 3 or 4 Credits**

Advanced Topics in Biology will rotate through different upper-level science courses per semester, with may include but not limited to endocrinology, biochemistry, molecular biology, or cellular biology. 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: SCIN104 or SCIN160 and SCIN142

### **SCIN285 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: SCIN280

## **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

### **SLPN111 Speech and Language Development 3 Credits**

The information presented in this course concerns the language development of children throughout the course of their development. Beginning with a review of child and language development theories, the course will follow the way a child acquires the sounds, meanings, and grammar/syntax of their native language as well as the ways a child learns to use language to communicate with others. There will be a focus not only on early language development but also on the higher order language constructs that are typically seen in children in their later school years. Social and pragmatic skill development will also be discussed. There will also be discussions regarding language diversity and the importance of literacy to language learning.

### **SLPN112 Anatomy and Physiology of the Speech and Hearing Mechanism 3 Credits**

This course provides a basic introduction to anatomy and physiology of the mechanisms involved in speech production and hearing. Functional aspects of the five interactive components of speech (respiration, phonation, articulation, audition and the nervous system) are discussed.

### **SLPN114 Survey of Communication Disorders 3 Credits**

This course introduces the student to the profession of Speech-Language Pathology while focusing on the role of the Speech-Language Pathology Assistant. Basic concepts and terminology central to the recognition and management of various communication disorders are presented. Disorders of language, articulation, voice, fluency, and hearing are discussed. Relevant assistive technology will be introduced. Prerequisite: Minimum grade of C in SLPN111

### **SLPN115 Phonetics 3 Credits**

Students will learn how the speech sounds of American English are produced, described and classified. Theories of phonological analy-

sis will be presented, including distinctive features and phonological processes as well as intonation patterns and dialect variations. In addition, students will learn the sound-symbol correlations of the International Phonetic Alphabet and apply this knowledge to the transcription of normal and disordered speech.

### **SLPN121 Language Disorders 3 Credits**

This course addresses deficits in the content, form, and use of the native language that result in ineffective communication. Etiology and evaluation of disorders in listening comprehension and oral expression are presented, and clinical/technical skills are emphasized. Prerequisites: Minimum Grade of C in SLPN111, SLPN114

### **SLPN123 Articulation and Phonological Disorders 3 Credits**

Instruction will include normal articulation and phonological development, etiologies, assessment, and treatment of articulation and phonological disorders. Theory and clinical skills will be emphasized. Pre-requisites: Minimum Grade of C in SLPN111, SLPN114, SLPN112, SLPN115

### **SLPN210 Communicaton Aspects of Autism Spectrum Disorders 3 Credits**

This course introduces students to the history, definitions, demographics, and characteristics of individuals with autism spectrum disorders across the life span. Theoretical explanations of autism spectrum disorders will be explored. Various treatment models, approaches, procedures and intervention strategies will be discussed and critiqued. Prerequisites/Co-requisites: Minimum grade of C in SLPN112, SLPN114, SLPN121, PSYN206

### **SLPN220 Advanced Communication Disorders 3 Credits**

This course will cover basic information on the following disorders found in children and adults, and may include and not be limited to: developmental and neurogenic dysfluency, voice, cleft palate, acquired motor speech, developmental motor speech; acquired disorders of language, alternative and augmentative communication, swallowing, and hearing. This course includes an optional service learning opportunity. A minimum grade of C is required in each of the following Prerequisites: SLPN121, SLPN123, PSYN206

### **SLPN221 Clinical Procedures in Speech-Language Pathology 3 Credits**

This course emphasizes how to provide direct therapy incorporating principles of learning theory and behavioral modification. The students will be trained in observing and recording speech and language behaviors, in tracking and reporting progress, and developing and implementing treatment activities based on treatment plans developed by speech and language pathologists. Prerequisites: Minimum grade of C in SLPN220

