



2007 2008

claremont campus
keene academic center



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The New Hampshire Community Technical College at Claremont is one of seven Colleges in the Community College System of New Hampshire. For more information about the system, dial toll free: 1-800-247-3420.

This catalog is a guide to NH Community Technical College-Claremont, which includes the Keene Academic Center, and its contents are subject to revision at any time. The College reserves the right to change tuition, fees, courses, policies, and programs, services and personnel as required. We are a smoke-free campus.

NHCTC - Claremont is an Equal Opportunity Employer



New Hampshire Community Technical College at CLAREMONT

One College Drive • Claremont, New Hampshire 03743-9707
Telephone (603) 542-7744 • 1-800-837-0658 within NH & VT • FAX (603) 543-1844
e-mail: claremont@ccsnh.edu • www.claremont.nhctc.edu

KEENE ACADEMIC CENTER

310 Marlboro Street • Keene, New Hampshire 03431
Telephone (603) 357-2142 • FAX (603) 357-0408
email: keene@ccsnh.edu • www.claremont.nhctc.edu

Greetings from Faculty, Staff and Administration

Welcome to the New Hampshire Community Technical College at Claremont! If you are interested in a career program, preparing to transfer to a four-year institution, or just want to take a course or two, you are welcome at our College and we want to help! Whether you will attend courses at our main campus in Claremont or at our Academic Center in Keene, or participate on-line from home, NHCTC-Claremont is your community college. You will find faculty, staff and administration who care about you and are ready to answer your questions and help you achieve your goals.

Our College is small enough so that we can get to know you, but large enough to offer 35 degree and certificate programs. Many of our programs involve active learning within the community in which you live. Transfer programs often enable you to save on the cost of your college education. We also offer support services to help you every step of the way. When you succeed, we succeed. When you reach your goal, we have done our job. And it is never too late, because NHCTC-Claremont is a place for lifelong learning.

Perhaps you already know what you want to study, what you want to do with your life. Look through this catalogue and then call us to see how we can help you achieve those goals. If you are unsure of your next step, we can also help. Many of our students start with a basic curriculum to give them the skills they need while they decide on more specific goals. In either case, your community college is here for you. Since NHCTC- Claremont is a fully accredited college, if that next step takes you to a four-year college or university, you will be ready.

Visit us through these pages, and then call or come see us in person. We would love to talk to you about what we have to offer. NHCTC-Claremont is here for you. Make us a part of your life. Welcome!

Mission Statement

Community College System of New Hampshire

The Community College System of New Hampshire will provide comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, businesses, and communities.

Vision Statement

The New Hampshire Community Technical College-Claremont, which includes the Keene Academic Center, will meet the changing education 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 southwestern New Hampshire
- A student-centered educational institution that will advance and enrich the educational, economic, and cultural life of the diverse community we serve
- An educational institution that promotes life-long learning for personal and professional growth

As part of this vision, the College has chosen six strategic goals as a means of reaching its vision:

- Emphasis on effective college governance
- Focus on student learning experiences
- Development and delivery of a market-driven curriculum
- Maximization of appropriate use of technology
- Effective management of financial resources
- Support for economic and cultural activities in the community

Guiding Principles

New Hampshire Community Technical College-Claremont recognizes the dignity and worth of all persons and believes that postsecondary education should be available to all who can benefit from such an experience. Further, the College believes that education should be a rewarding experience offered in a supportive environment that fosters the growth and the well-being of all members of the community it serves.

Actions taken by the College should reflect a commitment to accessible and affordable educational experiences. We will teach and serve our students with the goal of encouraging within them an enduring passion for learning.

We will assist students with varying levels of ability and diverse backgrounds to develop critical job skills, attitudes, and values.

Working together as a community of empowered, resourceful, and responsible individuals, we will measure our success by the accomplishments of our students, the College, and one another.

A Commitment to Access and Diversity

We believe in providing open access to the College and its services. We also believe that the College should reflect the diversity of the community it serves. To that end, the College has special responsibility to recruit students who might not otherwise aspire to higher education.

A Commitment to a “Student-Centered” Education

We support the priority of providing the finest instruction and support services possible for our students. The College will assist students to clarify their career and life goals and to engage in life-long learning.

A Commitment to a Quality Campus Environment

We recognize the importance of providing a learning environment that is characterized by integrity, open and consistent communication among its members, involvement in decision-making, and respect for all individuals. The climate at the College provides for mutual respect, tolerance, and support for individual differences.

A Commitment to Partnerships and Involvement with the Community

We recognize the importance of enhancing the economic vitality and quality of life for all citizens of the community. To that end, the College will foster cooperative relationships with other educational institutions, community and government organizations, and business and industry to better serve their needs.

The College accepts responsibility to promote current technology and innovative techniques and principles to assist area businesses to maintain a flexible and knowledgeable workforce.

As part of its involvement with the community, the College recognizes the importance of teaching students about their responsibility to contribute to the health and welfare of the community in which they live. Through volunteerism and service learning, students will be encouraged to contribute to the improvement of the community.

A Commitment to Effective Stewardship of Resources

We support the effective use of College resources to provide a quality education and services to our students and the community. We also recognize a responsibility to be accountable to the College's constituency.



Lisa Robinson

2007 graduate of Clinical Laboratory Technician Program

"The staff and faculty at NHCTC – Claremont went above and beyond to ensure that education and training in the field that you chose was appropriate, so when you start working you feel confident that you have the skills necessary to be successful. There was always a friendly face. Attending college here has helped me with personal growth. It has been one of the most challenging, yet rewarding experiences in my life."

Core Values

Communication

The College encourages a positive environment and productive relationships for all key stakeholders by:

- Encouraging collaboration, involvement, and participation
- Empowering others to make decisions and take actions that match their abilities and the College's governance structure
- Fostering an environment of belonging and acceptance
- Demonstrating sound teamwork principles and practices.

Excellence

The College consistently focuses on achieving exceptional results that improve its reputation in the community by:

- Being learner focused to meet the needs of those we serve
- Providing superior learning opportunities and related services
- Having high expectations for ourselves and for students
- Concerning ourselves with the documentation of outcomes
- Encouraging continuous improvement and growth
- Being innovative and proactive

- Being accountable through systematic evaluation and adjustment of educational programs, services, and processes to assure quality, effectiveness, and financial stability.

Innovation

The College will encourage risk-taking to meet the changing needs of the marketplace and our key stakeholders by:

- Being flexible and being willing to change
- Encouraging risk-taking while acknowledging that some efforts may fail
- Demonstrating the versatility needed for continuing success
- Anticipating and capitalizing on opportunities for growth.

Integrity

The College will continue to thrive by maintaining trusting relationships with our key stakeholders – students, faculty, administrators, staff, community, other educational institutions, government, and business and industry. Integrity will be demonstrated by:

- Being respectful
- Being honest and sincere
- Being fair and reasonable
- Being responsible in meeting commitments and obligations

Education Philosophy

Since the College serves a diverse student population possessing a wide range of academic and physical abilities, the College is committed to providing a variety of education approaches, instructional methods, supplementary services, and co-curricular activities to meet those diverse needs. In the context of a student-centered environment, the primary aim of the College is to assist students to become self-reliant, self-confident skilled workers and educated persons.

The College believes that the educated person is able to read critically, write clearly and comprehensively, reason analytically, and utilize mathematical and scientific skills to solve life's prob-

lems. The educated person functions as a responsible and ethical member of society, recognizes and copes with the ambiguities of life, and appreciates diversity. The educated person moves from concrete to abstract levels of thinking, fosters integration and synthesis of knowledge, interchanges roles as both learner and teacher, and utilizes contemplative thought.

By embracing an understanding and appreciation of self in today's socially and technologically complex world, and through the stimulation of intellectual curiosity, learners will be able to improve their lives and contribute something of value to the community of which they are a part.

Expected Outcomes

The College will be judged by the degree to which it successfully

- 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.

History

Claremont Campus

Since 1968 New Hampshire Community Technical College at Claremont has been providing quality education in an academic environment small enough to allow individualized attention. Students in thirty-five career oriented programs gain highly specialized skills and knowledge necessary to confidently and successfully enter the job market in a number of technical, business and health oriented fields. In 1999, the College implemented an Associate in Arts degree that provides the first two years of a four-year bachelor's program.

It is the student with career goals clearly in mind who tends to excel and enjoy the educational experience at Claremont. Students commute to the College from their homes or from rented housing in the area.

Located on Route 120 approximately two miles north of the Claremont business district, the campus affords students spacious and modern classroom and laboratory facilities in a quiet rural setting. The College is accessible to the physically challenged.

The College views itself as serving the needs of both the region and the state. It cooperates with local industry, business, service and health organizations to meet those needs.

Keene Academic Center

The college currently offers courses at the Keene Academic Center in Keene, NH. These courses offer increased access to postsecondary education to the residents of the Monadnock Region. The Keene Academic Center not only provides local access and assistance in college admissions procedure, information regarding academic advising, support services and financial aid, but also provides a direct link to the main campus in Claremont. The academic center does not provide full services on site. Students may access full college services at the Claremont campus.

Many courses, including basic skills and general education, as well as some certificate and degree options are available. Classes are offered during the day and evening hours. Students should consult program listings for additional information. The college reserves the right to cancel courses and/or move students to the main campus for program completion if enrollment is low in programs and/or courses. The Keene Academic Center also acts as a vital link to the local business community for economic development in the area.

The Keene Academic Center is subject to all the policies of NHCTC-Claremont.

Accreditation

The New Hampshire Community Technical College at Claremont is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by NEASC 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 NEASC 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,
Massachusetts 01730-1433
(781) 271-0022 • e-mail: cihe@neasc.org

Individual programs at the College have earned recognition and accreditation status by the following organizations:

* The Committee on Accreditation of Allied Health Education Programs in association with:

- Joint Review Committee for Respiratory Therapy Education
- Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE)

* National Accrediting Agency for Clinical Laboratory Sciences

* Commission on Accreditation of Physical Therapy Education

* Accreditation Council for Occupational Therapy Education (ACOTE): American Occupational Therapy Association (AOTA)

* New Hampshire Board of Nursing

* National League for Nursing Accrediting Commission

Admissions Procedures

Admissions

Admission to the New Hampshire Community Technical College – Claremont is open to all applicants meeting the admissions standards of the College and respective programs of study. Applicants will not be barred from admission because of race, age gender, handicap, religion, or national origin.

Application Materials for Admissions

An Application for Admission may be found in this catalog, on our website (www.claremont.nhctc.edu), or obtained from the Admissions Office at the College. Applications to the college will not be processed without the accompanying \$10 application fee. All applications and support materials should be mailed or forwarded to:

Admissions Office, NHCTC – Claremont
One College Drive, Claremont, NH 03743-9707

General Admissions Requirements and Procedures:

1. Complete and submit an official New Hampshire Community Technical College application to the Admissions Office. Include the \$10 Application Fee. Checks or money orders should be made payable to NHCTC. Applications received without the application fee will not be processed.

2. Submit evidence of graduation from an approved high school along with an official transcript of courses and grades; or official documentation of a General Equivalent Diploma (GED) or its satisfactory equivalent. Official documents must be received directly from the granting institution in a sealed envelope.
3. Submit official transcripts of all previous college work. Official documents must be received directly from the granting institution in a sealed envelope.
4. Schedule an appointment to take the Accuplacer® assessment by calling the Admissions office. (*Accuplacer is a tool that assists in identifying academic strengths and weaknesses in computer, reading, and math skills. This assessment is computerized and is given to all applicants.*) There is a \$15 fee for the Accuplacer. The fee can be paid at the time of the assessment. Applicants with documented disabilities who require accommodations to take the assessment must submit official documentation to the Disabilities Coordinator prior to scheduling the assessment. (See page 17)
5. A personal interview with a College Admissions Counselor is optional and strongly encouraged. Please note: All nursing program applicants must participate in a personal interview with an Admissions Counselor.

6. When necessary additional requirements may be requested from the applicant for admission to specific program of study. These requirements may include, but are not limited to, faculty interview, a program meeting, letters of reference, and additional pre-admission assessment.
7. Notify the College of eligibility for Veterans Administration and other aid programs.

Applicants are responsible for insuring that all document requested by the College are received by the College in the manner requested. All documents submitted to the College become the property of NHCTC – Claremont and will not be returned or sent to other organizations or academic institutions.

Application deadline: Completed application and all items required for the Associate Degree Nursing & Advanced Placement Associate Degree Nursing are due by December 31, to be considered for the program beginning the following year. See Nursing application process on page 39.

All other academic programs are open until filled.

Academic Amnesty

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

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

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

1. The student has not taken any courses at the original college of enrollment for a period of at least 3 years from the last semester of attendance.
2. The student applies for Academic Amnesty at the time of admission.
3. The student has never before received Academic Amnesty.
4. The student achieved a cumulative GPA below 1.7 during previous attendance.

International Students

In addition to the general admission requirements (page 5) and specific admission requirements for the desired program, international students issued an F-1 Visa must maintain a minimum course load of 12 credits per semester, must attend on a full time basis (12 credits or more per semester) and submit the following:

1. Official English translation and transcript credential evaluation of all secondary school and university academic records, including a letter mailed directly to the

College from an approved Credential Evaluation Service (CES) insuring the authenticity of the educational credentials. Approved CES organizations can be found on our website (www.claremont.nhctc.edu)

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, Educational Testing Service, Box 899, Princeton, NJ 08540; students earning less than 500 on the TOEFL may be evaluated for language study*. For students currently in the United States seeking a student visa, the College may waive the TOEFL requirement and administer the College's placement test;
3. Letter of support from the person(s) who will be financially responsible for the students; letter should include student's name, intent to attend New Hampshire Community Technical College-Claremont, and the amount of money available, must be in English, and funds stated in US dollars;
4. Letter from the financial institution which holds funds of the person(s) financially responsible for the student; statement should be on official letterhead, indicate the sponsor's and student's names, the amount of money available for the student stated in US dollars and be written in English;
5. Admissions require applicants to present original and current passport and immigration documents including current visa and/or Duration of Status (D/S) card when available. Photo copies of original documents will be made at the College. Dollar amounts promised by the sponsor and available in the sponsor's bank account should be sufficient to cover a minimum of two year of expenses (out-of-state tuition, fees, books and miscellaneous expenses). Before a Certificate of Eligibility for an F-1 Visa (I-20) must be updated when transferring to or attending each new educational institution. Contact Admissions for procedure. **Applicants scoring less than 500 on the TOEDL may apply for the General Studies program with an emphasis on ESL training for academic preparations.*

PLEASE NOTE: On-campus housing is not available. A listing of area realtors is available upon request.

Matriculated Student

A student who applies to, is officially accepted to the College in a program, and has been confirmed by returning a deposit to the College is said to be matriculated. The status remains until the student officially withdraws from the program or college, is dismissed for academic or disciplinary reasons, or upon graduation.

Health Forms

All matriculated students must complete Health Forms, which must be submitted to the Admissions Office prior to the start of the student's first semester. Specific proof of immunizations or laboratory work may be required.

Expenses

2007-2008 Tuition and Fees

A \$100 tuition advance is charged to all students accepted in a Degree, Diploma or Certificate Program. This fee reserves a place in a program and is non-refundable.

Tuition for Division of Degree, Diploma and Certificate Programs

New Hampshire Residents: \$175/credit

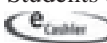
New England Regional Students: \$262/credit

Out-of-State Residents: \$400/credit

Tuition cost is based on residency status. Tuition pays only for enrollment in the program of study. It does not cover the cost of books, uniforms or supplies. Tuition and fees are subject to change.

There will be additional tuition and fees for programs with summer affiliations.

Fee Payments – Tuition

Tuition is due two weeks prior to the beginning of the semester. Students are encouraged to pay on-line through the use of the  link on our website. Payment may also be made directly in the College Business Office, or by mail. A payment plan option is available and can be accessed directly through the College website. If tuition is paid in installments, it must be paid in full 10 days prior to the beginning of final exams or two weeks prior to the end of the term, whichever is applicable. Tuition bills will be mailed to each student's address of record thirty days prior to the due date. A fee of \$50.00 per semester will be charged to all students who fail to make arrangements to pay tuition and fees prior to the start of classes and students run the risk of being deregistered from related classes.

Company Billing

When an employer pays educational expenses, the student must obtain written authorization from the employer on official letterhead and attach it to the registration form. The au-

thorization constitutes financial agreement. If a student must obtain a predetermined grade in order to be reimbursed by the company, the student is required to pay for the course in advance. The student is financially responsible for tuition balance if the company does not pay.

Tuition Payment Plan

In an effort to assist students with tuition charges, the College offers an interest free monthly or annual payment plan administered by FACTS Tuition Management Company. The plan allows the student to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester or an annual enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the FACTS/e-cashier link at Student Services.

NOTE: Tuition and fees at NHCTC-Claremont are determined by an act of the New Hampshire Legislature. Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges.

Refunds For Tuition

Students who officially withdraw from college/institute or an individual course by the end of the eighth (8th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g., a mid-semester start) will have eight (8) calendar days from the start of the class to withdraw for a full refund. Exception: Students in courses that meet for two weeks or less must drop by the end of the first day of the class in order to receive a 100% refund.

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

Students registered for workshops through the Division of Continuing Education must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.

In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit 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 the student complete and submit to the Registrar an official withdrawal/drop form within the above stated time frames.



Collection Clause

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

"I understand by registering for courses at NHCTC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand 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 understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance."

Fee for Protested Checks

Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned as uncollectible, the College shall charge a fee of \$25 or 5% of the face value of the check, whichever is greater, plus all protest and bank fees, in addition to the amount of the check, draft or money order to the department to cover the cost of collection. (RSA 1985, 6:11a)

Academic Instruction Fee

A fee will be charged for all Laboratory/Clinic/Practicum/Co-Op/Internship or other similar experiences. This fee will be calculated by subtracting the number of lecture/class hours from the number of credit hours and multiplying the sum by \$44.00 for each course. This fee will be added to the normal tuition charge for that course.

Example:

Cl Lab Cr

AHLC123 Kinesiology 2 3 3 $3 - 2 = 1 \times 44 = \$44$

This fee will be charged to all students with no exceptions. Academic instruction fees can be charged for non-credit courses.

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.

Orientation Fee

Incoming matriculated students will be charged a non-refundable orientation fee of \$30.

Comprehensive Student Services Fee

This mandatory fee is charged to all students enrolled in credit courses fall, spring and summer semesters. It entitles students to attend Student Senate sponsored events for little or no cost. The per semester fee is \$5.00 per credit hour.

Graduation Fee

A graduation fee of \$70 is paid by all matriculated students to defray the expenses for the graduation ceremony. Students not graduating will have this fee refunded.

Additional Expenses to Consider

Allied Health Uniforms	\$50 - 200
Books, Supplies, Tools	\$350 - 900
NLN Admissions Exam	\$60 - 70
Annual Liability Insurance for Allied Health Students	\$25

A health insurance plan for students is available. Contact the Admissions Office for more information.



Greg Auch

Student in Associate Degree Nursing Program

"I thought about making a career change for a long time and the nursing program at Claremont was a nice fit and convenient. The classes are small and professors are accessible and approachable. What's also great about the nursing program is that it integrates a lot of clinical experience into the coursework in class and lab...then you go out into the community to local hospitals and clinics and work with other nursing staff and patients. It exposes you to the real world and makes you better prepared for the workforce."

Financial Aid

Philosophy of Student Financial Aid

The New Hampshire Community Technical College at Claremont administers a financial aid program to provide funds to students who would not be able to attend or continue attendance at the College without such aid.

Students in need of financial assistance may obtain information and applications from the Financial Aid Office. The Financial Aid Office administers federal assistance programs and several state and campus based programs. Students already enrolled at the College must re-apply each year if they wish assistance for their senior year. It is a good idea to begin re-application in January for the following year. Additional financial information is listed in the Financial Aid Handbook, which is updated annually and mailed with award letters.

In providing funds to students from federal, state, and local (public and private) sources, the College adheres to the regulations set forth by each source.

All students are urged to apply for financial aid – call 542-7744 or 1-800-837-0658 to obtain current application materials. Financial aid application materials are also available at the Keene Academic Center, 357-2142.

Forms of Assistance

Assistance is provided in the forms of:

- A. Grants and Scholarships – money which does not have to be repaid.
- B. Loans – which are offered at low interest and are repaid in installments after students leave school.
- C. Jobs – for which students receive payment for work actually performed.

Major Sources of Financial Aid

Our most common sources of aid are:

1. Pell Grant
2. Supplemental Educational Opportunity Grant (SEOG)
3. College Work Study (CWS)
4. Perkins Loan (formerly National Direct Student Loan)
5. FFELP Student Loan (Formerly GSL/Stafford)
6. State Student Incentive Grant (NHIP/VSAC)
7. Nursing Education Grant/Loan

To Be Eligible for Financial Aid

In order to be eligible to receive funds from any of these financial aid programs, a student must:

1. Show a financial need.
2. Be enrolled or accepted for enrollment in an eligible degree, diploma or certificate program.
3. Fulfill the academic conditions listed in the Satisfactory Progress Policy and Regulations.

4. Not be in default on a Perkins (NDSL) Loan, a FFELP (Stafford/GSL) Loan, a PLUS Loan, or an NHCTC Loan, and/or not owe a refund on a Pell Grant or an SEOG Grant at any postsecondary institution.
5. Be a U.S. citizen, permanent resident, or be in the U.S. for other than a temporary purpose and intend to become a permanent resident; or be a permanent resident of the Trust Territory of the Pacific Islands or the Commonwealth of the Northern Mariana Islands.
6. Satisfy any other specific requirement(s) an individual program might have.

To Apply for Financial Aid

To be considered for most of the types of assistance, the student must complete and submit a Free Application for Federal Student Aid (FAFSA) on the website www.fafsa.ed.gov. FAFSA may also be obtained in the Financial Aid Office. Contact the office for further information on how to apply.

When to File

It is recommended that students apply for financial aid before April 1 of each year as some funds are limited and awards are made on a funds available basis. Filing prior to April 1 will also allow a student to be considered for a State Grant.

NOTE: Pell Grants and FFELP Loans can be applied for throughout most of the academic year. Contact the College's Financial Aid Office for details.

The Determination of Awards

The determination of awards is based on objective data. All required financial information is standardized to enable the Financial Aid Officer to make fair and equitable decisions. The Officer attempts to provide the maximum amount of aid to the maximum number of applicants. Awards are made on a descending scale from the greatest financial need to the least financial need.

The College assumes that parents have the first obligation to contribute to their dependent student's education. All students are expected to contribute to their own education from personal assets and earnings. Thus, a student's financial need is determined by subtracting the total family contribution from the cost of attendance. (The cost of attendance includes tuition, fees, room and board, books and supplies, transportation, and personal and miscellaneous expenses.)

Notification of Awards

Financial aid packaging and tentative awarding begin in April on all applications which are complete.

Preliminary award letters are sent to these students by late spring and to all others as their applications are completed. **Those students receiving award letters must complete and return the forms within two weeks, indicating which awards they will accept.**

The College cannot guarantee aid in the exact amount initially awarded since there are often fluctuations in the availability of funds, changes in regulations, and changes in factors that affect need. A revised award letter will be sent to any student whose award is affected.

Disbursement of Funds

The Pell Grant, Supplemental Educational Opportunity Grant, and Perkins Loan funds will be credited towards tuition and fees in equal payments, at the beginning of each semester. Refunds due students will not be disbursed until after the semester begins and enrollment status can be verified. The College Work Study salaries are paid biweekly. Information on the disbursement of FFELP checks can be obtained from the Financial Aid Office.

Second Year Awards

Financial aid renewal for a second academic year is typical, but not automatic. A new FAFSA must be submitted each year.

Return of Funds for Financial Aid Recipients

Financial aid recipients who withdraw from all classes after a semester has begun and prior to the 60th percent point of the semester will have the percentage of their unearned financial aid funds returned to the financial aid (Title IV) programs. No refunds will be made after 60% of the semester is completed.

A recipient is one whose financial aid has been credited to his/her account for that particular semester.

Withdrawal forms are available in the Registrar's office.

The date a student notifies a school official of intent to withdraw or the date the form is completed and signed, or the date a student is administratively withdrawn is the withdrawal date. For students who do not complete the College's withdrawal form, the withdrawal date is the midpoint of the semester.

Refunds will restore funds to the appropriate aid programs as prescribed by law and regulations in the following order:

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

Assistance from Outside Sources

In addition to the major sources of aid listed previously, assistance may be available from a variety of outside sources. Some possibilities are: local organizations and clubs, part-time jobs, family, businesses, individuals, banks, State and Federal agencies, and the N.H. Charitable Fund. Governmental assistance is also available for those who qualify through

such sources as the Veterans Administration, Vocational Rehabilitation, Welfare Department, and N.H. Job Training. **ALL AID RECEIVED FROM SOURCES OUTSIDE THE INSTITUTION MUST BE REPORTED TO THE FINANCIAL AID OFFICE.**

Further Information

Financial aid recipients must report all changes in their financial need or academic status immediately to the Financial Aid Office. The College reserves the right to revise financial aid awards if a recipient's status changes. The total financial aid awarded to a student never exceeds the total cost of attendance.

For more detailed information on specific aid programs, requirements, and procedures, contact the Financial Aid Office.

Financial Aid: Satisfactory Academic Progress Policy

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

Qualitative Standards

Cumulative GPA Component

A student must maintain a minimum cumulative grade point average as noted below to be considered as making satisfactory academic progress.

Total Credits Earned towards Program

	Certificate	Diploma
0-13 credits	1.50	1.50
14-27 credits	2.00	1.70
28-40 credits		1.80
41+ credits		2.00

Qualitative satisfactory progress is reviewed at the end of each semester by the financial aid officer.

Quantitative Standards

Associate Degree Programs

Students pursuing financial aid eligible programs must complete a minimum number of credits each year to conform with satisfactory progress. Completed credits result in grades of A, B, C, D, P, or PP. Grades of W, I, T, F, NP, NI, NG, AF, AW, AU, SP, SF, WP, WF or CS do not fulfill the requirement.

Completion Rate Component

A student must successfully complete more than two-thirds (66.66%) of the total credits s/he attempts throughout his/her academic career at the college. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout their academic career at the college must pass more than 24 credits in order to be making satisfactory academic progress.

Maximum Timeframe Component

A student may receive student federal aid for any attempted credits towards his or 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 can receive financial aid for up to 36 credits attempted. Likewise, a student enrolled in a program of study that requires 64 credits to earn the degree can receive student federal aid for a maximum of 96 credits attempted.

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 FSA funds will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

Warning Semester

Students who fail to meet either the qualitative standards or the quantitative standards for satisfactory progress will be placed on satisfactory progress warning for one semester. During this semester they will continue to be eligible for financial aid, but must bring their cumulative grade point average or number of credit hours passed to the required standard. (New transfer credits can be used to make up deficiencies in credit hours passed.)

Aid can be reinstated only after a student has met the required standard listed above. Withdrawal and readmission does not necessarily change the student's satisfactory progress status. Mitigating circumstances affecting satisfactory progress may be appealed.

Appeal procedures and special factors affecting loss/reinstatement of Financial Aid are listed in the Financial Aid Handbook, which is updated annually and available on line at <http://studentfa.nhctc.edu>

Veterans Administration Assistance Programs

For information regarding VA benefits, you may contact the Department of Veterans Affairs: VA Regional Office, PO Box 4616, Buffalo, NY 14240-4616, 1-888-GIBILL-1 (1-888-442-4551), www.gibill.va.gov

The office of the Registrar at NHCTC – Claremont can also provide assistance to veteran's regarding status as a student.

Project RISE

Project RISE offers counseling and financial support to single parents and displaced homemakers who are accepted into programs at NHCTC-Claremont. Guidance is available

for career support and pursuits as well as academic or personal issues. Financial support is awarded in the areas of tuition, books, child care and transportation reimbursements to those who qualify. Funding for Project RISE is provided through grants from the Carl Perkins Education Act and through the New Hampshire Charitable Foundation's Newport and Upper Valley Community Funds, Anonymous Donor, and the Women's Fund of New Hampshire.

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 Hampshire NEAS&C accredited institutions. The recipient must be a full-time matriculated student in an NHCTC college within 15 months from the time of secondary school graduation. Effective May/June 2006.

Leveraged Incentive Grant

Applicants must be New Hampshire residents enrolled full-time and must have completed their first year courses. Recipients are selected from students who made the President's or Vice-President's list and have established financial need.

Agnes M. Lindsay Trust Scholarship

Students applying for this scholarship must be permanent residents of a town with fewer than 5,000 inhabitants in NH, VT, ME, or MA. Students must demonstrate financial need.

NASA/PSNH Scholarship

Students who are enrolled in engineering, technology, math, and science programs are eligible to apply. They must demonstrate a commitment to their chosen field of study. Preference will be given to underrepresented and non traditional students including minorities and women.



Academic Requirements

Associate Degree

The minimum requirement for the Associate Degree is 64 credit hours and completion of all specified course 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 technical education in their major program. Finally, students earning the degree must have a cumulative grade point average of at least 2.0.

Professional Certificate/Diploma

Certificate programs emphasize specific skills and outcomes required for employment or for career advancement. There are no specific general education requirements for certificates, except as required to meet state competency requirements. The Professional Certificate and LPN Diploma require completion of 32 to 36 semester hours, with a minimum of 12 credits of General Education. Students earning a certificate, professional certificate or diploma must have a cumulative grade point average of at least 2.0 and must have obtained a passing grade in each required subject.

Attendance Policy

Class attendance is considered essential to academic success at this College. 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 students are permitted to make up missed work through absence or lateness and on what terms. The course syllabus will be placed on file with the Department Chair and with the Vice President of Academic Affairs.

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, diplomas, certificates and awards are subject to the academic and judicial authorities of the College. A student's registration may be canceled 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 Community Relations,

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

Grading System

Students earn grades which are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. To successfully complete a certificate, a diploma or an associate degree at the College, students must earn a minimum Grade Point Average (GPA) of 2.00 and meet all program requirements.

Effective Fall 1997, the College utilizes the following grades:

Grade	Quality Points	Grade	Quality Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Auxiliary Grades

W: (Withdrawal) Student initiated withdrawal from a course at any time prior to completion of the drop/withdrawal 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: (Withdrawal Passing) Student initiated withdrawal from a course after the drop/withdrawal 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: (Withdrawal Failing) Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course; student has a failing grade at time of drop/withdrawal, as determined by the instructor. Calculates in GPA as an "F."

AF: (Administrative Failure) 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: (Audit) 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.** See full *Audit Policy* page 14.

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* in *Student Handbook*.

P: (Pass) Used in Pass/Fail courses. (not calculated into GPA)

PP: (Provisional Pass) Used in Pass/Fail courses warning (not calculated into GPA)

NP: (No Pass) Used in Pass/Fail courses 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 not demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. Does not affect GPA.

Course Repeat Policy

For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course at the same NHCTC 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 not used in the calculation. Only those repeated courses completed at NHCTC-Claremont will be used in the calculation of the CGPA; repeated courses completed at an institution outside of NHCTC-Claremont 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. See individual college catalogs for specific approval process.

Grades/Schedules Online

The College provides a student access to their academic information through the Internet using Student Web. Students will be able to access grades and schedules via the Student Web. Grades and schedules will be mailed to students only upon request.

Eligibility for Extracurricular Activities

To participate in intercollegiate activities 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 and signed request. The first two copies are free. A fee of \$3.00 will be charged for each additional copy. There will be an additional \$5.00 charge for all requests for FAXed transcripts. Copies sent to other Colleges within the New Hampshire Community Technical College System are free.

Transfer of Credit

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another accredited institution or System College and earned a "C" or higher. College courses for transfer credit beyond ten years will be evaluated by department chairs and/or the Vice President of Academic Affairs. It is the student's responsibility to furnish official transcripts and, if requested, course descriptions. A Department Chair, Program Director or designee will evaluate each course and grade. The Vice President of Academic Affairs determines if the credits should transfer and the student will receive a list of courses accepted for transfer.

Any current students seeking to take a course at another college and wishing to apply that course to their degree must have prior written approval from the Vice President of Academic Affairs and their Department Chair or Program Director. 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.



College Board Advance Placement Test

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. 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, CN6671, Princeton, NJ 08541-6671,

telephone number (609) 771-7300. Upon receipt of the students AP grade reports, the Admissions Office will access the grade and recommend to the Vice President of Academic Affairs credits to be transferred 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 either the Admissions or Registrar's Office

Credit by Examination (CBE)

Credit by examination may be earned by a matriculated student who, by study, training or experience outside the Technical Institute or Community Technical Colleges has acquired skill or knowledge equivalent to that acquired by the student enrolled in a College or Institute course. 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, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; or faculty recommendations. The examination shall be given only in regular courses listed in the catalog.

If successful, the appropriate credits earned are applied to the student's program. 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". A student receiving a grade below a "C" is ineligible for another CBE in that course. A student may not CBE a course in which he/she is enrolled, has earned a grade within NHCTC System, has been administratively withdrawn, or has dropped the course after the two-week drop/add period.

The student shall apply to the Vice President of Academic Affairs or authorized person of the institute or college concerned, who shall give consent after a consultation with the department chairperson and instructor administering the exam, provided the student's evidence warrants giving the exam. The date for the exam shall be determined by the instructor administering the exam, but shall not take place more than 1 month after the student has obtained permission to take the exam.

A candidate wishing to review the material for which he/she 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 shall cover the content of the course being challenged.

Students shall be allowed to indicate at what level they feel they should be tested when challenging an area with sequential courses. Final decision as to the level at which testing shall occur in sequential course work shall rest with the Vice President of Academic Affairs based on evidence supplied by the student as set forth above.

If a student passes a challenge exam at a given level, the student may then qualify for additional exams by repeating the procedure as set forth above.

College-Level Examination (CLEP)

The College awards credits for some courses through the CLEP program administered by the College Entrance Examination Board. Passing grade for CLEP is 50 or above, depending upon the course. Students should consult with Program Director, Department Chairperson or Vice President of Academic Affairs before taking CLEP exams to determine which CLEP exams with appropriate scores can be used to fulfill program requirements.

Audit

Under the Audit policy students may enroll in some courses which provide an opportunity to learn more about the challenges of college work, explore a discipline of interest, refresh prior learning, or supplement existing knowledge. Typically, a student attends lectures, seminars, and/or labs but does not complete graded assignments. When enrolled as an audit, the student will not be given a final grade nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course). Students must pay the full tuition for the course. Financial Aid does not cover costs for an audited course. Not all courses can be taken for audit, and entry into a course as an auditing student is by permission of the instructor. A student must complete a registration as an audit during the first week of classes. Once admitted as an audit the student may not change to credit status after the designated add period; likewise, a student registered for credit may not change to audit status after the designated add period. Exceptions to the above may be made by the Vice President of Academic Affairs.

Project Running Start

Project Running Start allows high school students, in participating high schools, to enroll in NHCTC courses taught at their own high school by their high school teachers. 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, diploma, 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.) Project Running Start students realize significant advantages: college credit awarded in high school, reduced tuition costs (\$100 per course registration), reduced time to complete higher education requirements, and increased confidence in high school to college transition. High school graduates who took Running Start courses are encouraged to enroll at NHCTC within one year to ensure that credits will be accepted into a program.

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 matriculated and full-time to be considered for honors.

Academic Standards

Students falling below the following standards will be designated as not meeting satisfactory academic 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:

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

Academic Suspension Definition: the student may no longer remain in the program and may not re-apply for admission or take major field courses in the program for a minimum of one semester.

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

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

OR

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

The student will receive written notification by certified mail. A suspended student may take courses at NHCTC as a non-matriculated student. Before re-applying for matriculation into their program of study, the student must show evidence of having successfully completed two three-credit courses with a "C" or better prior to re-applying.

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

College Withdrawal

Any student who finds it necessary to withdraw from the College should first notify his/her faculty advisor and then obtain a College Withdrawal Form from the Registrar's Office. The student is responsible for getting all required signatures and submitting the completed form to the Registrar's Office. Failure to officially withdraw or return College property may result in course failures and academic suspension. Any official withdrawal from the College after the last date to drop a full semester course has passed 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 within his/her program. Specific requirements for all degree, diploma and certificate programs are available from the Registrar. Credits earned in developmental courses are not counted toward graduation requirements. 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. Diploma and Professional Certificate students must earn 9 credits or 25% of the credits, whichever is higher.
3. 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 3.70 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.

All College Policies relating to Academic matters are detailed in the annual edition of the Student Handbook.

Articulation Agreements

NHCTC – Claremont has articulation agreements with the University System of New Hampshire. In addition, many programs have written agreements with 4-year colleges and universities that provide seamless transfer to bachelor degree programs. Existing agreements are with:

- University of New Hampshire
- Plymouth State University
- Keene State College
- University of Vermont
- Granite State College
- Franklin Pierce College
- Franklin University of Ohio
- SUNY – UpState Medical University
- Rivier College
- University of New England
- Hesser College
- New England College

For more information, contact the Academic Office
(603) 542-7744. www.nhtransfer.org

Student Services

The College is committed to providing an experience that educates and supports students in and out of the classroom. Building networks and resources along with co-curricular programs and activities help meet this student-centered mission. A conscientious effort is made to know students as individuals and to serve their interests and needs accordingly. All Student Service activities and clubs are accessible through the Student Service office in Claremont.

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

NHCTC Claremont does not offer on-campus housing at this time. The college recommends using newspaper listings, contacting real estate professionals, or scanning our local and campus bulletin boards for locating housing appropriate for you.

Child Care

The College maintains a list of child care options in the area. Contact the Student Services Department for more information.

Counseling

Although the college does not have professional counselors or psychiatric professionals on staff, the college does have a number of options available for those students in need of professional counseling. Students can participate in groups to discuss career, and/or academic concerns. Program directors, faculty, and staff are trained to provide additional one on one consultation and dialogue. Community agencies in the area are available for assistance in finding solutions to individual concerns. The college FIRST Team, a team of trained faculty and staff members who deal in crisis management, are a resource to our campus community.

Food Service

CLAREMONT - Dining facilities are available in the Falcon Room. Students may bring their own food or purchase it from the contracted food service provider. Microwave ovens and vending machines are also available to students, faculty and staff.

KEENE ACADEMIC CENTER - Vending machines are available in the Common Room for drinks and snacks. Microwave ovens are available within the Center.

Health Services

There is no formal health system within the College. There are many resources available in the area. Costs and eligibility requirements vary, so you are urged to call in advance, if possible.

Students are responsible for all expenses incurred as a result of medical services required in the event of an accident or injury while on campus or at clinical sites.

The College is located approximately one mile from Valley Regional Hospital. This facility is utilized for any emergency medical problems occurring at the Claremont campus. The Keene Academic Center is located approximately three miles from the Cheshire Medical Center, which is utilized for any emergency medical problems.

Insurance

It is highly recommended that students carry medical health insurance of some kind while attending the College. All Allied Health and Nursing students must have medical health insurance. Any expense incurred as a result of injury or illness while attending clinical or within the College will be the responsibility of the student. Student accident/sickness plans are available through the College. Information and application for the student medical plan can be obtained from the Admissions Office at the College. Costs vary depending on the plan selected.

Bookstore

The Bookstore, located at the Claremont campus, is open daily and serves as a center for the purchase of textbooks and equipment necessary for study. The Bookstore is not an agent of the College and is operated by a private concern under contract with the New Hampshire Community Technical College System.

The Bookstore phone # is: 603-543-0915. **Students can purchase books online by going to www.efollett.com.**

Student Activities

Activities are organized by student interest groups, student government, clubs. Student organizations include: Falcon Flight Outing Club, International Club, Scrub Club, Student Senate, Phi Theta Kappa and many programs specific clubs. Activities are open to students in Claremont and Keene.

Student Senate

The Student Senate is the student government at the College. It exists to promote student unity through creating and supporting student interest in extracurricular activities and to exercise general policy-making authority over student activities and affairs.

Phi Theta Kappa

The NH Community Technical College - Claremont is affiliated with Phi Theta Kappa, an international honor society for two-year colleges. It recognizes and encourages scholarship, leadership, and service in two-year colleges. Invitations for membership are extended to full-time (12 semester hours) associate degree students who have achieved a 3.5 cumulative grade point average and have demonstrated leadership and service. The NHCTC - Claremont chapter is Alpha Delta Chi.

Graduate Placement

Placement assistance is available at the College to all students and alumni through a job board, placement listings and contacts with local, regional and state companies. Employment is often obtained by students as a direct result of their program internships or clinical affiliations.

Members of the business community are also invited to make presentations at the College relevant to one of the College's

programs and to meet our students. In addition, companies are invited to campus annually for a career fair. Students have the opportunity to meet with their representatives, investigate career opportunities and discuss potential job placement.

Formal follow-up research is undertaken annually. This placement report is published and available upon request.

Library Services

The library offers student centered information and research services to support curriculum needs and information literacy. A new library facility opened in summer 2007 and provides a comfortable and welcoming environment conducive to academic inquiry. The new 10,000+ square foot facility features a 20 seat computer lab, a multimedia lab, group and individual study space, increased stack space and wireless Internet access throughout the library.

The library features a complete package of print, audiovisual and electronic resources to meet research needs. Our current collection contains over 13,000 books, 95 periodical subscriptions and 500 videos and dvds. The collection is built to support the specific programs at the college as well as to provide recreational

reading and enrichment opportunities. In addition, the library currently offers over 20 journal databases, an online encyclopedia, an online medical dictionary and other electronic resources. All online resources are available to students on and off campus. The library has access to an extensive network of academic and public libraries to provide students with access to materials not available in our own collection.

Library instruction is available to assist with all library resources and to ensure students are conducting effective research. Group or individual sessions may be arranged. Drop in assistance is provided during all hours of operation.

Please direct all questions about library services to the College Librarian at 603-542-7744 x336 or dsturges@nhctc.edu.

Department of Instructional Services

The Department of Instructional Services provides a wide range of academic supports to students at the college. These services include peer and master tutoring, study skills review, computer assisted instruction, and computerized learning assistance with self paced learning modules, known as PLATO. The department also functions as a coordinating point for enrolled students belonging to special needs populations such as students with disabilities, ESL, adult reentry students and foreign students.

Developmental courses and workshops are coordinated through the Department. Those individuals needing assistance with placement or building basic academic skills should contact the Department Chair or visit the Learning Center located in room 234 and 236. Developmental courses that are required or suggested may extend the program of study. An Academic Counselor is available to discuss placement, testing, develop individualized or alternative course sequences of study and develop strategies for college success and advising for the Professional Certificate of Arts (ARPC).

Our efforts focus on empowering individuals to become interdependent, self-directed life-long learners by assisting students in making appropriate postsecondary educational choices and implementing appropriate plans to accomplish goals; assisting students in meeting the academic challenge of college in a successful way; providing coordination of services for students

with physical, language and learning difficulties to accomplish educational goals; assisting academically under prepared individuals to meet college threshold competencies.

*ISVC011	Reading Strategies
*ISVC012	Developmental Math
*ISVC016	Algebra I
*ISVC030	Introduction to Chemical Principles
*ISVC050	Directed Study
*ISVC098	Introduction to College Composition
*ISVC101	Success Strategies
ISVC110	Service Learning I
ISVC111	Service Learning II

Appropriate Accuplacer scores apply to all courses. *These credits do not count towards graduation requirements.