### **SLPN290 Seminar in Speech-Language Pathology: Capstone Course 2 Credits**

This seminar provides a guided student exchange on trends, roles, and issues found in the discipline of communication disorders related to practicum/fieldwork experiences. Prerequisites: Minimum grade of C in SLPN221; Co-requisite: SLPN291, SPLN292

### **SLPN 291 Speech-Language Pathology Assistant Practicum I 1 Credit**

The student will work in an approved setting under the supervision of an ASHA-certified Speech and Language Pathologist. This practicum course will provide thirty-three hours of direct client contact, giving students comprehensive experience in the

application of knowledge and therapeutic intervention skills acquired in previous coursework. Periodic conferences between the site supervisor and the practicum coordinator are scheduled to monitor and evaluate student progress. Fifteen hours of educational/observational activities will also be credited as part of the fieldwork experience. Prerequisites: Minimum grade of C in all Speech-Language Pathology Assistant coursework, PSYN206, and approval of the Practicum Coordinator. Pre- or Co-requisite: SLPN290

### **SLPN 292 Speech-Language Pathology Assistant Practicum II 2 Credit**

The student will work in an approved setting under the supervision of an ASHA-certified Speech and Language Pathologist. The practicum course will provide sixty-six hours of direct client contact, giving students comprehensive experience in the application of knowledge and therapeutic intervention skills acquired in previous coursework. Periodic conferences between the site supervisor and the practicum coordinator are scheduled to monitor and evaluate student progress. Twenty-nine hours of educational/observational activities will also be credited as part of the fieldwork experience. Prerequisites: Minimum grade of C in all Speech-Language Pathology Assistant coursework, PSYN206, and approval of the Practicum Coordinator. Pre- or Co-requisite: SLPN290

## **SIGN LANGUAGE**

(For Sign Language offerings, refer to LNGN listings)

### **SNLN201 Deaf and Hearing Cultural Interactions 3 Credits**

This is an advanced course on Deaf Culture and the Deaf Community as embedded in American Culture and Communities. In the prior course, Sociology of Deaf Culture, students learned of the prevailing two perspectives on American Deaf Culture and the American Deaf Community: Pathological (disability) and Socio-Cultural (language, folklore, mores). In this advanced course we will continue to examine the Deaf view (social and cultural perspective), and will add information and discussion on the hearing view (often pathological). From these views we will study and discuss deaf and hearing cultural dynamics and the effects of these dynamics upon interactions between Deaf and hearing individuals and groups. Students will be provided with articles and excerpts, from both Deaf and hearing sources. In class we will use multimedia, panel discussions, and presentations by visitors to spark discussion and provide broader exposure to issues facing both communities. Our predominant focus will be current issues, but we will examine some history, to better understand attitudes and reactions of today. Prerequisites: SOCN206, or permission of Department Chair or Program Director

## **SOCIOLOGY AND ANTHROPOLOGY**

### **SOCN101 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.

### **SOCN108 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.

### **SOCN110 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.

### **SOCN111 Introduction to Social Work 3 Credits**

A general survey course that will provide an introduction to social work, the history, knowledge and skill sets needed in the profession. The course will focus on the fundamental principles of social work to engage in research-informed practice, to apply knowledge of human behavior and the social environment, to advocate for the social and economic well-being of diverse client populations and to provide ethical social work principles in all practice.

### **SOCN115 Sociology of Technology 3 Credits**

This course views the phenomenon of technology through a sociological lens. Students will consider how the social and historical context has contributed to the development of technology over time, and how social and global change is influenced by changes in technology. The course emphasizes and analyzes the ways that societies and individuals shape, and are shaped by, new technologies. A wide variety of technologies, from hands-on machines to the internet and new media, will be considered, and students will be encouraged to consider the impact of technology on their own lives, choices, and relationships.