Support Services for Students with Disabilities

The New Hampshire Community Technical College at Claremont is committed to assuring that (*otherwise-qualified*) students with disabilities are guaranteed equal access to all the educational benefits of the College. Students who self-disclose a disability are invited to meet with the Disabilities Coordinator to discuss services available through the Department of Instructional Services. Students with valid, current documentation of a disability may be qualified for services under Section 504

of the Rehabilitation Act of 1973. Current documentation requirements are based on the type of disability and range from evaluation within the past 6 months to evaluation within the past 5 years. Qualified students with disabilities may request appropriate classroom accommodations under Section 504. Appropriate classroom accommodations are granted by the College through the Disabilities Coordinator on a case-by-case basis and are designed to help students meet academic program requirements. Reasonable and appropriate classroom accommodations are recommended in an Individual Reasonable Accommodation Plan which the student may share with course instructors. The Disabilities Coordinator then works closely with students and instructors in implementing the recommended accommodated plan. Students with Individual Reasonable Accommodation Plans must have them renewed or updated by the Disabilities Coordinator each semester. Students are strongly advised to review the procedure for seeking appropriate academic accommodations with the Disabilities Coordinator. Appointments can be made with the Disabilities Coordinator by calling the College at 542-7744 ext. 421.



Division of Continuing Education

The Division of Continuing Education (DCE) offers affordable study opportunities for a diverse student population and addresses the needs and demands of the region concurrently with those of students. DCE offers access to academic, technical, professional, and enrichment courses preparing students for employment and responsible citizenship. The Division is committed to meeting scheduling needs by offering students flexibility of evening and weekend courses and distance education opportunities. Many students choose to pursue their degree through DCE offerings while continuing to work or attend to other obligations.

Both credit courses and non-credit workshops are offered throughout the year. Courses range from traditional selections in Computer Science, Humanities, Business, Arts, Mathematics, and Sciences to workshops that include such topics as computer applications, and licensing and recertification courses. Courses and workshops are also customized to meet the diverse needs of the community.

The Division of Continuing Education continues to collaborate with businesses and organizations within the community. We work with business and industry in the local areas to assist them in providing relevant training to their employees. We understand the increased necessity of business/industry to develop and maintain a well educated and trained workforce. It is this level of workforce that will propel an organization into creating a sustainable competitive advantage. Understanding this, DCE has positioned itself to rapidly address the specialized and varying needs of business/industry. We continue to create and expand on opportunities for our surrounding businesses.

We are committed to offering active learning opportunities to our community. As people strive to blend schedules with their own families, employment and daily needs, yet still engage in the work of continuing their education, we in the DCE community will strive to continue to offer educational opportunities in a learner-friendly atmosphere.

Distance Learning

The Community College System of NH Consortium for Distance Education implements a Distance Education model to provide citizens of New Hampshire access to higher education through technology. This technology-enhanced delivery system supports the mission of our community technical college and ensures maximum access to higher education by utilizing instructional technology and eliminating the barriers of distance, time and place.

Students are able to take credit courses 100% online that directly apply to a certificate, diploma or degree. NHCTC faculty employed within our Community College System teach these courses. Individuals who would like to explore this learning opportunity should contact the Director of Continuing Education at 1-800-837-0658 or Keene Academic Center Coordinator at 603-357-2142.

Online Learning – Transfer of Credits

Matriculated NHCTC students enrolled in 100% online courses must follow the existing System and College policies for transfer of credits. Students must earn at least a minimum grade of C for the course to transfer. It is recommended that students consult with an academic advisor prior to taking an online course.

General Education

Degree Requirements

All Associate Degrees must have a General Education core. That core draws not from specific occupational or professional objectives but from thought processes of the mathematician, the scientist, the writer, the humanist, and the social scientist. Grappling with universal questions, students learn how the past developed answers and how past answers become foundations for dealing with questions in the present and future.

The General Education core consists of courses that are drawn from English, mathematics, the sciences, the social sciences, and the humanities/fine arts/world languages disciplines. They are essential elements in the achievement of identified competencies and together create a coherent general education design.

Courses are distributed as follows:

	Minimum
English Composition and Literature	6 credits
Science	3-4 credits
Mathematics	3-4 credits
Social Science	3 credits
Humanities/Fine Arts/World Language	3 credits
Liberal Arts electives (from categories- English, Science, Mathematics, Social Science, Humanities, Fine Arts and/or World Language)	2 courses / 6 credits
Total credits in General Education core area	24-25 credits

Regularly Scheduled Offerings

Fall Spring Summer

ENGLISH

*	*	*	ENG102	College Composition I•
	*		ENG110	Writing Workshop•
	*		ENG200	Grammar For Writing•
*	*	*	ENG201	College Composition II•
		*	ENG202	Meetinghouse Readings•
	*		ENG206	Creative Writing•
*			ENG231	Reading Modern Poetry•
*			ENG232	Reading Short Fiction•
	*		ENG235	Poetry Workshop•
*			ENG236	Fiction Writing Workshop•
			ENG237	Advanced Poetry Writing Workshop•
*			ENG240	American Literature to 1877•
	*		ENG241	American Literature: 1877 to Present•
*			ENG249	Sarah Josepha Hale Award Writers•
	*		ENG280	Nobel Literature Laureates•
	*	*	ENG286	Children's Literature•

HUMANITIES

*			HUM109	Introduction to Philosophy
*		*	HUM110	Humanities in Western Culture
	*		HUM201	The Making of the Modern World: Themes in Western Civilization•
	*		HUM210	Filming The Vietnam War: The Hollywood Chronicles•
	*		HUM245	Native People: An Ethnohistorical Perspective•

Fall Spring Summer

MATHEMATICS

*	*	*	MTHC106	Statistics•
*	*		MTHC110	Algebra and Trigonometry•
*			MTHC115	Finite Mathematics•
*	*		MTHC120	Precalculus•
*			MTHC210	Calculus I•
	*		MTHC211	Calculus II•
			MTHC212	Multivariate Calculus•
			MTHC215	Linear Algebra•
			MTHC216	Math, Language, Logic and Proof•
			MTHC217	Probability and Statistics•
			MTHC220	Elementary Differential Equations•

SCIENCE

*	*		SCIC105	Conduct of Science
*			SCIC101	Biology I
	*		SCIC102	Biology II•
*	*	*	SCIC111	Basic Anatomy and Physiology
			SCIC112	Topics in Human Biology
	*		SCIC115	Astronomy
*			SCIC130	Physics I•
	*		SCIC131	Physics II•
*		*	SCIC140	Chemistry I•
	*		SCIC141	Chemistry II•
	*	*	SCIC161	Planning Personal Health
*	*		SCIC201	Anatomy and Physiology I
*	*		SCIC202	Anatomy and Physiology II•
*	*	*	SCIC205	Microbiology•

SOCIAL SCIENCE

			ECOC102	Macroeconomics
*			GEOC101	Introduction to Geography
*			HISC134	Topics in African History
*			HISC142	Topics in US History to 1877
	*		HISC143	Topics in US History: 1877 to Present
	*		HISC224	Reading and Writing History
	*		HISC255	Leadership: A Study of Presidential Leadership•
			POLC102	Survey of American Government
*	*	*	PSYC101	Introduction to Psychology
	*		PSYC200	Educational Psychology
			PSYC210	Abnormal Psychology
			PSYC211	Social Psychology
*		*	SOCC101	Introduction to Sociology
*			SOCC110	Cultural Anthropology
	*	*	SOCC140	Myth in US Culture
	*		SOCC201	Contemporary Social Problems•

WORLD LANGUAGES AND FINE ARTS

*			LNGC105	Spanish I
			LNGC106	Spanish II•
			LNGC113	Basic German
			LNGC120	Sign Language I
			LNGC121	Sign Language II•
			LNGC220	Sign Language III•
			LNGC221	Sign Language IV•

Physics I & II will be offered one year, Calculus I & II the next.

* = Regular Offerings (may be offered in additional semesters)

• = Prerequisites – see course descriptions

Liberal Arts



ASSOCIATE IN ARTS

The Associate in Arts Degree in Liberal Arts requires 64 credits of associate degree level coursework in not only a coherent and substantive balance of English, mathematics, the sciences, the arts and humanities, and the social sciences, but also a major consisting of a minimum of 32 credit in specialty courses. Requirements of the four-year college to which students plan to transfer will guide some of their selections; the future plans and areas of interest of each student will also contribute to each student's program design. Initial design will be declared at entrance admission interview with program director; ongoing assessment and revision of the design will be encouraged.

This program offers the equivalent of the first two years in a four-year baccalaureate program. (It is recommended that students identify the college to which they plan to transfer as soon as possible.) A faculty advisor works with each student to design the program that best meets the student's future plans.

Upon completion of the Liberal Arts program, the student should have an academic background sufficient to transfer into a baccalaureate degree program. The College has transfer agreements for Liberal Art students with Keene State College, New England College, Plymouth State University, and the University of New Hampshire. Liberal Arts graduates have also transferred to the University of Massachusetts, Franklin Pierce, Granite State College, the University of Maine, Lyndon State College, Yale University and Daniel Webster College.

Minimum Requirements for Associate of Arts Degree are 64 credits distributed as follows:

College Composition	3-4 credits
English Elective	3-4 credits
Humanities/Fine Arts/World Language	9 credits
Mathematics	6-8 credits
Lab Science	8 credits
Social Sciences	9 credits
Liberal Arts Electives	15 credits
Open Electives	9-12 credits
	<u>64 credits</u>

PROFESSIONAL CERTIFICATE IN ARTS

(Day/Evening Program)

The Professional Certificate in Arts is a program of study which can be designed to facilitate transfer into any Associate Degree. The certificate requires a minimum of 32 credits distributed as follows:

College Composition I	3-4 credits
Humanities/Fine Arts/World Language	3 credits
Lab Science	8 credits
Mathematics	6 credits
Social Science	6 credits
Liberal Arts or Open Electives	6 credits
	<u>32-33 credits</u>



Laura Stillson
Student in Liberal Arts Program

"The environment at NHCTC has enabled me to actively realize my potential. The programs are centered on student success and the faculty is committed to individual and group excellence. The support and encouragement is constant from both the professors and my fellow students. I have acquired the skills necessary for my professional life while learning the social skills necessary to engage in the connection of self and community. NHCTC has taught me to communicate more effectively, deepened my ability to think critically and creatively, and provided me opportunities to develop leadership skills."

Teacher Education

ASSOCIATE IN ARTS

The Associate in Arts Degree with a concentration in Teacher Education is designed to transfer to four-year colleges and universities.

Representative of the first two years in a bachelor degree in elementary, middle, or secondary teacher education, the program has been designed using the NH Department of Education Professional Preparation Programs model and an interdisciplinary curriculum approach. The degree requirements include three categories: 1) General Education; 2) education; and 3) a major within the Liberal Arts.

The General Education component is a coherent and substantive balance in English and literature, science, mathematics, social science, and humanities/fine arts/world language. The Education courses are identified to transfer to a chosen four-year college. The Major in the Liberal Arts will provide an in-depth study in a particular discipline based on the chosen teaching field.

The Teacher Education program will include academic study and experiences to meet both our Associate in Arts Degree requirements and the first two years of Bachelor Degree requirements in Teacher Education. Students will be asked to complete an admission interview with the Program Director prior to admission to our program.

Students transferring to a Teacher education program at Keene State College will receive academic credit for all college-level courses earned toward the requirements of NHCTC at Claremont in the Associate in Arts – Teacher Education program, excluding courses completed with a grade of less than C. In addition to the agreement with Keene State College, other transfer agreements currently include Plymouth State College and New England College.

Because of the large number of Teacher Education options, Teacher Education students at NHCTC at Claremont will design a sequence of courses that best meet the specific requirements of their chosen teaching fields. Students are advised to work closely with an academic advisor.

All students will use the following framework of courses:

College Composition	3-4 Credits
English Elective	3-4 Credits
Humanities/Fine Arts/ World Language	9 Credits
Mathematics	6-8 Credits
Lab Science	8 Credits
Social Science	9 Credits
Electives in a Specialized Area (Teacher Education and Liberal Arts)	20 Credits
Open Electives	<u>2-5 Credits</u>
	64 Credits

ALTERNATIVE IV CERTIFICATE FOR CAREER AND TECHNICAL EDUCATION

Career Technology specialty areas continue to present critical shortages to our school districts in New Hampshire. The Alternative IV Certificate offers career changers and other qualified individuals an alternative pathway for attaining the competencies identified in a national model of Career and Technical Teacher Certification aligned with the New Hampshire Department of Education.

The Alternative IV Certificate has been constructed according to the competencies articulated for teachers of a vocational specialty, a career and technical specialty, or a critical shortage area.

Comprised of eight courses for a total of twenty-four college credits, the Alternative IV Certificate includes:

ED230	Essentials of Career and Technical Curriculum and Instruction
ED204	Instructional Technology
HSVC120	Learning and Behavior
PSYC200	Educational Psychology
TEC101	Foundations of Education
EDUC102	Growth and Development
EDUC105	Children with Special Needs and Their Families
ENG102	College Composition I

Prospective career and technical educator applicants will possess significant life/work experience or academic preparation in a career and technical content area. The Career and Technical Center Directors and School Districts will retain the authority to review the eligibility of all prospective career and technical educators on an individual basis.

Alternative IV Certificate credits may also be utilized in an Associate Degree at any of the Community Technical Colleges in our system as well as in transfer toward degrees at other colleges.



Advanced Machine Tool Technology

The Advanced Machine Tool Technology Certificate is designed to offer students comprehensive technical training that provides an in-depth knowledge and understanding of the machine tool trade. This innovative, state of the art course of study leverages community resources in an effort to build and sustain a well-trained/well-educated workforce that will meet the machine tool industry needs of today and in the future.

Upon completion of this program the graduate will be able to: (1) Demonstrate an understanding of the varying roles and responsibilities within the machine tool industry; (2) Demonstrate knowledge of manufacturing process, machine selection, fixture work holding needs, and basic cutting tools, with proper use and application to produce a product to customer requirements; (3) Demonstrate competency and safety while operating machine tools; (4) Read technical drawings; (5) Define terms specific to blueprints; (6) Interpret and apply dimensions and tolerances as defined in the "ASME Y14.5M-1994" standard; (7) Perform applied machine tool math functions; (8) Interpret multi-view drawings with orthographic views, auxiliary views, and section views; (9) Interpret thread series and notations, surface finish marks, revision blocks, title blocks, line types/weights and notes; (10) Perform operations within the high precision tolerances requirements of the industry; (11) Write programs for basic parts using G & M Code programming language; (12) Use the Cartesian coordinate system to define tool path geometry; (13) Describe the basic operations employed on a CNC Mill; (14) Describe the basic operations employed on a CNC Lathe; (15) Read and understand an existing CNC program in order to anticipate operations to be performed; (16) Determine speeds and feeds of materials and tooling; (17) Write programs using cutter compensation; (18) Write programs using canned cycles; and, (19) Identify and describe the properties of various materials such as but not limited to steel, aluminum alloys, alloy materials and composite materials.

Graduates of the Advanced Tool Technology program may find employment as machinists, computer-controlled machine tool operators, numerical tool and process control programmers, tool and die makers, and mold makers. Graduates with previous employment experience in the machine tool industry may also use this program as a basis for promotion to supervisory or administrative positions.

Course work will be completed at the Tool and Technology Resource Center in Newport, NH, Sugar River Valley Technical Center – Claremont Adult Learning Center and at the College. This collaborative partnership among these three agencies provides access to two machine tool labs equipped with the latest technology.

Admission Requirements:

- General requirements for admission listed in the catalog
- High school credits in math and sciences (algebra and geometry suggested)

CERTIFICATE PROGRAM

		CL	LAB	CR
BCPC 101	Introduction to Computer Applications	2	3	3
MTTC 101	CNC I – G & M Code Programming (BCPC101, MTTC106 or POI)	2	3	3
MTTC 102	Blueprint Reading with GD & T	2	2	3
MTTC 103	Pneumatics and Hydraulics	2	2	3
MTTC 104	Machine Tool Math	3	0	3
MTTC 105	Introduction to Inspection	2	2	3
MTTC 106	Introduction to Machining Processes I	3	2	4
MTTC 201	CNCII – CNC Operations, CAMC (MTTC101)	3	2	4
MTTC 202	Materials and Metallurgy	2	2	3

Prerequisites and corequisites are listed in parentheses.



Adventure Recreation Management

(Day Program)

The program in Adventure Recreation Management (ARM) is a diversified course of study that prepares the student to enter the field of public, private, and commercial leisure services at the professional career level as a technician, counselor, instructor, coordinator, salesperson or supervisor. The ARM courses are specifically designed to further the student's knowledge and skill base in more than one area of the highly concentrated fields of recreation employment. In all, the program courses are designed to provide the student with the skills, adaptability, and creativity for designing, implementing and leading leisure programs for various populations in distinctively different recreation environments. Upon graduation, you are eligible to apply for Associate Park and Recreation Professional Certification.

Introductory Therapeutic Recreation courses are included in this degree to enhance a student's marketability to work as a Therapeutic Recreation Assistant. Moreover, this aspect of the program is designed to provide all students with the necessary skills and competencies to work with anyone with a functional limitation, no matter what the setting. To summarize, these courses are designed to provide the student with a hands-on practicality in outdoor education curriculum design, program planning, implementation, evaluation, reflection, and marketability. Upon graduation, you are eligible to apply for Certified Therapeutic Recreation Assistant.

We offer a one-year accelerated certificate for students who wish to pursue a major in recreation. The curriculum focus will remain on understanding the role of recreation in our society, the student's role as a leader in the recreation field, exploration of a career in recreation including availability of jobs, and the development of a portfolio that is recreation career specific.

Admission Requirements:

- General college admission requirements: high school credits in English, math, biological sciences, basic competence in computer and word processing;
- Program requirements: demonstrated knowledge of the field of recreation, interview with admissions counselor and ARM program director;
- Prior to fieldwork experience: liability insurance, CPR certification.

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
BCPC101	Introduction to Computer Applications	2	3	3
ARLC101	Introduction to Recreation and Leisure Activities	3	0	3
ARLC110	Fundamentals of Outdoor Recreational Pursuits	3	3	4
ARLC210	Outdoor Emergency Care	0	6	2

SPRING SEMESTER

		CL	LAB	CR
AHLC114	Human Development for Health and Human Services	3	0	3
PSYC101	Introduction to Psychology	3	0	3
ARLC102	Foundations and Theories of Adventure Recreation	3	0	3
ARLC125	Introduction to Therapeutic Recreation (ARLC101)	2	3	3
ARLC165	Leadership and Group Dynamics (ARLC101, ARLC102, ARLC110)	3	0	3

SUMMER SEMESTER

		CL	LAB	CR
ARLC190	Adventure Recreation and Leisure Practicum (ARLC101, ARLC102, ARLC110, ARLC125, ARLC165)	0	0	3

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
ENG1xxx	English Elective	3	0	3
HUM1xxx	Humanities Elective	3	0	3
SCIC111	Basic Anatomy and Physiology*	4	0	4
ARLC212	Recreation and Special Populations (ARLC114, ARLC101, ARLC102, ARLC110, ARLC165)	3	0	3
ARLC215	Program Planning for Recreation (ARLC114, ARLC101, ARLC102, ARLC110, ARLC165)	3	0	3

SPRING SEMESTER

		CL	LAB	CR
MTH1xxx	Mathematics Elective (Accuplacer)	3/4	0	3/4
SCIC161	Planning Personal Health	3	3	4
XXXXxxx	Liberal Arts Elective	3	0	3
ARLC275	Management of Outdoor and Adventure Programs (ARLC210 or permission of instructor)	3	0	3
ARLC290	Leisure Service Systems Internship (ALL ARLC core courses, ARLC114)	0	0	3

* Students considering transferring to UNH should take SCIC201 and SCIC202 (Anatomy and Physiology I & II.)

** A four credit math course is required. Students transferring to UNH should take MTHC106.

Prerequisites and corequisites are listed in parentheses.

CERTIFICATE IN ADVENTURE RECREATION MANAGEMENT

FALL SEMESTER

		CL	LAB	CR
ARLC101	Introduction to Recreational and Leisure Activities	3	0	3
ARLC110	Fundamentals of Outdoor Recreational Pursuits	3	3	4
ARLC210	Outdoor Emergency Care	0	6	2
ARLC215	Program Planning for Recreation (Matriculation in ARLS Certificate Program)	3	0	3

SPRING SEMESTER

		CL	LAB	CR
ARLC102	Foundations and Theories of Adventure Recreation	3	0	3
ARLC165	Leadership and Group Dynamics (ARLC101, ARLC102, ARLC110)	3	0	3
ARLC190	Adventure Recreation and Leisure Practicum (Matriculation in ARLS Certificate Program)	0	0	3
SCIC161	Planning Personal Health	3	3	4

Accounting

(Day/Evening Program)

The accounting program provides intensive training in accounting principles and other related business courses.

It provides the student with a broad based education that will qualify him or her for an entry level position in accounting. Typical entry level positions include: accounts receivable or accounts payable clerks, junior accountants, account clerks, inventory controllers, and full-charge bookkeepers.

The program also provides the student with a strong background in computers. The student will be trained on a wide variety of IBM compatible personal computers. The computer related courses will include word processing, computerized accounting, and spreadsheets.

In addition to the specialized accounting and computer courses, the student will take other business courses including Introduction to Business, Business Law, and Principles of Management. The program includes a general education component that complements the business courses.

The combination of these three elements (accounting, computers, and related business courses) will give the student a well-rounded and solid business education.

The accounting program graduate will be prepared for a number of careers in the business world. The graduate could work in an accounting office of any business, hospital, manufacturing plant, bank, insurance company or in a public accountant's office as a junior accountant. Applicants to the Accounting Program must meet the general admission requirement of the College. The evening degree option will take more than 2 years to complete. Courses may be taken at the Keene Academic Center.



ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
MTHCxxx	Mathematics Elective (Accuplacer)	4	0	4
ACCC101	Accounting I	3	0	3
BUSC106	Keyboarding	0	3	1
BCPC101	Introduction to Computer Applications	2	3	3
BUSC101	Intro to Business	3	0	3

SPRING SEMESTER

		CL	LAB	CR
SCICxxx	Science Elective	2/3	3	3/4
XXXXxxx	Social Science Elective	3	0	3
ACCC102	Accounting II (ACCC101)	3	0	3
ACCC105	Spreadsheets (ACCC101 or ACCC103, BCPC101, BUSC105)	2	3	3
BCPC104	Word Processing (BUSC106)	2	3	3
BUSC105	Business Math	3	0	3

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3	0	3
XXXXxxx	Humanities/Fine Arts/World Language Elective	3	0	3
ACCC203	Accounting III (ACCC102)	3	0	3
ACCC215	Cost Accounting (ACCC102)	3	0	3
ACCC216	Computerized Accounting (ACCC101)	1	2	2

SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3	0	3
ENG102	English Elective (ENG101)	3	0	3
ACCC200	Intermediate Accounting (ACCC203)	3	0	3
ACCC212	Taxes	3	0	3
BUSC110	Principles of Management (BUSC101)	3	0	3
BUSC240	Business Law	3	0	3

Prerequisites and corequisites are listed in parentheses.

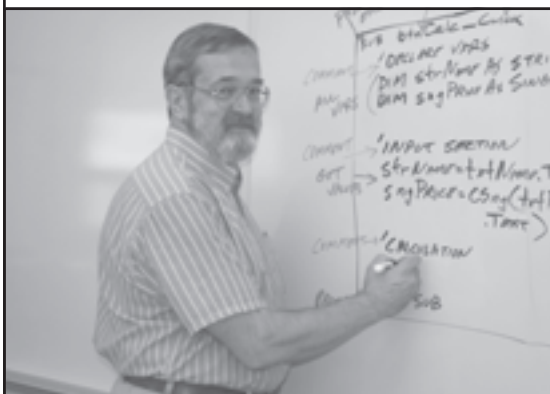
Business Computer Management

(Day/Evening Program)

The Business Computer Management Program provides comprehensive training in business and computer skills which are increasing in demand in all occupations. The program combines extensive instruction on a variety of IBM-compatible personal computers with business courses in accounting, business law and others.

All areas of computer use are covered: Windows, spreadsheets, database management, word processing, programming, networks, the Internet, and graphics. Graduates are able to design, install, operate, and maintain integrated computer systems in business environments and to train others in their use. The program's software application courses prepare students for the four industry-standard Microsoft Office User certification tests (Word, Excel, Access, and PowerPoint), while programming courses cover material on the Microsoft Certified Professional Visual Basic test.

This dual focus of business knowledge and practical computer ability gives students a unique preparation for numerous entry-level positions in both the general business community and many rapidly expanding computer fields. Graduates are suited for virtually any business occupation as Administrative Assistant, Office Manager, Sales Representative, or Management Trainee. Computer-oriented positions include Programmer, independent or corporate Computer Consultant, Technical Support, Spreadsheet Technician, and numerous Database Management occupations.



Peter Crosby
Director - Computer Programs

"Helping students learn new skills, which often change their lives, is an intense experience. It's always gratifying to see people of all ages and backgrounds thrive in a friendly, challenging environment like ours, learning new things they never knew existed. What's best though, is when they come back to visit a year or two after graduation, telling us all about the things they've done that they never dreamed they could ever do."

Many applicants have little or no business background; however, many people with substantial business experience decide to enroll in the Business Computer Management Program to become computer qualified rather than simply computer 'literate'. The Business Computer Management Program is also an exceptional means for acquiring the necessary expertise for starting or maintaining a small business.

The prospective student should enjoy problem solving, communicate well with others, and have a firm interest in a business career. All applicants to the program must satisfy the general college requirements for admission and possess satisfactory high school credits in English and mathematics. Although the Business Computer Management Program can be completed in two years during the day, students may elect to attend over an extended period of time during days, evenings, or both.

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
MTHCxxx	Mathematics Elective (Accuplacer)	4	0	4
ACCC101	Accounting I	3	0	3
BCPC101	Introduction to Computer Applications	2	3	3
BUSC101	Introduction to Business	3	0	3
BUSC106	Keyboarding	0	3	1

SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	Social Science Elective	3	0	3
SCICxxx	Science Elective	2/3	3	3/4
ACCC102	Accounting II (ACCC101)	3	0	3
ACCC105	Spreadsheets (ACCC101 or ACCC103, BCPC101, BUSC105)	2	3	3
BCPC104	Word Processing (BUSC106)	2	3	3
BUSC105	Business Math	3	0	3

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
XXXXxxx	Humanities/Fine Arts/World Language Elective	3	0	3
XXXXxxx	General Education Elective	3	0	3
ACCC203*	Accounting III (ACCC102)	3	0	3
ACCC216	Computerized Accounting (ACCC101)	1	2	2
BCPC211	Database Design and Management (CPTC125)	3	3	4
CPTC125	Application Programming (BCPC101)	3	3	4

SPRING SEMESTER

		CL	LAB	CR
ENGxxx	English Elective (ENG102)	3	0	3
XXXXxxx	General Education Elective	3	0	3
BCPC127	Intermediate Windows (BCPC101)	1	3	2
BCPC222	Business Systems (BCPC127, BCPC211) ..	2	3	3
BUSC240	Business Law	3	0	3
CPTC223*	Advanced Programming Seminar (CPTC125) ..	3	3	4

* Only one required

Prerequisites and corequisites are listed in parentheses.

Business and Computer Certificates

Accounting

(Day/Evening Program)

The Accounting Program will provide the student with a basic business education that will qualify the student for an entry level position in the accounting field. The program will also provide the student with a background in computers. Applicants to the Accounting Program must meet the general admission requirements of the College. Graduates may transfer into the Accounting Degree Program. Courses may be taken at the Keene Academic Center.

FALL SEMESTER

		CL	LAB	CR
ACCC101	Accounting I	3	0	3
BUSC106	Keyboarding	0	3	1
BCPC101	Introduction to Computer Applications	2	3	3
BUSC105	Business Math	3	0	3

SPRING SEMESTER

		CL	LAB	CR
ACCC102	Accounting II (ACCC101)	3	0	3
ACCC105	Spreadsheets (ACCC101, BCPC101, BUSC105)	2	3	3
ACCC216	Computerized Accounting (ACCC101)	1	2	2
BCPC104	Word Processing (BUSC106)	2	3	3

Prerequisites and corequisites are listed in parentheses.

Administrative Assistant

(Day/Evening Program)

The Administrative Assistant Program will provide the student with entry level skills to work in an office. The student will learn basic computer skills, communication skills and a general understanding of the business community. Applicants to the Administrative Assistant Program must meet the general admission requirements of the College. Graduates may transfer into Accounting Degree or Business Computer Management Degree Program. Some courses may be taken at the Keene Academic Center.*

FALL SEMESTER

		CL	LAB	CR
*BCPC101	Introduction to Computer Applications	2	3	3
BUSC102	Business Correspondence	2	0	2
*BUSC105	Business Math	3	0	3
*BUSC106	Keyboarding	0	3	1
BUSC112	Office Practice I (BCPC101, BUSC102, BUSC106)	2	3	3

SPRING SEMESTER

		CL	LAB	CR
ACCC103	Fundamentals of Accounting	3	0	3
*ACCC105	Spreadsheets (ACCC103 or ACCC101, BCPC101, BUSC105)	2	3	3
*BCPC104	Word Processing (BUSC106)	2	3	3
BUSC113	Office Practice II (BUSC112)	2	3	3

Prerequisites and corequisites are listed in parentheses.

Business Computer

(Day/Evening Program)

The Business Computer Program provides both comprehensive computer skills and a thorough grounding in business subjects. Students become competent in computer areas such as the Windows operating systems, spreadsheets, database management, word processing, the Internet and networking, computer programming, and computer hardware. Business proficiencies gained through the program include accounting, communication skills, effective writing, financial statements, and maintaining business records on computers.

Graduates of the program are particularly well-suited for office positions that span both computer and general business areas. These include computerized accounting, customer service, sales support, and numerous assistance positions. Graduates may also proceed on to more advanced computer or business programs in the college, transferring many of this program's courses.

Although the Business Computer Program has a full-time, one-year framework, students may elect to attend part-time and complete the program over a longer time period. Applicants to the program must meet the general College requirements for admission.

SPRING SEMESTER

		CL	LAB	CR
ACCC101	Accounting I	3	0	3
BCPC101	Introduction to Computer Applications	2	3	3
BUSC101	Introduction to Business	3	0	3
BUSC102	Business Correspondence	2	0	2
BUSC106	Keyboarding	0	3	1

		CL	LAB	CR
ACCC105	Spreadsheets (ACCC101 or ACCC103, BCPC101, BUSC105)	2	3	3
ACCC216	Computerized Accounting (ACCC101)	1	2	2
BCPC104	Word Processing (BUSC106)	2	3	3
BUSC105	Business Math	3	0	3
CPTC125	Applications Programming (BCPC101)	3	3	4

Prerequisites and corequisites are listed in parentheses.

Business Management

(Evening Program)

The Business Management Certificate Program has been designed to provide the student with a solid business background. The program offers accounting, marketing, management and computer courses which give the management student valuable skills in this growing field. Graduates are prepared for entry level positions in wholesaling, retailing, sales, banking and insurance. Applicants to the Business Management Program must meet the general admission requirements of the College. Graduates may transfer credits into Accounting Degree Program. Some courses may be taken at the Keene Academic Center.*

REQUIRED COURSES

		CL	LAB	CR
*ACCC101	Accounting I	3	0	3
*ACCC102	Accounting II (ACCC 101)	3	0	3
*ACCC212	Taxes	3	0	3
*ACCC216	Computerized Accounting (ACCC101)	1	2	2
*BCPC101	Introduction to Computer Applications	2	3	3
*BUSC101	Introduction to Business	3	0	3
BUSC104	Principles of Marketing	3	0	3
*BUSC110	Principles of Management (BUSC101)	3	0	3
BUSC201	Human Resources Management (BUSC110)	3	0	3
BUSC204	Small Business Management (BUSC101, BUSC 110)	3	0	3
*BUSC240	Business Law	3	0	3

Prerequisites and corequisites are listed in parentheses.

Medical Administrative Assistant

(Day/Evening Program)

The Medical Administrative Assistant Certificate Program provides an excellent opportunity for a student who is interested in working in the medical field as well as in an office. This program will provide the student with a solid background in the administrative skills (keyboarding, accounting, business communications, medical transcription,

medical insurance, word processing, etc.) needed for the medical office. Applicants to the Medical Administrative Assistant Program must meet the general admission requirements of the College. Graduates may transfer into Medical Assistant Certificate Program. Some courses may be taken at the Keene Academic Center.*

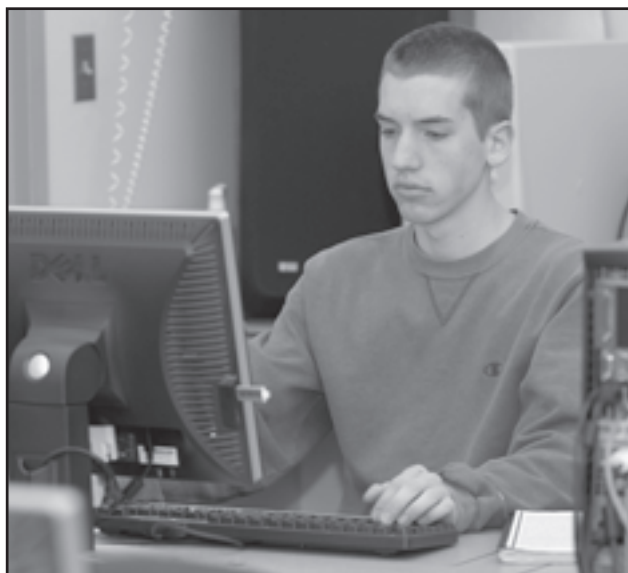
FALL SEMESTER

		CL	LAB	CR
ALHC102	Medical Terminology	3	0	3
ALHC121	Medical Office Practice I (BUSC102, BUSC106, ALHC102)	2	3	3
ALHC166	Legal & Ethical Issues in Health Care	3	0	3
BUSC102	Business Correspondence	2	0	2
*BUSC106	Keyboarding	0	3	1

SPRING SEMESTER

		CL	LAB	CR
ACCC103	Fundamentals of Accounting	3	0	3
ALHC124	Medical Office Practice II (ALHC121)	2	3	3
*BCPC104	Word Processing (BUSC106)	2	3	3
*PSYC101	Introduction to Psychology	3	0	3
*SCIC111	Basic Anatomy & Physiology	4	0	4

Prerequisites and corequisites are listed in parentheses.



Clinical Laboratory Technician

Formerly Medical Laboratory Technician

(Day Program)

Clinical laboratory technicians are the detectives of the health care field. Under the supervision of a medical technologist or physician, the CLT uses their skills to aid in the diagnosis, treatment and prevention of disease. CLTs perform highly complex laboratory procedures ranging from detailed manual techniques to sophisticated computerized technology. Opportunities for employment for the CLT include: traditional hospital or private laboratories, commercial or pharmaceutical industries, research laboratories, infection control programs and agricultural and veterinarian practices, among others.

Coursework for the Clinical Laboratory Technician program integrates professional with general education courses, gaining skills for the job as well as general life skills. In addition to classroom studies, students spend twenty weeks, full-time in an accredited hospital or private laboratory refining skills in the specific areas of a clinical laboratory. Clinical affiliations are arranged based on predetermined criteria and are subject to availability of facilities located throughout New Hampshire and Vermont. Students are required to have liability and health insurance prior to being placed for their clinical rotations. CPR certification is recommended and may be required by some clinical sites. Students must also be able to provide their own personal transportation to all clinical assignments.

Admission Requirements

- Satisfy general requirements for admission to the College.
- Have credits (or the equivalent) in high school or college algebra, English, biology and chemistry.
- Interview with the program director.
- Demonstrate knowledge of the field of laboratory medicine or schedule a tour in a clinical laboratory.

Students health status must be compatible with the tasks and duties of a CLT including the ability to perform certain motor skills involved in collecting blood, using pipettes and a microscope, and accurately reading color charts for interpretation. Students are required to provide results of a medical examination and proof of immunity to infectious disease before being scheduled for clinical affiliations.

Upon completion of the CLT program, students are qualified for immediate employment and are eligible to sit for national certification examinations offered by several professional organizations. Program outcomes can be found on the College website, in the program information package "About our CLT Program" and in the CLT Program Student Handbook. This two-year Associate Degree program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr, Suite 670, Chicago, IL 60631-3415, (773)714-8880

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
MTHCxxx	Mathematics Elective (Accuplacer)	3/4	0	3/4
SCIC140	Chemistry I	3	3	4
SCIC111	Basic Anatomy and Physiology	4	0	4
*SCIC201	Anatomy and Physiology I	(3)	(3)	(4)
SCIC205	Microbiology (SCIC201 or SCIC111**)	3	3	4
ALHC126	Intro to Laboratory Procedures	2	3	3

SPRING SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
*SCIC202	Anatomy and Physiology II (SCIC201)	(3)	(3)	(4)
XXXXxxx	Social Science Elective	3	0	3
CLTC110	Pathogenic Microbiology (SCIC205, ALHC126)	3	3	4
CLTC111	Urinalysis (ALHC126)	1	3	2
CLTC112	Serology (SCIC111 or SCIC201 and SCIC202, ALHC126)	1	3	2

SUMMER SEMESTER

		CL	LAB	CR
CLTC120	Affiliation Microbiology (6 wks) (ALHC126, CLTC110)	0	0	5
CLTC121	Affiliation Urinalysis and Special Diagnostics (1wk) (ALHC126, CLTC111)	0	0	1

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	English Elective(ENG102)	3	0	3
HUMCxxx	Humanities/Fine Arts/World Language	3	0	3
CLTC201	Hematology (ALHC126, CLTC112)	3	3	4
CLTC202	Immunohematology (ALHC126, CLTC112)	3	3	4
CLTC203	Clinical Chemistry (ALHC126, SCIC140)	3	3	4

SPRING SEMESTER

		CL	LAB	CR
CLTC211	Affiliation Hematology (5wks) (ALHC126,CLTC201)	0	0	4
CLTC212	Affiliation Blood Bank (4wks) (ALHC126,CLTC202)	0	0	3
CLTC213	Affiliation Chemistry (4wks) (ALHC126,CLTC203)	0	0	3
CLTC220	CLT Senior Seminar (4-8 hr seminars) (All previous CLTC courses)	2	0	2

Prerequisites and corequisites are listed in parentheses.

* These courses are optional choices for students intending to continue their education towards a bachelor's degree. See program director for advising. All CLTC courses require matriculation in the program, or permission of instructor for registration.

** SCIC111 may be accepted as a co-requisite on an individual basis.

Computer Science

(Day /Evening Program)

The Computer Science program is both comprehensive and flexible, providing students with several career options and paths in the computer science and information systems fields. The curriculum introduces students to networking systems, information systems technologies (Internet and Website design), and computer programming, as well as, integrating these courses with a relevant core of general education electives.

Graduates who successfully complete the program will be awarded an Associate Degree in Computer Science and can either enter the workforce prepared for jobs, such as PC support specialist, network and server administrators, Website designer, Internet/Intranet support staff, and programmer, or they can choose to further their education by transferring credits to baccalaureate programs in Applied Computer Science or Computer Science. Students who choose to continue on to four year institutions are encouraged to select the higher-level mathematics and physics as an elective. All applicants to the program must satisfy the general requirements for admission to the college, possess high school or college credits in English, mathematics (math at the level of precalculus is preferred) and two lab sciences. The evening degree option will take more than 2 years to complete.

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
HUMCxxx	Humanities/Fine Arts/World Language Elective	3	0	3
MTHC110	Algebra and Trigonometry (Accuplacer, ISVC016 or equiv or POI)	4	0	4
BCPC101	Introduction to Computer Applications OR General Education or Computer Science Elective	2	3	3
CPTC101	PC Assembly/Operating Systems	2	3	3

SPRING SEMESTER

		CL	LAB	CR
ENGxxx	English Elective (ENG102)	3	0	3
MTHC120	Precalculus (or higher) (Accuplacer, MTHC110 or POI*)	4	0	4
CPTC125	Application Programming (BCPC101 or POI*)	3	3	4
CPTC205	Networking Basics (CCNA1) (CPTC101) ...	2	2	3
Choose one:				
BUSC101	Introduction to Business	3	0	3
BUSC104	Principles of Marketing	3	0	3

NETWORKING OPTION

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3	0	3
SCICxxx	Physical Science Elective	3	3	4
CPTC203	Intro to UNIX (BCPC101 or POI*)	2	2	3
CPTC215	Routing Fundamentals (CCNA2) (CPTC205)	2	2	3
CPTC204	Administering Windows Servers (CPTC205)	2	2	3

SPRING SEMESTER

		CL	LAB	CR
SOCCxxx	Social Science Elective	3	0	3
CPTC212	Computer Network Security (CPTC205) OR	2	2	3
CPTC290	Internship**	0	9	3
CPTC225	Intermediate Networking (CCNA3/4) (CPTC215)	2	3	3
CPTC209	Unix Systems Administration Using Linux (CPTC203)	2	2	3
CPTC210	Advanced Windows Servers (CPTC204) ...	2	2	3

INTERNET/WEBSITE DESIGN OPTION

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3	0	3
SCICxxx	Physical Science Elective	3	3	4
CPTC103	Web Site Design (BCPC101, Knowledge of Windows or POI*)	2	2	3
CPTC175	Intro to C++ (Accuplacer score)	2	2	3
CPTC203	Intro to UNIX (BCPC101 or POI*)	2	2	3

SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	Social Science Elective	3	0	3
CPTCxxx	Computer Science Elective	2	2	3
CPTC202	Introduction to JAVA (CPTC175 or CPTC125 or POI*)	2	2	3
CPTC206	Internet Scripting/Active Server Pages (CPTC103 and CPTC125 or CPTC175)	2	2	3
CPTC290	Computer Science Internship **	0	9	3
CPTCxxx	Computer Science Elective	2	2	3

* POI – Permission of Instructor

** The prerequisite for CPTC290 is substantial completion of CPTC courses.

Prerequisites and corequisites are listed in parentheses.

Computer Technology Certificates

Computer Networking and Web Site Design

(Evening Program)

These certificate programs explore the integration of hardware and software in computer technology; i.e., programming, networking, Internet and Web technologies. Students who complete the course of study will have practical skills in the development, installation, service, support and administration of computer networks, operating systems, and web sites.

The major focus is to give individuals up-to-date technical skills they can immediately apply in career employment and/

or advancement. It can also provide a basis for further academic study. Individuals who complete the program find employment as computer help desk or service technicians, software administrators, network support or computer systems specialists, customer support representatives, or webmasters.

If students wish, they have the option of completing certificates specifically in Cisco Networking, Web Site Design, or Computer Networking. Students may also transfer credits into the Associate Degree Computer Science Program.



CISCO NETWORKING CERTIFICATE

Evening Program

Cisco Systems is the primary supplier of connection devices to the Internet. To provide a steady supply of talent to support this infrastructure, Cisco has designed a program to train workers. Instructors, certified by Cisco Systems, deliver this curriculum. The students learn how to design and build local and wide area networks. The instruction includes configuring routers and switches. The successful student will be prepared to take Cisco's independent certification known as CCNA-Cisco Certified Network Associate.

		CL	LAB	CR
CPTC101	PC Assembly/Operating Systems	2	3	3
CPTC205	Networking Basics (CCNA1) (CPTC101) ...	2	2	3
CPTC215	Routing Fundamentals (CCNA2) (CPTC205)	2	2	3
CPTC225	Intermediate Networking (CCNA3/4) (CPTC215)	2	3	3

COMPUTER NETWORKING

Evening Program

After computer networks are designed and built, they need to be administered. This certification builds on the Cisco Networking Academy by teaching the skills necessary to be a network administrator. Since one of the most important uses of networks today is to provide access to Web pages, Internet Server Management is included. UNIX is included because it is a critical component of many corporate networks.