### **SOCN201 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: ENGN101

### **SOCN205 The Changing Family 3 Credits**

The focus of this course is to help students recognize and understand the dynamic nature of marriages, families and intimate relationships. This course will enable students to recognize, confront and dispel prominent myths about these relationships and to help students see the interactive relationships of race, class and gender. Prerequisite: ENGN101

### **SOCN206 Sociology of Deaf Culture 3 Credits**

This course will focus on the socio cultural view of the American Deaf Community today. We will explore the two prevailing perspectives, pathology (disability) and socio-cultural (culture, language, more, folklore), as we discuss contemporary American Deaf Culture. Finally, students will consider the role of history in the development of Deaf culture. Prerequisites: SOCN101 or PSYN101. It is strongly recommended that students in the Sign Language Certificate program complete the companion course, ASL1, in the same semester as Sociology of Deaf Culture.

### **SOCN228 Class, Status and Power 3 Credits**

This course will allow students to view the development and main-

tenance 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: ENGN101, PSYN101 or SOCN101 or permission of program coordinator or department chair.



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# 2014 - 2015

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### Fall Semester 2014

September 2, 2014-December 19, 2014

August 19:	Tuition due for Fall 2014 Semester
September 1:	Labor Day Holiday – No Classes
September 2:	Fall Classes begin
September 8:	Last day to add full semester classes (except online) without instructor permission
September 8:	Last day to drop with full refund from first-half semester courses (09/02-10/25/2014)
September 15:	Last day to drop a class with full refund (full semester courses)
September 19:	Last Day to Resolve “I” Grades from Summer Term
September 29:	Late Start – 12 week term begins (09/29-12/19/2014)
October 3:	Last day to withdraw with a “W” grade from first- half semester courses (09/02-10/25/2014)
October 6:	Last day to drop from late start (12 week) classes with a full refund
October 27:	Second half semester term begins (10/27-12/19/2014)
October 29:	Symposium – No Day Classes
November 3:	Last day to drop with full refund from second half semester courses (10/27-12/19/2014)
November 6:	Last day to withdraw with grade of “W” (full semester courses)
November 11:	Veterans’ Day – No classes
November 17:	Last day to drop with a grade of “W” from late start (12 week) classes (09/29-12/19/2014)
November 27-28:	Thanksgiving – No Classes (including Saturday classes)
December 1:	Last day to withdraw with grade of “W” from second half semester courses (10/27-12/19/2014)
December 15-18:	Finals
December 19:	Fall Semester Ends

### Spring Semester 2015

January 20, 2015-May 11, 2015

January 6:	Tuition due for Spring 2015 semester
January 19:	Civil Rights/Martin Luther King Holiday – No classes
January 20:	Spring Semester Classes Begin
January 26:	Last day to add full semester classes (except online) without instructor permission
January 26:	Last day to drop with full refund from first half semester courses (01/20-03/14/2015)
February 2:	Last day to drop a class with full refund (full semester course)
February 6:	Last day to resolve “I” grades from Fall semester
February 16:	President’s Day – No classes
February 20:	Last day to withdraw with a “W” grade from first- half semester courses (01/20-3/14/2015)
March 16-20:	Spring Break – No classes
March 23:	Second-half semester term begins (3/23-5/11/2015)
March 30:	Last day to from with full refund from second-half semester courses (3/23-5/11/2015)
March 31:	Last day to withdraw with a “W” grade (full semester courses)
April 21:	Last day to withdraw with grade “W” from second-half semester courses (03/23-05/11/2015)
May 5-8:	Finals
May 11:	Spring Semester Grades Due to the Registrar’s Office – NO LATER THAN 10am
May 13:	Final grades available for viewing on Student Information System
May 16:	Graduation – 11:00 am



# Nashua Community College

## Application for Admission

Application Fee: \$20.00

Please complete all items and print clearly

### GENERAL INFORMATION

First

Last

Middle

List other names on school records (Maiden name) \_\_\_\_\_

Street (Mailing Address)

City

State

Zip Code

Preferred method of communication: (Check one) Phone Email Text

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. Citizen? Yes No If No, are you a U.S. permanent resident? Yes No

If you are not a legal resident, what is your current visa status? \_\_\_\_\_

Is English your native language? Yes No If No, what is your native language? \_\_\_\_\_