		CL	LAB	CR
CPTC101	PC Assembly/Operating Systems	2	3	3
CPTC203	Introduction to UNIX (BCPC101, Knowledge of Windows or POI*)	2	2	3
CPTC205	Networking Basics (CCNA1) (CPTC101) ...	2	2	3
CPTC204	Administering Window Servers (CPTC205)	2	3	3
CPTC215	Routing Fundamentals (CCNA2) (CPTC205)	2	2	3
CPTC225	Intermediate Networking (CCNA3/4) (CPTC215)	2	3	3
CPTC212	Computer Network Security (CPTC205)	2	3	3

WEB SITE DESIGN

Evening Program

The Web Site Design Certificate program is designed to teach the fundamental information needed to develop and maintain a Web site. 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
CPTC103	Web Site Design (BCPC101, Knowledge of Windows or POI*)	2	2	3
CPTC202	Introduction to JAVA (CPTC125 or CPTC175 or POI*)	2	2	3
CPTC203	Introduction to UNIX (BCPC101, Knowledge of Windows or POI*)	2	2	3
CPTC206	Internet Scripting/Active Server Pages (CPTC103 and CPTC125 or CPTC175)	2	2	3

*POI - Permission of Instructor

Prerequisites and corequisites are listed in parentheses.

Criminal Justice

(Day /Evening Program)

The Criminal Justice degree is designed to prepare students for careers in police work and corrections, in addition to serving as the basis to transfer on to complete a baccalaureate degree. For those already in service the program provides educational progress for promotion and other career development purposes.

Applicants to the Criminal Justice Program must meet the general admission requirements to the College. Courses may be taken at the Keene Academic Center.

Health Considerations

Applicants should be aware of the basic health and fitness requirements for many careers in the criminal justice field. Prospective students with special needs or limitations that may affect their internship placement and/or potential employability are encouraged to discuss their career goals during the interview with department member prior to admission.

The college must ensure that the general public 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 rapport and maintain sensitive interpersonal relationships with employees, the general public and agency clients.

Character Expectations

Applicants should be aware that background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted for an internship. Applicants who have been in difficulty with the law may not be employable, or even eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the program director.



ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
PSYC101	Introduction to Psychology	3	0	3
BCPC101	Intro to Computer Applications	2	3	3
CRJC101	Introduction to Criminal Justice	3	0	3
CRJC102	Criminal Procedure	4	0	4

SPRING SEMESTER

		CL	LAB	CR
ENGxxx	English Elective	3	0	3
SOCC101	Introduction to Sociology	3	0	3
CRJC110	Public Administration	3	0	3
CRJC111	Criminal Law	4	0	4
CRJC112	Juvenile Justice Administration	3	0	3

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
SOCC201	Contemporary Social Problems	3	0	3
SCIC111	Basic Anatomy and Physiology	4	0	4
CRJC201	Criminology	3	0	3
CRJC202	Police Operations	3	0	3
CRJC203	Corrections Operations	3	0	3
CRJC204	Crisis Intervention in Criminal Justice	3	0	3

SPRING SEMESTER

		CL	LAB	CR
MTHCxxx	Mathematics Electives (Accuplacer)	3/4	0	3/4
HUMCxxx	Humanities/Fine Arts/World Language Elective	3	0	3
CRJC210	Drug Abuse and the Law	4	0	4
CRJC211	Justice and the Community	3	0	3
CRJC290*	Criminal Justice Internship	0	9	3
	OR			
CRJC291*	Senior Project	3	0	3

* Students must take either CRJC 290 or CRJC291, but not both.
Please see advisor prior to registration

Early Childhood Education

(Day/Evening Program)

A career working with young children offers the opportunity to influence young lives as they grow and develop. Students are prepared to be competent early childhood professionals who can provide a nurturing environment with a strong understanding of the ways in which young children grow and learn. Students learn to provide care and education that is developmentally appropriate. The Early Childhood Education Program focuses on young children, birth through age 8 years, and their families.

The Early Childhood Education Program combines theory and practical experience. The curriculum follows standards for professional preparation as outlined by the National Association for the Education of Young Children (NAEYC). (Additional information about these standards is available at www.naeyc.org, NAEYC's web site. Programmatic learning objectives are available on the Early Childhood Education program pages on the College's web site and in the program's student handbook.) Graduates are prepared for immediate entry into the field. Alumni of the program are employed in a variety of settings, including, but not limited to, the following: child care centers, Head Start programs, laboratory schools, parent cooperatives, and after-school programs.

The applicant for the Early Childhood Education Program should meet the general requirements for admission to the College. In addition, the applicant should possess strong interpersonal communication skills. This program may take longer than 2 years to complete. Courses may be taken at the Keene Academic Center. The Early Childhood Education Level I and Level II Certificates may be combined with other programs at the College for a dual degree option.

Practicum I and Practicum II placements are arranged by the Program Director. Students are required to have both professional liability and health insurance during these placements. Student plans may be purchased through the College. In addition, most practicum sites will require a state registry and criminal records check and written records of physical examination. Students are responsible for providing the practicum site with appropriate documentation and for all associated fees. Students are also responsible for completing any required orientation meetings and activities prior to the beginning of their practicum hours. Students must provide their own transportation to and from the practicum site.

Applicants seeking admission to the Early Childhood Education Program who believe they may have difficulty with a state registry and criminal records check are advised to contact the New Hampshire Bureau of Child Care Licensing (1-800-852-3345) prior to matriculation.

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
SCICxxx	Science Elective	2/3	3	3/4
EDUC101	Foundations of Early Childhood Education	3	0	3
EDUC102	The Growth & Development of the Young Child	3	0	3
HSVC120	Learning and Behavior	3	0	3

SPRING SEMESTER

		CL	LAB	CR
MTHCxxx	Mathematics Elective (Accuplacer)	3/4	0	3/4
SCIC161	Planning Personal Health	3	3	4
PSYC101	Introduction to Psychology	3	0	3
EDUC103	Health, Safety & Nutrition for the Young Child	3	0	3
EDUC104	Curriculum for Early Childhood Care & Education (EDUC101, EDUC102 or PPD*)	3	0	3
EDUC105	Children with Special Needs and Their Families (EDUC102)	3	0	3

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
XXXXxxx	Elective	3	0	3
XXXXxxx	General Education Elective	3	0	3
HUMC110	The Humanities in Western Culture	3	0	3
EDUC190	Practicum I (EDUC101, EDUC102, EDUC103, EDUC104 or PPD*)	0	0	3
HSVC123	Supportive Communication Skills	3	0	3

SPRING SEMESTER

		CL	LAB	CR
ENG286	Children's Literature (ENG102)	3	0	3
XXXXxxx	Social Science Elective	3	0	3
EDUC200	Developmentally Appropriate Programs For Infants and Toddlers	3	0	3
EDUC206	Developmentally Appropriate Programs for the School Age Child	3	0	3
EDUC201	Organization & Management in Early Childhood Education	3	0	3
EDUC220	Practicum Seminar (EDUC190, EDUC290)	1	0	1
EDUC290	Practicum II (EDUC190, EDUC220)	0	0	3

Early Childhood Education

LEVEL I CERTIFICATE PROGRAM

(Day/Evening Program)		CL	LAB	CR
EDUC101	Foundations of Early Childhood Education	3	0	3
EDUC102	The Growth & Development of the Young Child	3	0	3
EDUC103	Health, Safety and Nutrition for the Young Child	3	0	3
EDUC104	Curriculum for Early Childhood Care and Education (EDUC101, EDUC102 or PPD*)	3	0	3

LEVEL II CERTIFICATE PROGRAM

(Day/Evening Program)		CL	LAB	CR
PSYC101	Introduction to Psychology	3	0	3
EDUC101	Foundations of Early Childhood Education	3	0	3
EDUC103	Health, Safety and Nutrition for the Young Child	3	0	3
EDUC105	Children with Special Needs and Their Families (EDUC102)	3	0	3
EDUC104	Curriculum for Early Childhood Care and Education (EDUC101, EDUC102, or PPD*)	3	0	3
EDUC102	The Growth & Development of the Young Child	3	0	3
HSVC120	Learning and Behavior	3	0	3
EDUC190	Practicum I (EDUC101, EDUC102, EDUC103, EDUC104 or PPD*)	0	0	3

* PPD – Permission of Program Director. Prerequisites and corequisites are listed in parentheses



Kerry Belknap Morris
Program Director – Early Childhood Education

“NHCTC – Claremont is truly a caring community of learners, and I feel so fortunate to have the opportunity to work closely with students, other faculty members, and administrators. As Program Director for the Early Childhood Education Program, my role is to challenge, yet also to support my students. The ECE Program combines theory with practical experience, so I also work closely with community programs that assist students with observational assignments and host them for practicum experiences.”

Family Child Care Provider

(Day/Evening/Online)

The Family Child Care Provider Certificate is designed specifically for those individuals interested in, or who are already operating a family child care business. The goal of the certificate is to promote increased access for family child care providers to relevant credit-bearing college level education that will lead to improved quality in home child care.

Please Note: At this time, two of the courses (EDUC102 & EDUC103) would be taken at the Claremont campus or the Keene Academic Center. The other two courses (EDUN130 & EDUN124) would be taken online through the Nashua campus.

Students interested in the Family Child Care Provider Certificate are encouraged to contact the Early Childhood Education Program Director early on to discuss their interest and plan their schedule.

CERTIFICATE PROGRAM

		CL	LAB	CR
EDUC102	The Growth & Development of the Young Child	3	0	3
EDUC103	Health, Safety & Nutrition for the Young Child	3	0	3
EDUN130	Family Child Care Business Management	3	0	3
EDUN124	Family Child Care Curriculum and Environment (EDUC102)	3	0	3

Human Services

(Day/Evening Program)

The Associate of 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 a variety of agencies, which provide supports to individuals and families across the life span. That work may be in the field of developmental disabilities, behavioral health, elderly or children and families at risk.

Some human services positions require education beyond an associate degree. This program has articulation agreements with New England College and Franklin Pierce. Human Service graduates have also successfully transferred to other area colleges.

The College offers Certificate programs in Human Services or Early Intervention/Family Support Assistant, providing students with the major courses required for beginning level positions, as well as providing them with an entry point for the continuation of studies. All Certificate courses have been incorporated into the Human Services Degree Program.

Many of the programs offered at NHCTC may be combined with the Human Services Program for a dual degree option.

The applicant for the Human Services Program should meet the general requirements for admission to the College. A Criminal Background Check is the responsibility of students and may be required for fieldwork and/or employment upon request of an agency. Students are required to have liability and health insurance prior to being placed for fieldwork. Transportation to all fieldwork assignments is the responsibility of the student. A minimum of 96 hours will be completed for each fieldwork course.

ASSOCIATE DEGREE IN HUMAN SERVICES

TRACK I: GENERALIST

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
AHLC114	Human Development for Health and Human Services	3	0	3
ENGC102	College Composition I (Accuplacer)	3	0	3
HSVC110	Introduction to Human Services	3	0	3
HSVC120	Learning and Behavior	3	0	3
HSVC123	Supportive Communication Skills	3	0	3

SPRING SEMESTER

		CL	LAB	CR
HSVC125	Individual Assessment and Planning (AHLC114, HSVC110, HSVC120, HSVC123)	3	0	3
HSVC126	Issues in Mental Health and Developmental Disabilities (AHLC114, HSVC110, HSVC120, HSVC123)	3	0	3
MTHCXXX	Mathematics Elective (Accuplacer)	3/4	0	3/4
PSYC101	Introduction to Psychology	3	0	3
	Program Elective	3	0	3

FALL SEMESTER

		CL	LAB	CR
ENGCXXX	English Elective (ENGC 102)	3	0	3
HSVC190	Fieldwork I (AHLC114, HSVC110, HSVC120, HSVC123)	1	0	3
HUMC110	Humanities in Western Culture	3	0	3
SCICXXX	Science Elective	3	3	4
SOCC101	Introduction to Sociology	3	0	3
	Program Elective	3	0	3

SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3/4	0	3/4
HSVC290	Fieldwork II (HSVC190)	1	0	3
	Program Elective	3	0	3
	Program Elective	3	0	3
	Open Elective	3	0	3

Human Services Program Electives

12 credits chosen from the following are to be determined with advisement from the Program Director. On an individual basis transfer students will have their transcripts reviewed and courses transferred for electives as appropriate, which may be in addition to electives listed below.

		CL	LAB	CR
*AHLC135	Activities of Daily Living (AHLC104)	2	3	3
CRJC101	Introduction to Criminal Justice	3	0	3
CRJC112	Juvenile Justice Administration	3	0	3
CRJC204	Crisis Intervention in Criminal Justice (PSYC101)	3	0	3
EDUC105	Children with Special Needs and Their Families	3	0	3
HSVC210	Ethical Issues in Human Services (HSVC110)	3	0	3
HSVC215	Issues of Children and Families (AHLC114, HSVC110, HSVC123, HSVC120)	3	0	3
HSVC291	Fieldwork III (HSVC290)	1	0	3
LNGC120	Sign Language I	3	0	3
*NURC101	Fundamental Skills for Nursing Assistants	6	12	5
PSYC210	Abnormal Psychology (PSYC101, PSYC200)	3	0	3
SOCC201	Contemporary Social Problems (Any 100 level Social Science)	3	0	3

* Must be matriculated in professional program or receive written permission from the Program Director or Instructor to register for these courses. Prerequisites and co-requisites are listed in parenthesis.

Human Services

TRACK II: EARLY INTERVENTION/FAMILY SUPPORT

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
AHLC114	Human Development for Health and Human Services	3	0	3
ENGC102	College Composition I (Accuplacer)	3	0	3
HSVC110	Introduction to Human Services	3	0	3
HSVC120	Learning and Behavior	3	0	3
HSVC123	Supportive Communication Skills	3	0	3

SPRING SEMESTER

		CL	LAB	CR
EDUC103	Health, Safety & Nutrition for the Young Child	3	0	3
HSVC125	Individual Assessment and Planning (AHLC114, HSVC110, HSVC120, HSVC123)	3	0	3
HSVC126	Issues in Mental Health and Developmental Disabilities (AHLC114, HSVC110, HSVC120, HSVC123)	3	0	3
MTHCXXX	Mathematics Elective (Accuplacer)	3/4	0	3/4
PSYC101	Introduction to Psychology	3	0	3

FALL SEMESTER

		CL	LAB	CR
HUMC110	Humanities in Western Culture	3	0	3
SCICxxx	Science Elective	4	0	4
SOCC101	Introduction to Sociology	3	0	3
HSVC101	Introduction to Early Intervention/ Family Support	3	0	3
HSVC190	Fieldwork I (AHLC114, HSVC110, HSVC120, HSVC123)	1	0	3
XXXXxxx	General Education Elective	3/4	0	3/4

SPRING SEMESTER

		CL	LAB	CR
EDUC105	Children with Special Needs and Their Families	3	0	3
ENGC286	Children's Literature	3	0	3
HSVC140	Fieldwork for Early Intervention/ Family Support (HSVC101, HSVC123)	1	0	3
HSVC215	Issues of Children and Families (AHLC114, HSVC110, HSVC120, HSVC123)	3	0	3
Open Elective		3	0	3

HUMAN SERVICES - CERTIFICATE

FALL SEMESTER

		CL	LAB	CR
AHLC114	Human Development for Health and Human Services	3	0	3
HSVC110	Introduction to Human Services	3	0	3
HSVC120	Learning and Behavior	3	0	3
HSVC123	Supportive Communication Skills	3	0	3

SPRING SEMESTER

		CL	LAB	CR
HSVC125	Individual Assessment and Planning (AHLC114, HSVC110, HSVC123, HSVC120)	3	0	3
HSVC126	Issues in Mental Health and Developmental Disabilities (AHLC114, HSVC110, HVC123, HSVC120)	3	0	3
HSVC190	Fieldwork I (AHLC114, HSVC110, HSVC120, HSVC123, HSVC125, HSVC126)	1	0	3
HSVC290	Fieldwork II (HSVC190)	1	0	3

EARLY INTERVENTION/FAMILY SUPPORT ASSISTANT - CERTIFICATE

FALL SEMESTER

		CL	LAB	CR
AHLC114	Human Development for Health and Human Services	3	0	3
HSVC101	Introduction to Early Intervention/ Family Support	3	0	3
HSVC123	Supportive Communication Skills	3	0	3

SPRING SEMESTER

		CL	LAB	CR
EDUC105	Children with Special Needs and Their Families	3	0	3
HSVC140	Fieldwork for Early Intervention/ Family Support (HSVC123, HSVC101)	1	0	3

Prerequisites and corequisites are listed in parentheses



General Studies Program

Design Your Own Degree Major or Expand a Certificate Program into a Degree

The Associate in General Studies (AGS) degree is designed to offer students an opportunity to earn an individualized degree with a coherent program of studies that cannot be reached in other college degree programs. The degree enables the student to self design a concentration of studies or combine previously earned college credits or life work experience with course work that will enhance personal / career objectives. Students are required to complete a coherent content concentration of studies (32 credits) combined with (32 credits) of core General Education and open electives to equal a total of 64 credits total.

The purposes of the Associate in Science in General Studies degree are:

1. to offer a flexible curriculum that may be self designed to meet professional or occupational needs;
2. to provide an avenue for students to expand Certificate or Diploma programs into an Associate Degree;
3. to provide an avenue for the transfer of acceptable credits earned at other colleges.

The applicant must be prepared to articulate purpose and goals for their pursuit of the Associate Degree in General Studies during the admission interview with the program director.

All self designed degree students must register for GSTC102 Program Design Portfolio during their first academic year at the college.

Please note that this degree is not an option in cases where an Associates Degree program is already in place at the college for the career that the applicant is pursuing.

A minimum of 64 credits is required for graduation.

Required courses are as follows:

Program Courses

Technical Major or Degree Concentration 32 credits
*GSTC102 Program Design Portfolio 3 credits

General Education Requirements

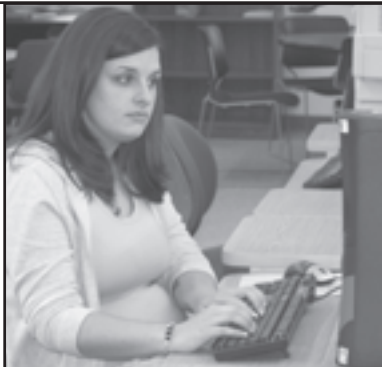
College Composition I 3 credits
English Elective 3 credits
Humanities/Fine Arts/World Language 3 credits
Social Science 3 credits
Science 3/4 credits
Math 3/4 credits

Liberal Arts Electives

2 courses 6 credits

Open Electives 6/8 credits

*Required for applicants who are entering the self designed option of this degree.



Jessica Howard
2007 graduate of General Studies Program

"After taking 3 or 4 years off after high school because I didn't know what I wanted to do, I enrolled at NHCTC-Claremont and starting taking classes at the Keene Academic Center. I enjoyed college so much there that I am using my credits in General Studies to transfer to a 4-year college and complete my bachelor's degree. NHCTC has been a great transition, has prepared me well, and made me want to continue my education."

Massage Therapy

(Day/Evening Program)

The Massage Therapy Certificate program reflects the American Massage Therapy Association's mission to develop and advance the art, science and practice of massage therapy in a caring, professional and ethical manner. The program is designed with an emphasis on the biological sciences. The student completes the program with a strong knowledge of the muscular system and a broad foundation of massage techniques. Students learn, practice and experience the benefits of massage. In addition to the basic application of massage, the program provides a course in ethics and business management to assist the student in dealing with specific client problems, professional referrals and starting a private massage practice. The State of New Hampshire requires a minimum of a 750 hour program, of which, 125 practicum hours of massage are independent of classroom hours. The students accumulate and properly document these hours. There are several options for completion of Practicum hours.

The applicant for the Massage Therapy program must meet the College requirements for admission. They must also complete Standard First Aid and CPR courses at their own expense two months before program completion. Completion of the program prepares the student to take the New Hampshire State practical exam and the National Certification for Massage and Bodywork written exam. The student is responsible for the application to both of these exams. The National Exam can be taken immediately on completing the requirements of the program once the transcript is complete and a graduation audit has been done. The New Hampshire Exam is given three times a year, in the early fall, the early winter and late spring. The dates of this exam are decided by the Department of Health and Human Services independently and a student may have a waiting period of a few months between the completion of the National Exam and the date of the New Hampshire Exam.

Any student not matriculated in the Massage Therapy Program who wants to take Massage Therapy courses, must have approval of the program director.



CERTIFICATE PROGRAM

FALL SEMESTER

		CL	LAB	CR
AHLC123	Functional Kinesiology (SCIC111 or SCIC201)	2	3	3
SCIC111	Basic Anatomy and Physiology	4	0	4
MSTC101	Swedish Massage I (SCIC111 or SCIC201)	2	3	3
(SCIC201	Anatomy & Physiology I)	(3	3	4)

(A&P I & II may be taken in place of Basic A&P for those students wishing to pursue an associates degree or other. Student will be required to take SCIC202, A&P II, to complete content.)

SPRING SEMESTER

		CL	LAB	CR
MSTC121	Swedish Massage II (SCIC111 or SCIC201, MSTC101)	2	3	3
MSTC141	Oriental Theory and Concepts	3	0	3
MSTC170	Practicum I (SCIC111 or SCIC201, MSTC101, MSTC121)	0	4	1
(SCIC202	Anatomy & Physiology II (SCIC201))	(3	3	4)
	Elective(s)			

SUMMER SEMESTER

Program Electives: Choose 3 from list at bottom of page:

All electives are the same number of credit hours. 2 0 2

FALL SEMESTER

		CL	LAB	CR
MSTC119	Massage Business Practices	3	0	3
MSTC126	Massage Rules & Ethics	1	0	1
MSTC131	Pathology (SCIC111 or SCIC201, MSTC101) (Clinical Conditions may be taken in place of Pathology)	(3	0	3)
MSTC135	Deep Tissue Massage (SCIC111 or SCIC201 & SCIC202, MSTC121, AHLC123)	1	3	2
MSTC140	Clinical Evaluation & Treatment (SCIC111, MSTC121, AHLC123)	2	3	3
MSTC191	Practicum II (AHLC123, MSTC121)	0	4	1

ELECTIVE (Must Equal 96 Hrs)

		CL	LAB	CR	HR
MSTC132	Sports Massage (SCIC111 or SCC201 & 202, MSTC121, AHLC123)	2	0	2	32
MSTC134	Self-Care and Stress Management	2	0	2	32
MSTC137	Pre/Post Natal Massage (SCIC111 or SCC201 & 202, MSTC121)	2	0	2	32
MSTC139	Reflexology	2	0	2	32
MSTC143	Chair Massage (SCIC 111 or SCC201 & 202, MSTC101)	2	0	2	32
MSTC145	Aromatherapy	2	0	2	32
MSTC147	Elder Massage (MSTC101, SCIC111 or SCIC201 & 202)	2	0	2	32
MSTC148	Somatic Massage (MSTC121, SCIC111 or SCIC201 & 202)	2	0	2	32
MSTC153	Myofascial Release Trigger Point (MSTC121, SCIC111 or SCIC201 & SCIC202)	2	0	2	32
SCIC 160	Planning Personal Health	3	3	4	48

(Any elective offered on the Nashua campus may be substituted for a Claremont elective with the permission of both Program Directors.)

Prerequisites and corequisites are listed in parentheses

Medical Assistant

(Day/Evening Program)

The Medical Assistant Program can begin during any semester and completed on a full time or part time basis.

Program graduates are highly trained medical assistants who are essential members of the health care team with a well-rounded education. Graduates are in great demand and can obtain immediate employment in public and private outpatient facilities, hospitals and laboratories. As a program graduate, you will have career mobility and versatility. Medical Assistants often continue their education in allied health, nursing or health administration.

This exciting and challenging program offers medical administrative and clinical courses. Administrative training includes: using computer applications, scheduling appointments, arranging hospital admissions and laboratory services, maintaining supply inventories, insurance processing and office administration. Clinical responsibilities are those associated with the examination and treatment of patients, phlebotomy, performing basic laboratory procedures and testing, taking medical histories, administration of immunizations and injections, eye and ear testing, IV Therapy and assisting the physician during examinations and minor office surgical procedures.

Students must earn a letter grade of C in all Medical Assistant (ALHC) courses to receive credit for the course. Affiliation I is designed as a cornerstone course that offers hands on experience and opportunity to apply theory and skills learned in college laboratories and classrooms within a selected physician office setting during the final spring semester. Transportation is a student responsibility. Students may choose to return and complete an Associate in General Studies degree.

Graduates are immediately eligible for national certification by taking the AAMA CMA Certification Examination. Program graduates' examination scores are among the highest scores across the nation.



Admission Requirements

- Meet the College requirements for admission.
- Submit two letters of reference.
- Have manual dexterity, hearing and visual abilities that meet technical standards for medical assisting. Before the affiliation, students must submit evidence of a current physician exam including Tetanus, MMR, TB test, Hepatitis B series immunities and CPR certification.
- Participate in a personal interview with the Program Director.

* The NHCTC-Claremont Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

* Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208. (312)553-9355.

* Individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the CMA Exam without a waiver from the Certifying Board of the AAMA.

FALL SEMESTER

		CL	LAB	CR
ALHC121	Medical Office Practice I (ALHC102, BUSC102, BUSC106)	2	3	3
ALHC166	Legal and Ethical Issues in Health Care	3	0	3
BUSC102	Business Correspondence	2	0	2
ALHC130	Clinical Procedures I (SCIC111 or SCIC201, ALHC102)	3	3	4
ALHC126	Introduction to Laboratory Procedures (fall or spring semester)	2	3	3
ALHC110	Pharmacology (ALHC102, ALHC130, SCIC111 or SCIC201)	2	0	2

SPRING SEMESTER

		CL	LAB	CR
ALHC124	Medical Office Practice II (ALHC102, ALHC121, BUSC101, BUSC106)	2	3	3
BCPC104	Word Processing (BUSC106)	2	3	3
ALHC135	Clinical Procedures II (ALHC102, ALHC110, ALHC130, SCIC111 or SCIC201 & SCIC202)	3	3	4
ALHC190	Affiliation I (160 hours) (ALHC110, ALHC126, ALHC130, ALHC135)	0	0	3

Additional Courses Required - Offered Every Semester

		CL	LAB	CR
PSYC101	Introduction to Psychology	3	0	3
SCIC111	Basic Anatomy and Physiology OR A&P I and II	4	0	4
ALHC102	Medical Terminology	3	0	3
BUSC106	Keyboarding	0	3	1

Nursing – Associate Degree

(Claremont/Keene)

Applications are being accepted now for the 2008 class. New applications will not be accepted after December 1, 2007. New students enter the program once a year in fall semester.

The Associate Degree Nursing Curriculum prepares men and women for employment and licensure as Registered Nurses. The graduate will be able to: (1) utilize critical thinking to integrate principles and concepts from the discipline of nursing, biopsychosocial sciences and liberal arts to assist individuals toward achieving optimal wellness, (2) utilize the nursing process to assess, plan, implement, and evaluate care for the individual throughout the lifespan, (3) utilize therapeutic communication when interacting with individuals groups, and members of the health care team, (4) demonstrate principles of teaching/learning when providing nursing care in assisting individuals to meet their identified needs, (5) practice nursing within the discipline's legal ethical framework, (6) develop personal learning strategies and activities related to nursing practice which support a commitment to life-long learning, and (7) manage care for clients in structure setting throughout life span.

The program integrates Dorothea Orem's self-care deficit theory of nursing and the five roles of the professional registered nurse with courses. Nursing skill and knowledge is developed through didactic classroom laboratory instruction, planned community observational experience and faculty supervised clinical rotations. Clinical experiences can vary in time and in location, days or evenings. Students spend a significant part of the program in clinical experiences. To ensure safety and well-being of others, the program subscribes to the American Nurses Association Code of Ethics and the College Work-based Learning (WBL) Standards.

The nursing process, a dynamic problem-solving method, is foundational to nursing theory and clinical practice. Content in pharmacology, nutrition, growth and development, legal and ethical concepts are integrated within each nursing course. The nursing curriculum includes a strong general education component that broadens the nursing curriculum.

Course descriptions, credit hours and prerequisites are subject to change. Admitted program students follow the curriculum in place at the time of admission.

The degree may be completed on a full-time or part-time basis. The nursing courses are sequential and once admitted to the first nursing course, the nursing sequence is completed within two years. Associate degree nursing students must complete degree requirements within five years from the first nursing course completion. Students, who do not have recent prerequisite courses or are taking instructional courses to prepare themselves for the associate degree-nursing curriculum, will need additional time to complete the associate degree. Classroom and clinical nursing components must be completed concurrently. A nursing GPA of 2.7 or B- (80%) and

a grade of Satisfactory (S) in the lab/clinical components are required to continue in the program. The minimum requirement for the associate degree in nursing is 65 credit hours. To ensure academic progression, students are strongly advised to work less than 24 hours per week.

Nursing students must earn a minimum grade of C in Anatomy and Physiology I and II and in Microbiology for successful transfer of sciences into the nursing program. Because concepts of Chemistry are essential to nursing courses, students must have High School Chemistry or an equivalent for admission.

Technical Standards

After acceptance in the program and prior to registration, all nursing students must:

- Submit proof of physical exam and health history in the year of admission.
- Possess and maintain medical insurance, covering accidental injury and sickness.
- Submit proof of (MMR, Tdap, Chicken Pox, and Hepatitis B) immunization status.
- Submit results of annual Tuberculosis screening.
- Show evidence of CPR (BLS – Health Care Provider Level) throughout the program.
- Possess and maintain professional liability insurance (available at College).
- Be responsible for their own transportation to and from the clinical sites.

Keene Location

A weekend/evening part time schedule of classes for residents of the Monadnock Region is available at the program's Keene location. This option requires completion of six (6) of the general education courses before acceptance into the nursing degree program. Applicants are advised to contact the Program Coordinator at Keene for academic advising. Applicants should address their nursing application questions to the Office of Admissions at NHCTC – Claremont. Questions about the Keene Academic Center should be addressed to the Center at 603-357-2142.

Application Process

Deadline for submission of a complete nursing program application is December 31, 2007. Nursing applicants who are complete and meet the annual deadline are included in the selection pool for entrance into the next fall semester. Applicant selection point system is utilized to accept the most ready applicants for enrollment. Student selection for available slots is competitive. The NHCTC application criteria and selection process is the same at the program's Keene location. The selection process uses a point system based on completion and rating of applications criteria, co/prerequisite course completion, letter grades in completed science courses, and high school or college GPA in last two years. Applications will not be reviewed until complete. Students are notified of acceptance status by April 1.

Nursing – Associate Degree

Steps for the completion of Nursing Application

- Apply with the College Application and pay application fee.
- Contact Claremont Nursing or Keene Academic Center Nursing to register for nursing faculty information session.
- First time college students are encouraged to matriculate into the Professional Arts Certificate Program for financial aid and to ensure early registration with nursing advisement.
- Register for Accuplacer testing if this is your first college experience to allow registration for general education courses.
- Contact the College Admissions Counselor to obtain NLN-PAX test date.
- After taking the NLN test, schedule your required College Admissions Counselor Interview.

Application Criteria

- General requirements for admission as listed in the catalog;
- Required Nursing Faculty Program Information Session.
- Minimum composite score of 110 on NLN – pre entrance examination is required. All score of 50 percentile in each section (Math/Verbal/Science) is preferred.
- Two letters of professional reference on forms provided by the College;
- High school or college credits in English, Algebra and Chemistry (within five years).
- Required Admission Counselor interview;
- Provide documentation of CPR, nursing – related military, work or volunteer experience in the last five years to admissions.



NLN Pre-Admissions Test (NLN-PAX)

Complete the NLN – PAX (National League for Nursing pre admission examination) in the spring or summer semester. Students who have recently completed college Math and Anatomy and Physiology are able to perform well on this examination. The NLN suggests that test be taken once per calendar year. Special permission may be requested to retest sooner if approved by the nursing program director with remediation work. NLN test scores are valid for three years. All applicants must take the NLN-PAX.

BSN Completion Programs

The program encourages graduates to further their education within BSN completion programs. Students express their intent for transfer at admission. Students who want to transfer to University of New Hampshire may opt-in early in the degree and are advised by nursing faculty. Students are asked to work closely with their academic advisors. College Statistics should be taken as the Math elective. Further information on articulation agreements to BSN programs can be obtained from the nursing chairperson. Visit www.nh.transfer.org for more information on UNH transfers.

Licensure for Registered Nurse in NH

Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates are advised of requirements for a criminal conviction record with licensure application. Program graduates cannot work as an R.N. in New Hampshire without a license. Details of limitations to licensure can be obtained at www.state.nh.us/nursing. Students with known discipline on a nursing license or criminal conviction can be denied admission or progression in program.

Program Approval and Accreditation

The nursing program holds full approval by the NH State Board of Nursing. Questions about the status of approval or licensing restriction should be addressed to New Hampshire Board of Nursing, 21 South Fruit Street, Suite 16, Concord, NH 03301. www.state.nh.us/nursing

The program has continuing accreditation by the National League for Nursing Accrediting Commission (NLNAC) since 1990. Questions about accreditation status should be addressed by contacting the NLNAC at 1-800-669-1656, ext. 153, or the website www.nlnac.org.



New Hampshire Community Technical College **CLAREMONT**

New Hampshire Community Technical College

APPLICATION FOR ADMISSION

CLAREMONT

One College Dr.
Claremont, NH 03743
(603) 542-7744
1-800-837-0658

KEENE ACADEMIC CENTER

310 Marlboro Street
Keene, NH 03431
(603) 357-2142

DIRECTIONS AND INFORMATION FOR THE APPLICANT

1. Please type or print all responses on the application in ink, and attach the \$10.00 application fee.
2. If you are currently attending high school, deliver this completed, signed application to your high school counselor, who will attach an official copy of your transcript and send both to us.
If you are not currently in high school, send the completed, signed application to us directly. Request your former high school send an official copy of your transcript **directly** to the College.
3. TRANSFER APPLICANTS: Submit application. Request your former Institutions send an official copy of your transcript **directly** to the College.
4. Participation in a testing program may be required and a fee charged.
5. A personal interview may be required to discuss your intended major.
6. VETERANS: Veterans must submit a legible copy of their DD214 with the application and notify the Veterans Administration of their intention to enroll.
7. Send application with fee to the main campus: NHCTC-Claremont, One College Drive, Claremont, NH 03743.

DIRECTIONS FOR HIGH SCHOOL:

1. Please attach applicant's secondary school transcript or record to this application including all of the following:
a) courses taken and grades received; b) current rank in class; c) standardized test results as available; d) high school recommendation.
2. Forward to the Admissions Office, New Hampshire Community Technical College-Claremont, One College Drive, Claremont, NH 03743.



Community College System of New Hampshire

*ANSWERING QUESTIONS SO MARKED IS OPTIONAL. THEY ARE USED FOR STATISTICAL & COUNSELING PURPOSES.

Check One: ☐ Mr. ☐ Ms. ☐ Mrs. **E-MAIL ADDRESS** _____

[illegible]

List other names used on school records _____

[illegible]

State

 Zip Code

 -

 County

Home

--	--	--

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 Work

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 -

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 Ext.

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AREA CODE

*Male ☐ *Female ☐ *Date of Birth / /
MO DAY YR

U.S. Citizen? ☐ Yes ☐ No

Resident Alien ☐ Yes ☐ No **Include documentation**

If not a US Citizen: Country of Citizenship _____ Country of Birth _____

***ETHNIC BACKGROUND:** (Check all that apply)

☐ White, Non Hispanic ☐ Hispanic ☐ American Indian/Alaskan Native

☐ Black, Non Hispanic ☐ Asian ☐ Native Hawaiian/Pacific Islander ☐ Other/Unknown

Please indicate if a member of your family is attending this institution.

Name _____ Relationship _____

If you would like information on services for students with disabilities, please contact the Disabilities Coordinator at (603) 542-7744.

Are you eligible for Veterans Educational Benefits? ☐ Yes ☐ No

Are you applying for Survivors' and Dependents' of Veterans Educational Assistance? ☐ Yes ☐ No

Are you eligible for National Guard Educational Assistance Programs? ☐ Yes ☐ No

Please indicate the person who should be contacted in a medical emergency.

NAME OF: (check one) ☐ Parent ☐ Spouse ☐ Other

Last	First	Middle

[illegible]

State

 Zip Code

 -

Home

 -

AREA CODE

AREA CODE

THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS**FOR OFFICE USE**☐ Degree ☐ Diploma ☐ CertificateDate Received _____ Fee Paid ☐**What semester do you wish to begin your studies?**☐ Fall ☐ Spring ☐ Summer Year _____

Action _____

Residency IS OS NERSP

I wish to attend (check all that apply): ☐ Day Division ☐ Continuing Education (Evening)**APPLYING FOR:** _____ ☐ Full-time ☐ Part-time
(PROGRAM OF STUDY OR MAJOR)**APPLYING FOR ACADEMIC AMNESTY?** (see page 5 of the catalog) ☐ Yes ☐ No**HOW DID YOU FIRST LEARN OF OUR COLLEGE?** _____I am interested in Financial Aid Information ☐**HIGH SCHOOL LAST ATTENDED** High School C.E.E.B. Code

School Name _____ Address _____

City _____ State _____ Zip Code _____

High School Graduation Date / / or Year G.E.D. Awarded
MO DAY YRHave you ever applied to this institution? ☐ Yes ☐ No Date /
MO YRHave you ever attended this institution? ☐ Yes ☐ No Date /
MO YR**COLLEGE(S) PREVIOUSLY ATTENDED****Dates Attended Degree Transfer Credit**

Name _____ City _____ State _____

Name _____ City _____ State _____

NOTICE OF NON-DISCRIMINATION

The New Hampshire Community Technical College at Claremont 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 NH Community Technical College System and the NH Community Technical College at Claremont 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 Veteran's Readjustment Assistance Act of 1974; NH Law Against Discrimination (RSA 354-A). Inquiries regarding discrimination may be directed to Laurie Clute, NHCTC-Claremont, (603) 542-7744; or to Sara A. Sawyer, Director of Human Resources for the NH Community Technical College System, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111, TDD (877) 521-2172, FAX (617) 289-0150; email: OCR.Boston@ed.gov the New Hampshire Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, (617) 565-3200 or 1-800-669-4000, TTY 1-617-565-3204, or 1-800-669-6820. NHCTC-Claremont has TDD capability.

***SOCIAL SECURITY NUMBER**

Federal law requires that NHCTC-Claremont 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 for (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.

PROOF OF RESIDENCE

Applicants must complete one of the following statements regarding domicile. If neither is appropriate, attach a notarized statement detailing the facts upon which your claim for NH domicile is based. If you are claiming NH domicile but are not currently living in the state, be certain to explain the circumstances which requires that you live elsewhere. Payment of property taxes does not in itself constitute the basis for a claim to a legal domicile. A copy of the rules governing tuition rates may be obtained by writing the Admissions Office (NHCTC-Claremont, One College Drive, Claremont, NH 03743). Misrepresentation of facts in order to establish a claim to New Hampshire domicile will be viewed by the Admissions Office as justification for revocation of college acceptance or returning an application without consideration.

IN-STATE APPLICANTS

Student Name _____
LAST FIRST MIDDLE

Legal Domicile _____ NH
STREET CITY COUNTY

Mailing Address if different _____

I have been legally domiciled at the address above for the past twelve (12) months. I have no other legal domicile.

Signature of applicant (or parent/guardian signature if applicant is under age 18)

OUT-OF-STATE APPLICANTS

I am a resident of _____
TOWN OR CITY STATE

NOTE: New England Regional Student Program (NERSP) - 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, or
- The out-of-state public institution is nearer to the student's residence than the in-state institution that offers a similar program.

Check one that applies:

☐ I request to be considered for NERSP.

I am applying for _____
MAJOR

☐ I am an out-of-state applicant living outside New England.

Signature of applicant (or parent/guardian signature if applicant is under age 18)

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. New Hampshire Community Technical Colleges reserve the right to deny admission to any applicant who, in the judgement of College officials, does not qualify for admission. The Colleges also reserve 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, I agree to abide by the rules and regulations set forth in the publications and in the Student Handbook. I also agree that the Colleges have 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 of Applicant _____ Date _____

Signature of Parent
or Legal guardian _____ Date _____

(If student is under 18 years)

Nursing – Associate Degree

Two Year Full Time Option – NHCTC Claremont

(Day Program)

FIRST YEAR

Fall Semester

		CL	LAB/CLIN	CR
NURC112	Self-Care Nursing I & II (SCIC201)	4	12	8
SCIC201	Anatomy & Physiology I	3	3	4
PSYC101	Introduction to Psychology	3	0	3
ENG102	College Composition I (Accuplacer)	3	0	<u>3</u>
				18

Spring Semester

		CL	LAB/CLIN	CR
NURC114	Self-Care Nursing III (NURC112 SCIC202) 8-Week Clinical	3	12	5
NURC115	Self-Care Nursing: Mental Health	2	3	3
	(NURC112 SCIC202) 8-Week Clinical			
SCIC202	Anatomy & Physiology II (SCIC201)	3	3	4
MTHCxxx	Math Elective (Accuplacer)	3/4	0	<u>3/4</u>
				15-16

SECOND YEAR

Fall Semester

		CL	LAB/CLIN	CR
NURC210	Self-Care Nursing IV (NURC114) First 8-Weeks	2	*18	5
NURC211	Self-Care Nursing V (NURC210) Second 8-Weeks	2	*18	5
SCIC205	Microbiology (SCIC201)	3	3	4
ENGxxx	English Elective (ENG102)	3	0	<u>3</u>
				17

Spring Semester

		CL	LAB/CLIN	CR
NURC221	Self-Care Nursing VI (NURC211) First 8-Weeks	3	15	6
NURC222	Self-Care Nursing VII (NURC221) Second 8-Weeks	2	*18	5
NURC229	Issues, Trends & Management (NURC211)	1	0	1
HUMCxxx	Humanities/Fine Arts/World Language Elective	3	0	<u>3</u>
				15

Total Credits 65-66

* Second year nursing course with a three-hour lab in addition to clinical rotation.

Part Time Option - Keene Academic Center

(Evening and Weekend)

Acceptance to the Keene location is conditional if courses are in progress. Successful completion of the six general education courses in the associate degree nursing curriculum is necessary (with final course grades of C or better) for acceptance into the nursing program at Keene. These college courses may be completed elsewhere. If applicants wish to transfer these credits to the NHCTC associate Degree nursing program, transfer courses should be pre-approved or meet the NHCTC-Claremont requirements for transfer of college credits. Official College transcripts are mailed to NHCTC Claremont Office of Admissions for review. The Office of the VPAA will make final determinations of transfer credits.

Applicants for *Keene Academic Center* location are required to **successfully complete the following (6) general education courses prior to the start of the first nursing course NURK112.**

Admission Requirements (Keene Location):

Anatomy and Physiology I	4 semester credits
Anatomy and Physiology II	4 semester credits
Introduction to Psychology	3 semester credits
College Composition I	3 semester credits
Math Elective	3 semester credits
Microbiology	4 semester credits

FIRST YEAR

Fall Semester

		CL	LAB/CLIN	CR
NURK112	Self-Care Nursing I and II (SCIC201)	4	12	8
ENGxxx	English Elective	3	0	<u>3</u>
				Credits 11

Spring Semester

		CL	LAB/CLIN	CR
NURK114	Self-Care Nursing III (NURK112, SCIS202) Note: 8 week clinical	3	12	5
NURK115	Self-Care: Mental Health/ Mental Illness (NURK112, SCIC202)	2	3	3
	Note: 8 week clinical			
XXXXxxx	Humanities/Fine Arts/World Language Elective	3	0	<u>3</u>
				Credits 11

SECOND YEAR

Fall Semester

		CL	LAB/CLIN	CR
NURK210	Self Care Nursing IV (NURK114) first 8 wks	2	18*	5
NURK211	Self Care Nursing V (NURK210) second 8wks	2	18*	<u>5</u>
				Credits 10

Spring Semester

		CL	LAB/CLIN	CR
NURK221	Self Care Nursing VI (8 wk clinical)	3	15	6
NURK222	Self Care Nursing VII (NURK211)	2	18*	5
	Note: (8 week clinical)			
NURK229	Issues, Trends and Management			
	Seminar	1	0	<u>1</u>
				Credits 11

* Second year course with a three-hour lab in addition to clinical rotation.