### \*FEDERAL GOVERNMENT STATISTICAL INFORMATION (optional)

\*Gender:  Male  Female \*Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*Ethnic Background: Are you Hispanic/Latino? Yes No

\*Race American Indian or Alaska Native Asian Black or African American  
Native Hawaiian or Other Pacific Islander White Multi Racial Race Unknown

### SOCIAL SECURITY NUMBER REQUIREMENT

Federal law requires that NCC collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1098-T tax form (26 U.S.C.A. Section 6050 or Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### HIGH SCHOOL - GED INFORMATION

School Name

City

State

Zip Code

OR

Date of Graduation

Year GED Awarded

### COLLEGES PREVIOUSLY ATTENDED

Dates Attended

Degree

Transfer Credit

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

### VETERANS

Are you eligible for Veterans Education Benefits? Yes No

Are you eligible for National Guard Education Assistance Programs? Yes No

Are you applying for Survivors' and Dependents' of Veterans Education Assistance? Yes No

### EMERGENCY CONTACT INFORMATION

First

Last

Preferred Phone \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

**ACADEMIC PROGRAM**

What semester do you wish to begin your studies?  Fall  Spring  Summer Year \_\_\_\_\_  
Applying for: \_\_\_\_\_  Associate Degree  Certificate  
(sees catalog or website for list of majors)  Day  Evening  Full-time  Part-time  
Student Type:  First-Time Freshman  Previous NCC Student  Transfer  Running Start Participant  
Are you applying for academic amnesty? (see college catalog)  Yes  No

**EDUCATIONAL GOALS**

Select one of the following responses which most closely matches your reasons/goals for attending Nashua Community College.  
 Complete a certificate program  Obtain an associate degree  Transfer to a 4-year college or university  
 Obtain or update skills  Self-improvement/personal enjoyment  Change careers

**RESIDENCE INFORMATION**

I have always lived in New Hampshire OR \_\_\_\_\_  
Month and Year Moved to New Hampshire  
\_\_\_\_\_  
Previous address if residency is less than one year in New Hampshire - City, State, Zip

**NEW ENGLAND REGIONAL STUDENTS PROGRAM (NERSP)**

The New England Regional Student Program enables a resident of a New England State to enroll in a public college or university in the six state region at reduced rates for certain degree programs if:

The program is not available in the home state public institutions, and/or

The out-of-state public institution is nearer to the student's residence than the in-state institution that offers a similar program.

NEW ENGLAND STUDENT WHO WISHES TO BE CONSIDERED FOR NE REGIONAL

I am a resident of:

\_\_\_\_\_  
Town or City State Academic Major

**TO BE SIGNED BY ALL APPLICANTS**

The information provided by the applicant on this admission application form shall be held confidential to the extent determined by Federal Law and College policy. Nashua Community College reserves the right to deny admission to any applicant who, in the judgment of the College officials, does not qualify for admission. The College also reserves the right to require withdrawal of any student who does not satisfy the ideals of citizenship, character or scholarship.

In accordance with the terms and conditions set forth in its publications, and if accepted to abide by the rules and regulations set forth in the publications and in the Student Handbook, I also agree that the College has permission to use any College sponsored pictures in which any likeness appears.

I certify that I have read and agree with the above, and that all information provided herein is true and complete.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature of Parent (if student is under 18 years) Date

**NOTE REGARDING ADMISSION REQUIREMENTS**

It is your responsibility to request that official transcripts be forwarded directly to the NCC Admissions Office. Some programs have additional, specific admission requirements which are listed on the academic program pages of the NCC Catalog. Applicants are responsible for knowing these requirements, any specific deadlines, and submitting appropriate documents as noted. Nashua Community College reserves the right to change tuition, fees, courses, policies, programs, services, personnel, and admissions criteria as required.

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Interview Appointment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Application Fee Paid:  Yes  No  B/O  
 Waived by \_\_\_\_\_ Placement Testing Appointment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_