Nursing – Associate Degree

Advanced Placement Option for LPN – RN

(Offered at NHCTC- Claremont-Day Program; Keene Academic Center-Evening Weekend Option)

The transition option is designed to expand upon the previous education of the Licensed Practical Nurse. Students applying to this option follow the application and selection criteria for the Nursing – Associate Degree. Advanced Placement Option applicants are also required to interview individually with the Program Director during the application process.

Thirteen nursing credits may be transferred from the basic practical nursing program. An Accelerated Challenge Examination – *National League for Nursing ACE* is available for those students whose basic practical nurse programs do not

qualify for transfer of credits. (Students may contact admissions or more information). One year of experience as an LPN is required. Recent graduates are considered on an individual basis. Graduates of practical nursing programs who are not yet licensed are considered on an individual basis.

Qualified applicants are notified by April 1 each year. The Advanced Placement Option Students enter the program in summer semester and can complete the program in three semesters. If enrollment is not sufficient to offer this option, the advanced placement applicant may be offered early acceptance to the following summer semester.

ADVANCED PLACEMENT – CLAREMONT PROGRAM OF STUDY

Designed to expand upon the previous education of the Licensed Practical Nurse. The following liberal arts college courses must be complete before enrollment in the advanced placement option: AP I, AP II, Introduction to Psychology, Mathematics Elective – 4 semester credits, College Composition I – 3 semester credits.

Summer Semester		CL	LAB/CLIN	CR
NURC118	Advanced Placement LPN-RN	1	0	1
	Transition Seminar			
NURC210	Self-Care Nursing IV (8 wk clinical)	2	18**	<u>5</u>
				6
Fall Semester		CL	LAB/CLIN	CR
ENGcxxx	English Elective* (discuss with Advisor)	3	0	3
SCIC205	Microbiology	3	3	4
NURC115	Self-Care Nursing: (first 8 wks)	2	3	3
	Mental Health/Mental Illness			
NURC211	Self-Care Nursing V (second 8 wks)	2	18**	<u>5</u>
				15
Spring Semester		CL	LAB/CLIN	CR
XXXXxxx	Humanities/Fine Arts/World Language			
	Elective	3	0	3
NURC229	Issues, Trends & Management	1	0	1
NURC221	Self-Care Nursing VI (first 8wks)	3	15	6
NURC222	Self-Care Nursing VII (second 8 wks) ...	2	18**	<u>5</u>
				15

Students who transfer college credits for 13 semester hours for NURC112 and NURC114 or must receive 85% pass rate on the NLN ACE examination for the LPN to allow transfer of these credits.

*Refer to General Education Requirements, NHCTC-Claremont College Catalog. Check with Academic Advisor for placement in Humanities/Language/Fine Art and Math electives.

** Second year course with a three-hour lab in addition to clinical rotation.

ADVANCED PLACEMENT – KEENE ACADEMIC CENTER

The degree requirements that must be completed before the students can enroll in the LPN to RN advanced placement option differ at the Keene Academic Center. In Keene, students also complete Microbiology before entrance in the advanced placement option. See specific program of study.

The advanced placement program expands upon the previous education of the Licensed Practical Nurse. At the Keene location, the following general education courses must be complete before acceptance in the advanced placement option.:

Microbiology	4 semester credits
Anatomy and Physiology I	4 semester credits
Anatomy and Physiology II	4 semester credits,
Introduction to Psychology	3 semester credits,
College Mathematics Elective	3 -4 semester credits,
College Composition I	3 semester credits.

Students may transfer college nursing credits for 13 semester hours for NURK112 and NURK 114 or must receive 85% pass rate on the NLN ACE examination for the LPN to allow transfer of these credits.

Summer Semester		CL	LAB/CLIN	CR
ENGcxxx	English Elective* (discuss with Advisor)	3	0	3
NURK118	Advanced Placement LPN-RN	1	0	1
	Transition Seminar			
NURK115	Self-Care Nursing: Mental Health/ Mental Illness (SCIS205)	2	6	<u>4</u>
				8
Fall Semester		CL	LAB/CLIN	CR
NURK210	Self-Care Nursing IV (first 8wks)	2	18	5
NURK211	Self-Care Nursing V (second 8wks)	2	18	5
XXXXxxx	Humanities/Fine Arts/World Language			
	Elective	3	0	<u>3</u>
				13
Spring Semester		CL	LAB/CLIN	CR
NURK229	Issues, Trends & Management	1	0	1
NURK221	Self-Care Nursing VI (16 Weeks)	3	15	6
NURK222	Self-Care Nursing VII (8-Week Clinical)	2	18	<u>5</u>
				12

*Refer to General Education Requirements, NHCTC-Claremont College Catalog. Check with Academic Advisor for placement in Humanities/Language/Fine Art and Math electives.

Practical Nursing

(Day Program)

The Practical Nursing Program prepares students for licensure as licensed practical nurses. Upon graduation students are prepared to work as level entry members of a multidisciplinary team providing care to clients in a variety of health care settings.

The Practical Nursing Program promotes a self-directed approach to learning throughout the student's seminar, laboratory, and clinical experiences. Students participate actively in their learning process through involvement in regularly scheduled seminars, self study modules, laboratory and clinical work, and ongoing self evaluation. Students are regularly involved in group work that helps them develop the collaborative skills necessary for today's nursing practice, as well as providing them with a greater sense of community. Students and faculty meet during scheduled seminars to discuss theoretical concepts related to particular areas of study. Students then have the opportunity to apply their theoretical knowledge to skills and other related nursing care in the laboratory and clinical settings. Students regularly utilize faculty as resources, and mentors to assist them in their learning process.

The curriculum is based on Dorothea Orem's Self-Care Deficit Theory of Nursing and includes a general education component. Nursing courses are taken sequentially and include a clinical component. Students must earn a minimum grade of C in Basic Anatomy and Physiology and Introduction to Psychology as a prerequisite for admission to NURC110. Students must earn a minimum grade of B- (80%) in all nursing courses. Nursing courses that do not meet this requirement must be repeated.

Clinical learning experiences may be scheduled during the day and/or evenings. Prior to all clinical affiliations, students must provide evidence of a current certificate in cardiopulmonary resuscitation (professional level), medical health insurance, and proof of certain immunization status. Specific information on these will be further discussed in the informational session.

To ensure safety and well being of others, the expectation is that students will demonstrate honesty, maturity, emotional stability and ethical behavior and adhere to the LPN Code of Ethics during these experiences. The program values clinical and ethical competence in all learning experiences.

Admission criteria:

- General requirements listed in the catalog;
- Evidence of high school credits in math and English;
- Two letters of reference submitted on forms provided by the College
- An interview with an Admissions Counselor
- Acceptable performance on a pre-admission examination;
Accuplacer scores: 78 - Sentence Skills
70 - Reading Comprehension
64 - Arithmetic
- Attendance at an informational session with nursing faculty.

Graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Practical Nursing Program has full approval status from the New Hampshire Board of Nursing.

The New Hampshire Nurse Practice Act, RSA 326:B identifies limitations to licensure ie., conviction of a felony, which may prohibit the graduate from writing the licensure examination. Applicants will be provided with specific limitations during the admissions process. Since January 2004, NH Law requires that every applicant for a license to practice as an LPN in NH must submit a notarized "Criminal Record Release Authorization Form" to the Division of State Police prior to application for licensure.

DIPLOMA PROGRAM

FIRST YEAR

SPRING SEMESTER

		CL	LAB	CR
SCIC111	Basic Anatomy & Physiology	4	0	4
(SCIC201)	*Anatomy & Physiology I	(3)	(3)	(4)
PSYC101	Introduction to Psychology	3	0	3

SUMMER SEMESTER

		CL	LAB	CR
NURC110	**Self-Care Nursing I (8 wks) (PSYC101, SCIC111)	6	15	6

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3	0	3
(SCIC202)	*Anatomy & Physiology II (SCIC201)	(3)	(3)	(4)
NURC200	Self-Care Nursing II (NURC110 or NURC101 and NURC103)	4	15	9

SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective	3	0	3
NURC201	Self-Care Nursing III (NURC200)	4	15	9
NURC202	Managing Professional Practice: PN (NURC201)	1	0	1

OPTION

Nursing Assistant Bridge Option

	CL	LAB	CR
**NURC103 Self-Care Nursing I Bridge Course	1	0	1

Students who have successfully completed NURC101 may take NURC103 as an Independent Study in lieu of NURC110.

OR

Students who hold a valid, current license as a Nursing Assistant may choose to earn Credit by Examination (CBE) for NURC101, Fundamental Skills for Nursing Assistants. (See 'Credit by Examination' on page 13.) Students who have successfully completed the CBE may take NURC103 as an Independent Study in lieu of NURC110.

Prerequisites and corequisites are listed in parentheses.

* Courses marked with an asterisk may be recommended as substitutions for students considering transfer to RN program. Consult Program Director for academic counseling prior to registration.

(Students who opt to take A&PI and A&PII must achieve a grade of "C" or higher in both for successful transfer of these science courses into the RN Program.)

Nursing Assistant

(Evening/Weekend Program)

The Nursing Assistant Program prepares individuals for employment as a professional team member within health care agencies such as hospitals, long-term care facilities, and home care settings. Graduates of this program will be able to: (1) provide assistance with activities of daily living to patients in either acute care or long-term care facilities; (2) communicate effectively with others; (3) document, in the medical record, findings related to the patients well-being; (4) apply knowledge of legal and ethical principles when performing nursing related activities; (5) function as an effective team member within the role of the nursing assistant; and, (6) perform safe nursing related activities under the supervision of a registered or licensed practical nurse.

To ensure safety and well-being of others, student are expected to demonstrate honesty, maturity, emotional stability and ethical behavior during class, lab and clinical experiences. In the supervised lab and clinical, students develop skills and confidence in nursing assistant practice.

Students must show evidence of a current CPR (health care provider level) training, medical insurance, current TB screening, MMR, Chicken Pox, and Hepatitis B series immunity status prior to clinical assignment. Health requirements may change. Current information can be obtained from the nursing department.

Matriculation into the Nursing Assistant, Human Services or Professional Arts Certificate Programs is encouraged. Students in certificate programs may be eligible for financial aid and are offered early registration with choice of course scheduling.

Completion of Fundamental Skills for Nursing Assistants and the Practical Nursing Bridge Course may allow the transfer of six semester credits into the Practical Nursing Diploma program.

Completion of NURC101 also grants points to the Associate Degree Nursing program application.

Nurse Assistant Certificate Program Admission Criteria:

- General requirements as listed in the catalog;
- Two letters of reference, submitted on College forms;
- Acceptable performance on pre-admission *Accuplacer Assessment* - a minimum of Reading 70 and Writing/Sentence 78 scores
- Ability to lift and move at least 40 pounds on a regular basis (in relation to performing nursing assistant related activities);
- Nursing Faculty Information Session
- Demonstrate manual dexterity and motor coordination to perform nursing assistant job related activities;

The program holds full approval by the New Hampshire State Board of Nursing. Graduates are eligible to take a standardized nurse aide exam and seek licensure as a nursing assistant. The course is completed in 8 weeks in a part-time schedule. The program provides 40 hours of classroom instruction, 24 hours of clinical lab and 80 hours of supervised clinical in direct care. The College reserves the right to cancel the course offering when enrollment is not adequate.

NH Law requires that nursing applicants for licensure must complete a criminal conviction report prior to issuing a license. Students are directed to www.state.nh.us/nursing for details on licensure and limitations due to criminal convictions and approval status of the program.

CERTIFICATE PROGRAM

	CL	LAB	CR
NURC101 Fundamental Skills for Nursing Assistants.	6	12	5

Phlebotomy

(Day Program)

The phlebotomist (PBT) is often the first contact a patient has with the clinical laboratory and is key to building a bridge of trust between the patient and health care professionals. The PBT must project an image of compassion, professionalism and competence while obtaining blood samples and processing a variety of laboratory specimens to be used in the diagnosis, treatment and prevention of disease.

The Phlebotomy Program integrates theoretical, practical and interpersonal skills providing the basis for the certificate recipient to work as an entry-level phlebotomist. Classroom learning is followed by a 120-hour internship that is performed, weekdays, in a clinical laboratory or other health care facility to provide the skills required of a certified phlebotomist. Fine motor skills and some mobility are required for students to successfully perform in most clinical facilities: drawing patient's blood in the inpatient and outpatient settings, processing specimens including operating mechanical and computerized equipment and performing clerical duties. Good communication skills are critical in dealing with patients, clients, physicians, nurses and other health care workers.

Applicants for the Phlebotomy Program must satisfy the general requirements for admission to the College. Students' health status must be compatible with the skills of the phlebotomist. Students are required to have proof of a medical examination, proof of immunity to infectious disease, health insurance and liability insurance before being scheduled for clinical internships. Students must be able to provide their own personal transportation to internships.

Students who successfully complete this program are qualified for immediate employment and are eligible to sit for national certification examinations offered by several professional organizations.

CERTIFICATE PROGRAM

FALL SEMESTER

	CL	LAB	CR
PHBC110 Phlebotomy	3	0	3

SPRING SEMESTER

PHBC190 Phlebotomy Internship (PHBC110) (120 hours)	0	0	3
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Prerequisites are listed in parentheses.

Occupational Therapy Assistant

(Day Program)

Occupational therapy: Skills for the Job of Living.

If you enjoy solving challenging problems which help people of all ages overcome physical, developmental, mental and/or emotional disabilities and achieve independence, you will find many opportunities in the field of occupational therapy. The need for therapists will grow well into the 21st century, reflecting the importance of function, prevention of disability, and promotion of health.

The certified occupational therapy assistant (COTA), under the supervision of a registered occupational therapist, uses therapeutic activities to help people with an illness or disability live healthy, productive lives. Therapy is functional, purposeful, and individualized for each client. In the classroom, students experience simulated and actual clinical activities. Students will learn vital skills to safely work with people with many types of disability.

Admission Requirements

- General college admission requirement: High school credits in English, math, biological sciences, chemistry or equivalent, and basic competence in computer/word processing
- Program requirements: demonstrated knowledge of the field of OT; interview with program director.
- Prior to field work: liability insurance, CPR certification for allied health professionals, (medical insurance for some sites), immunization records.

Fieldwork Experience for Learning

Under the supervision of an Occupational Therapist or Occupational Therapy Assistant, students help to plan and implement client treatment as well as evaluate and document functional client outcomes in a variety of health care and educational settings. Students are placed in fieldwork agencies located throughout New England. Placement is subject to availability and may require travel. All Level II Fieldwork must be completed within 18 months following program academic coursework.

Options for Dual Degrees

A study plan is possible for those students who wish to graduate with both an Occupational Therapy Assistant and a Physical Therapist Assistant Degree or others such as Human Services, Early Intervention/Family Support Assistant.

Program Accreditation

Fully accredited since 1973 by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. AOTA telephone number: (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based upon the results of the NBCOT Certification Examination.

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
SCIC201	Anatomy and Physiology I	3	3	4
PSYC101	Introduction to Psychology	3	0	3
AHLC114	Human Development for Health & Human Services	3	0	3
AHLC104	Introduction to Occupational Therapy/Physical Therapy (First 8 weeks)	2	0	1
AHLC112*	Clinical Conditions for OT/PT/MT (SCIC201)	3	0	3
AHLC123	Functional Kinesiology (SCIC201)	2	3	3
OTAC110*	Fundamentals in Occupational Therapy (Second 8 weeks) (AHLC104)	1	1	1

SPRING SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
MTHCxxx	Mathematics Elective (Accuplacer)	3/4	0	3/4
SCIC202	Anatomy and Physiology II (SCIC201)	3	3	4
AHLC135*	Activities of Daily Living (AHLC104)	2	3	3
OTAC125*	Therapeutic Principles(AHLC135, AHLC104, OTAC110,SCIC201)	1	5	3
OTAC212*	Developmental Disabilities in Occupational Therapy (AHLC114, AHLC112, PSYC101, OTAC110, OTAC125)	1	2	2

SUMMER SEMESTER

		CL	LAB	CR
OTAC190*	Level I Fieldwork (6 wks) (All First Year AHLC and OTAC courses, SCIC201, SCIC202, PSYC101)	1	0	6

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
ENGxxx	English Elective (ENG102)	3	0	3
HUMCxxx	The Humanities In Western Culture	3	0	3
XXXXxxx	General Education Elective	3	0	3
AHLC220*	Clinical Neurology (SCIC201, SCIC202) ...	3	0	3
AHLC210*	Physical Therapy/Occupational Therapy Management (OTAC190 or PTAC190)	2	0	2
OTAC213*	Psychosocial Disabilities in Occupational Therapy (OTAC190)	3	0	3
OTAC214*	Physical Disabilities in Occupational Therapy (OTAC190)	1	3	2

SPRING SEMESTER

		CL	LAB	CR
OTAC220*	Seminar in Occupational Therapy (OTAC290, OTC291)	1	0	1
OTAC290*	Level IIA Fieldwork Experience (All required AHLC & OTAC courses) (8 wks)	0	0	6
OTAC291*	Level IIB Fieldwork Experience (All required AHLC & OTAC courses) (8 wks)	0	0	6

* Must be matriculated in professional program or receive special written permission of instructor.

Prerequisites and corequisites are listed in parentheses.

Physical Therapist Assistant

(Day Program)

A Physical Therapist Assistant (PTA) is a member of the health care team who has completed a two-year associate degree educational program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The Physical Therapist Assistant performs interventions and related tasks that have been directed and supervised by a physical therapist (PT).

Duties of the PTA include implementing interventions such as modalities, training patients in exercises, mobility and activities of daily living. The PTA reports to the physical therapist on the patient's responses.

The applicant must meet the general academic requirements for admission to the College as well as specific PTA program requirements which are as follows:

- High school or college credits in algebra and/or geometry, biology and chemistry. Physics is strongly encouraged.
- Demonstrate general knowledge of the physical therapy field via an information questionnaire. Strongly encouraged methods useful to learn more about the profession include: volunteer or employment as an aide in a PT clinic or spend several hours observing in various PT clinics. Participation in health occupation courses is also useful;
- Submission of two written recommendations from teachers, employers, and/or practicing PTs or PTAs;
- American Heart Association CPR for the Healthcare Provider (Level C) or the American Red Cross CPR for the Professional Rescuer. CPR must be maintained throughout the program;
- Personal health insurance and professional liability insurance are mandatory (can be purchased through the College) during clinical education experiences;
- Records of recent immunization, particularly Hepatitis B (required for all clinical educational experiences);
- Read *Essential Functions* attachment to PTA packet. Sign agreement that applicant can do all tasks with/without reasonable accommodations. These are physical and cognitive skills essential to success as a PTA.

The PTA Program at NH Community Technical College at Claremont combines part-time or full-time classroom and laboratory work at the College with three (3) six-week supervised clinical education experiences. The Academic Coordinator of Clinical Education works with each student to assign appropriate clinical sites. Assignments depend on availability of clinical sites. Students may be required to temporarily relocate or travel long distances. A car is required for personal transportation to all clinical education experience assignments.

The student must pass all PTAC and AHLC courses with a minimum grade of "C". All PTAC and AHLC courses are based on a 7-point scale (C=80). At selected points in the program, students must pass a comprehensive examination in order to progress.

All requirements of the PTA Program must be successfully completed within a three year time period unless special permission has been obtained from the Program Director to continue for a fourth year. The testing of competencies after a leave of absence or prolonged period of studies is required.

Students may consider a double major option of PTA and Occupational Therapy Assistant or others, such as Massage Therapy.

Graduates must satisfy licensing examination requirements in most states in order to practice legally under the supervision of a physical therapist. Job opportunities exist for PTAs across the United States in a variety of settings.

2006 Accreditation by CAPTE; American Physical Therapy Association, 1111 N. Fairfax St., Alexandria, VA 22314. Telephone number: (703)706-3245.

*More information is available on the College website: www.claremont.nhctc.edu

ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
SCIC201	Anatomy and Physiology I	3	3	4
AHLC104	Introduction to Occupational Therapy/ Physical Therapy (First 8 weeks)	2	0	1
AHLC112	Clinical Conditions for OT/PT/MT (SCIC201)	3	0	3
AHLC114	Human Development for Health & Human Services	3	0	3
AHLC123	Functional Kinesiology (SCIC201)	2	3	3
PTAC112*	Physical Therapy Procedures I	2	3	3

SPRING SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
MTHCxxx	Mathematics Elective (Accuplacer)	3/4	0	3/4
SCIC202	Anatomy and Physiology II (SCIC201)	3	3	4
AHLC135*	Activities of Daily Living (AHLC104)	2	3	3
PTAC114*	Therapeutic Exercise (AHLC123)	2	3	3
PTAC122*	Physical Therapy Procedures II (PTAC112)	2	3	3

SUMMER SEMESTER

		CL	LAB	CR
PTAC190*	Clinical Education Experience I (All 1 st year PTAC and AHLC courses) (6 wks)	0	0	5
PTAC192*	Clinical Education Experience I Seminar (PTAC190)	1	0	1

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
ENGxxx	English Elective (ENG102)	3	0	3
HUMCxxx	Humanities/Fine Arts/World Language	3	0	3
PSYC101	Introduction to Psychology	3	0	3
AHLC210*	PT/OT Management (PTAC190)	2	0	2
AHLC220*	Clinical Neurology (SCIC201, SCIC202) ...	3	0	3
PTAC211*	Physical Therapy Procedures III (PTAC122)	2	3	3

SPRING SEMESTER

		CL	LAB	CR
PTAC220*	Clinical Education Seminar (4 wks) (PTAC290, PTAC291)	8	0	2
PTAC290*	Clinical Education Experience II (All PTAC and AHLC courses except PTAC291 & PTAC220) (6 wks)	0	0	5
PTAC291*	Clinical Education Experience III (PTAC290) (6 wks)	0	0	5

* Must be matriculated in professional program or receive special written permission from the Program Director or instructor.

Prerequisites and corequisites are listed in parentheses.

Respiratory Therapy

(Day Program)

Respiratory Therapists are health care specialists who evaluate, test and treat people with breathing disorders. They are also a vital member of the hospital's emergency response team, guarding the airway and adjusting life support equipment.

Working under the supervision of a physician, the Respiratory Therapist will use oxygen, medications, and various procedures to help the lung to function adequately. Some disorders that Respiratory Therapists treat include: asthma, emphysema, pneumonia, lung injuries and respiratory emergencies.

The program combines classroom and laboratory study at the College with supervised clinical affiliations in area hospitals and rehabilitation centers.* The program is designed to prepare the student to become a Registered Respiratory Therapist after two years of study.

Admission requirements:

- Satisfy the general requirements for admission to the College.
- Have credits in high school algebra, English and chemistry.
- Interview with Respiratory Therapy faculty.
- Prior to acceptance, the applicant will be required to accompany a Respiratory Therapist in the hospital setting in order to appreciate the type of work involved.

Students may be asked to purchase self assessment exams before graduation to prepare them for the national respiratory therapy credentialing exams. Additional lab fees may also be required.

The NHCTC-Claremont Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208. (312) 553-9355

*Affiliation sites are subject to availability.



ASSOCIATE DEGREE PROGRAM

FIRST YEAR

FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer)	3	0	3
MTHCxxx	Mathematics Elective (Accuplacer)	3/4	0	3/4
SCIC201	Anatomy and Physiology I	3	3	4
RSPC110	Basics of Respiratory Care I (SCIC201, RSPC121)	2	3	3
RSPC121	Respiratory Physiology (RSPC110, SCIC201)	3	0	3

SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	Humanities/Fine Arts/World Language	3	0	3
SCIC202	Anatomy and Physiology II (SCIC201)	3	3	4
RSPC122	Basics of Respiratory Care II (RSPC110, RSPC121, SCIC201)	2	3	3
RSPC132	Pulmonary Evaluation I (RSPC110, RSPC121)	1	0	1
RSPC161	Clinical Laboratory (RSPC110, RSPC121)	0	3	1
RSPC214	Disease and Pharmacology I (RSPC110, RSPC121)	3	0	3
RSPC215	Clinical Disease Seminar I (RSPC110, RSPC121, RSPC214)	1	0	1

SUMMER SEMESTER

		CL	LAB	CR
RSPC115	Microbiology for Respiratory Care (RSPC190) (Online)	1	0	1
RSPC190	Clinical Application of Respiratory Care I (SCIC202, RSPC122, RSPC132, RSPC161, RSPC214, RSPC215) (7 wks)	0	0	5

SECOND YEAR

FALL SEMESTER

		CL	LAB	CR
ENGcxxx	English Elective (ENG102)	3	0	3
XXXXxxx	Social Science Elective	3	0	3
RSPC211	Critical Care Respiratory Therapy (RSPC190)	2	3	3
RSPC213	Neo-Natal & Pediatric Respiratory Care (RSPC190)	2	0	2
RSPC226	Disease and Pharmacology II (RSPC190)	2	0	2
RSPC227	Clinical Disease Seminar II (RSPC226)	1	1	2
RSPC233	Pulmonary Evaluation II (RSPC190)	2	0	2

SPRING SEMESTER

		CL	LAB	CR
RSPC219	Advanced Care Seminar (RSPC290) (Online)	1	0	1
RSPC290	Clinical Application of Respiratory Care IIA (RSPC211, RSPC213, RSPC226, RSPC227, RSPC233) (5 days/week) (8wks)	0	0	6
RSPC291	Clinical Application of Respiratory Care IIB (RSPC211, RSPC213, RSPC226, RSPC227, RSPC233) (5 days/week) (8wks)	0	0	6

Prerequisites and corequisites are listed in parentheses.

Restaurant Management

(Full-Time Day Program)

This Associate in Science degree program is designed to prepare students for management positions in the field of restaurant and hospitality management. With a wide range of opportunities, graduates will find employment in free-standing restaurants, hotels, resorts, casinos, catering firms, and other venues. Regardless of the work venue, the restaurant and hospitality industry needs professionals with special skills and knowledge of food, business, service, and human relations.

As a unique educational program, the Restaurant Management Program has been developed as a joint effort between New Hampshire Community Technical College ~ Claremont and Les Roches Swiss Hotel Association School of Hotel Management in Crans-Montana, Switzerland. The first and last part of the program will be held in New Hampshire; the middle part of the program will be offered in Switzerland. English is the language of instruction for the program.

Upon completion of all program requirements - including the six-month internship in Switzerland - graduates will be awarded a joint Associate of Science Degree from New Hampshire Community Technical College - Claremont and Les Roches Swiss Hotel Association School of Hotel Management.

Approved by the Swiss Hotel Association, the world's leader in setting standards for the hospitality industry, Les Roches is accredited by the New England Association of Schools and Colleges, Inc. With state-of-the-art teaching facilities, Les Roches offers a modern campus located in a safe and exciting sport/tourist resort in the heart of the majestic Swiss Alps.

Les Roches is considered to be among the finest hotel management schools in the world. Its graduates are sought by the world's top hotels and restaurants, and they occupy influential positions in the hospitality industry.

The major advantages of this program include training in European standards of service and food preparation; learning from European-trained chefs, servers, restaurant owners, and managers within the hospitality industry; working in a paid internship in Switzerland; living and studying abroad at Les Roches; developing a network of friends and business associates internationally; and linkage with the hospitality industry around the globe through the Les Roches alumni network.

Because students in the program will progress as a cohort, the program is designed for full-time study. All courses in Semester One must be successfully completed as a condition for attendance at Les Roches in Semester Two. Please note that an immersion study of German is required in Semester One in preparation for Pre-Intermediate German in Semester Two. There is no exemption from the study of German as the language is needed for successful placement in the internship part of the program. For students who desire more time to complete program requirements, a three-year option is available.

ASSOCIATE DEGREE PROGRAM

Semester One – Fall 2007 (New Hampshire)

BCPC 101	Introduction to Computer Applications	3 Credits
BUSC 110	Principles of Management	3 Credits
ENG101	College Composition I (Accuplacer)	3 Credits
LNGC110	Basic German	6 Credits
MTHCxxx	Mathematics Elective (Finite Mathematics or Algebra and Trigonometry Recommended)	4 Credits
		<u>19</u>

Semester Two – Spring 2008 (Switzerland)

CULC2116	Culinary Craft Based Learning	3 Credits
CULC2122	Culinary Concepts	3 Credits
FBMC3196	Food and Beverage Management	3 Credits
FBSC1101	Craft Based Learning: Food and Beverage Service	3 Credits
FBSC1102	Principles of Bar and Beverage Operation	3 Credits
GENC2150	Pre-Intermediate German	3 Credits
RMC1186	Introduction to the World of Hospitality	3 Credits
		<u>21</u>

Semester Three – Summer/Fall 2008 (Switzerland)

INTC1108	Internship	2 Credits
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Semester Four – Spring 2009 (New Hampshire)

ACCC101	Accounting I	3 Credits
BUSC104	Principles of Marketing	3 Credits
BUSC201	Human Resource Management	3 Credits
ENGxxx	English Elective	3 Credits
SCICxxx	Science Elective	4 Credits
		<u>16</u>

Semester Five – Summer 2009 (New Hampshire)

ACCC102	Accounting II	3 Credits
ECOC202	Macroeconomics	3 Credits
		<u>6</u>
Minimum Total		64 Credits

* Please Note: Courses need to be carefully selected to insure that all required courses have been completed a minimum of a 2.00 Grade Point Average and to insure that a minimum of 64 credits have been earned.

Restaurant Management Costs

Room and board fees for the 21-week semester in Switzerland will be \$6228. Room, board and taxes for the internship in Switzerland are deducted from wages paid by the internship employer. Students will net an estimated \$3,500 - \$3,800 from the internship.

Swiss medical insurance costing approximately \$150/month is required unless students can demonstrate that the family medical plan in the USA meets the requirements of Swiss law. Please note that additional expenses of a passport and airfare to and from Switzerland are not included in the expenses described above.

Course Descriptions

ADVANCED MACHINE TOOL TECHNOLOGY

MTTC 101 CNC I - G&M Code Programming

2 CLASS HOURS/3 LAB HOURS/3 CREDITS

G&M Code Programming is the study of the alpha-numeric language executed by Computer Numerically Controlled (CNC) machines. The fundamentals studied in this course will include the format of CNC programs, common G-Codes, M-Codes, as well as materials and speeds & feeds. This course will also introduce applicable machine shop related math. The lab is furnished with a ProLIGHT 1000 CNC Mill. Students will also use simulation software for the mill and lathe via the internet. (Prerequisite: BCPC101, MTTC106 or permission of instructor.)

MTTC 102 Blueprint Reading with GD&T

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This course is intended as an introduction to understanding blueprints and being able to visualize and understand the intent of the designer or draftsman as presented in a blueprint. The first step in making quality parts or assemblies is interpreting the drawing correctly and applying the given information to the final product. This course will include a comprehensive guide to interpreting drawings commonly found in manufacturing beginning with the background of blueprints, looking at the types of lines used on a drawing, and how parts are shown in different views. Dimensioning and tolerances are explained with an emphasis on "Geometric Dimensioning and Tolerancing" (GD&T) using the "ASME Y14.5M-1994" standard.

MTTC 103 Pneumatics and Hydraulics

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

Pneumatics refers to any system that operates by means of air and other gases. A Pneumatic System is comprised of pneumatic components, also known as pneumatic devices. Pneumatic systems are used for a wide variety of both everyday and industrial tasks. In industry, theories of pneumatics are applied to many power machines, production lines, and parts feeding and handling machines.

In this part of the course the student will learn how to create pneumatic systems, circuits that use compressed air for transmitting and transforming energy. Students will learn how to control pneumatic components so that their actions comply with system needs.

Hydraulics is a branch of engineering science that deals with the practical applications of liquid in motion (such as the transmission of energy or the effects of flow).

Hydraulic systems utilize hydraulic oil to convey energy and power. Such systems are commonly used in industrial applications to produce large forces, automate manufacturing operations, and to improve efficiency and productivity.



In this part of the course the student will learn about the basic hydraulic components needed in manufacturing. They will learn how to control these components so that their actions comply with system needs. They will also learn how to build circuits that use liquid in motion for transporting and transforming energy and power. These circuits are known as hydraulic systems. Hydraulic systems belong to an area of automation known as Fluid Power.

MTTC 104 Machine Tool Math

3 CLASS HOURS/3 CREDITS

This specialty class highlights the math in "everyday use" in manufacturing. Select topics from basic arithmetic, algebra, geometry and trigonometry will be taught. The student will also learn how to use a Scientific Calculator. The structure of this class will highlight the relevance of the course material to industry by using "real-world" examples and problems. This course will be led by instructors with strong manufacturing experience who will focus on the math topics needed for a successful career in manufacturing.

MTTC 105 Introduction to Inspection

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This course is intended as an introduction to Inspection using mechanical measuring instruments. The student will gain the skill and knowledge to perform basic measurements and calculations. They will learn how to use precision measuring tools such as micrometers, calipers, dial indicators, and the steel rule. Students will become proficient at reading mechanical blueprints and will learn how to select the proper tool for measurement and for preparing quality control documents and inspection reports. Students will also learn the basics of related topics such as statistical sampling and quality control. Dimensioning and tolerances are explained with an emphasis on "Geometric Dimensioning and Tolerancing" (GD&T) using the "ASME Y14.5M-1994" standard.

MTTC 106 Introduction to Machining Processes I

3 CLASS HOURS/2 LAB HOURS/4 CREDITS

This course is the study of basic machining processes used on manual and Computer Numerically Controlled (CNC) machines to produce a manufactured precision part. Concepts studied in this course will be safety, machining materials, speeds and feeds, basic blueprint reading and application, use of precision measuring tools, and the function and use of basic cutting tools and tooling. These principles will be reinforced by way of a student project using manual lathes, milling machines, offhand grinders, and cutoff saws. This "hands on" aspect of the course will introduce the student to a wide variety of machine tool processes that make precision parts.

MTTC 201 CNC II – CNC Operation, CAM

3 CLASS HOURS/2 LAB HOURS/4 CREDITS

CNC II – CNC Operations, CAM is a course designed primarily to teach the student the general theory and practices used in the operation and set-up of Computer Numerically Controlled (CNC) machines and basic Computer Assisted Manufacturing (CAM) Design. Concepts studied in this course will be offsets and adjustments, editing and troubleshooting of programs, CNC Machine tooling, speeds and feeds of materials and tools, positioning theory, and advanced programming including sub programs, cutter and tool nose compensation programming, and canned cycle use on mills and lathes. CAM will be introduced using MasterCam version 9.1 (will be upgraded to version 10 for 2007) by the student developing basic geometry and producing a basic CAM / CNC Project. (Prerequisite: MTTC101)

MTTC202 Materials and Metallurgy

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

Materials and Metallurgy is the study of the materials used in machining and metals manufacturing. Concepts studied in this course will be ferrous and non-ferrous materials, alloys, semi-metallic and composite materials. Students will learn the concepts behind the selection of

manufacturing materials for different applications and strengths of materials. Study will also include selection of cutting tool materials by carbide grade, High Speed Steel Grade and other applicable systems used in current cutting tool manufacturing. The student will also learn the different properties of materials. Students will do experiments with speeds, feeds, and cutting tool materials on lathes and mills as a part of the course and will report their results.



ADVENTURE RECREATION MANAGEMENT

* All Adventure Recreation courses involve some elements of physical activity that are built into the course competencies. The student should be prepared physically and mentally for activities that involve getting wet, weather changes and soiling of clothes. Instructor reserves the right to waive a student in or out of the course(s) based on the student's ability to meet physical challenges that are a part of the overall course competencies. Students should inform instructor of allergies, fears, injuries, or disabilities that may prevent him/her from performing in required environments. Students must be matriculated in ARLS program or get permission of faculty. Some additional fees may be necessary due to the location and nature of the event.

*ARLC101 Introduction to Recreation and Leisure Services 3 CLASS HOURS/3 CREDITS

This is an introductory course to the professional field of leisure services. Critical topics of discussion: historical backgrounds, professionalism, organization patterns, legal foundations, and the employment process are reviewed.

*ARLC102 Foundations and Theories of Adventure Recreation 3 CLASS HOURS/3 CREDITS

This course is designed to introduce students to an overview of the theories and foundations of therapeutic adventure. Specifically this course will examine: adventure and wilderness therapy models, the therapeutic process, programming applications, processing experiences, research and the future of therapeutic adventure. This is an 8 week course.

*ARLC110 Fundamentals of Outdoors Recreational Pursuits 3 CLASS HOURS/3 LAB HOURS/4 CREDITS

This course examines the growth and developmental aspects of the outdoor recreation movement in America, including history and foundations, models, theories, participation patterns, outcomes/benefits, sponsoring agencies, sources, literature review, contemporary issues, and trends. Students will learn the fundamental skills necessary for practical application of recreation techniques. Exploration of different theories and methods utilized in the service of recreational practice including the identification of a presenting problem/issue, and the selection of strategies of client management and methods of intervention will be explored. The lab component of this class is designed to provide the student with an opportunity to apply the skills discussed in the practical application course through hands-on experiences. The students will be exposed to a variety of recreational activities including mountain biking, skateboarding/roller-blading, hiking, canoeing, kayaking, mountaineering, snowshoeing, and both Nordic and downhill skiing. (Includes maintenance, trail development and skill)

*ARLC125 Introduction to Therapeutic Recreation Services 2 CLASS HOURS/3 LAB HOURS/3 CREDITS

A critical examination of the process of therapeutic recreation from both an historical and philosophical perspective. This course involves an overview of the therapeutic recreation program planning process. Introduction to intervention strategies used to restore, remediate, and/or rehabilitate individuals with various illnesses and/or disabilities. (Prerequisite: ARLC101)

*ARLC165 Leadership and Group Dynamics 3 CLASS HOURS/3 CREDITS

This course provides knowledge of group dynamics and an understanding of leadership for recreation programs. It examines the history and theory of the leader's role in leisure settings. Specific aspects of leadership include: group management, activity leadership, communication, participant behavior, meeting special needs, use of resources/the natural environment, and professionalism. Activities are used to develop leadership abilities. (Prerequisites: ARLC101, ARLC102, ARLC110) This is an 8 week course.

ARLC190 Adventure Recreation and Leisure Practicum 3 CREDITS

This course serves as an introduction to fieldwork experiences. Students are required to complete a 144-hour work experience under the direction of a qualified recreation professional. Seminar class and written work are required upon the completion of the Practicum. (Prerequisite: ARLC101, ARLC102, ARLC110, ARLC125, ARLC165)

ARLC210 Outdoor Emergency Care 6 LAB HOURS/2 CREDITS

Outdoor Emergency Care is a performance-based emergency care educational program of the National Ski Patrol. The primary focus of the program reflects the individual's need for training in the outdoor environment. It is the standard of training adopted to meet the emergency care requirements of an outdoor emergency care technician. The American Red Cross Professional Cardiopulmonary Resuscitation Program will be presented as part of the course content. Additional fee for S.O.L.O. certification. Overnight camping included in course.

ARLC212 Recreation and Special Populations 3 CLASS HOURS/3 CREDITS

This course provides knowledge of community programs and special populations. Overview of clinical disorders, behavioral problems and ethical / moral dilemmas are the focus. Included are practical applications of leisure adaptations and program trends for those with special needs. (Prerequisite: ARLC101, ARLC102, ARLC110, ARLC165, ARLC114)

ARLC215 Program Planning for Recreation 3 CLASS HOURS/3 CREDITS

This course provides an understanding of fundamental aspects of programming which involves the process of planning and delivering a variety of leisure experiences to an individual or a group. Specific knowledge of planning/delivery will include needs assessment, participant requirements/special needs, micro environmental resource use, goal/objectives formulation, program implementation, and evaluation. Prerequisite: (ARLC101, ARLC102, ARLC110, ARLC165, ARLC114)

ARLC275 Management of Outdoor and Adventure Programs 3 CLASS HOURS/3 CREDITS

This course studies the management of outdoor and adventure programs. Topics include the use of public and private lands, basic understanding of the impact of use on the natural environment, review of biological and physical science concepts relative to land use, care of the environment, permits, staffing, supervision of staff, staff training, personnel issues, certification, scheduling, budgeting, risk management, insurance, marketing, logistical planning, strategic planning, public policy, access to outdoor resources, search and rescue. (Prerequisite: ARLC210 Internship or by permission of the instructor.)

ARLC290 Leisure Service Systems Internship **3 CREDITS**
Full semester academic internship completed during the senior year. Serves as the culmination of professional training and coursework. Minimum of 144 hours and 10 weeks of professional level work under direct supervision of a qualified recreation professional. (Prerequisite: All ARLC courses, AHLC114)

ALLIED HEALTH CORE COURSES

AHLC103 Communication and Interpersonal Relationships **3 CREDITS**

This course provides fundamental knowledge of effective communication techniques that are essential to developing interpersonal relationships. Content includes the communication process, levels of communication, barriers to communication, effective communication techniques, and interpersonal relationship skills.

AHLC104 Introduction to Occupational Therapy/Physical Therapy **2 CLASS HOURS/1 CREDIT**

This course is designed to give the student an overview of the Occupational/Physical Therapy programs and professions. The history and development of the professions, scope of practice and roles of the health care personnel are discussed. Also reviewed will be professional competencies, role delineations of the PT, OT, PTA and OTA, review of case studies and practice models, medical abbreviations, safety issues, current issues and trends, and ethical and legal practice.

AHLC112 Clinical Conditions for Occupational/Physical/Massage Therapy **3 CLASS HOURS/3 CREDITS**

Clinical disorders and diseases commonly treated by physical and occupational therapy are presented. Pathology, etiology, diagnosis, signs and symptoms and prognosis will be discussed. (Co/Prerequisites: SCIC201)

AHLC114 Human Development for Health and Human Services **3 CLASS HOURS/3 CREDITS**

This course in normal human development shall take a look at developmental life sequences of humans from a historical and contemporary view of theories of development and learning. Emphasis will be on the interaction and adaptation in the process of human maturation in growth, movement, perception, cognition, communication, social interaction, and activities of daily living.

AHLC123 Functional Kinesiology **2 CLASS HOURS/3 LAB HOURS/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 and biochemical principles are also included. (Co/Prerequisite: SCIC201, Matriculation in OTA, PTA, Massage Therapy Programs or the permission of instructor)

AHLC130 Pharmacy Technician **3 CLASS HOURS/3 CREDITS**

The purpose of this course is to prepare individuals to take the National Certification Examination administered by the Pharmacy Technician Certification Board (PTCB). Course content contains information required by PTCB and contains three major categories: Assisting the pharmacist in serving patients, maintaining medication and inventory control systems, and participating in the administration and management of pharmacy practice. (Prerequisite: Accuplacer math score of 64 or permission of instructor)

AHLC135 Activities Of Daily Living **2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This combined occupational therapy and physical therapy course shall introduce principles and techniques of client/patient handling and activities of daily living. Students have the opportunity to experience the basics needed for moving, positioning, planning and training clients for daily living management and mobility. Basic skills required of oc-

cupational therapy assistants and physical therapist assistants (as utilized in a variety of clinical settings with client/patients from various cultural and socioeconomic background) are most effectively learned experientially. These skills provide a strong foundation for future competence in treatment planning and implementation. This course is offered early in the curriculum to introduce and focus on the individual with disabilities in society and in relation to practice. It is required for both OTA and PTA students to enhance team collaboration. (Co/Prerequisite: AHLC104 (exceptions require the approval of the Professors and the Program Director))

AHLC139 Introduction to Health Care Delivery **3 CLASS HOURS/3 CREDITS**

This course is designed to introduce the learner to the United States health care delivery system. This content provides a foundation for practicing as a health care provider. Content will focus on exploring health care services, factors influencing health care delivery, financing health care, organizational structures within health care agencies, and the health care team. Emphasis will be on the role and functions of primary health care team members.

AHLC200 Clinical Taping for the Allied Health Clinician **2 CLASS HOURS/1 CREDIT**

The allied health clinician may be treating patients with ligamentous sprains and muscular or tendinous strains. Knowledge of clinical taping/wrapping for edema control and musculo-skeletal support is a useful additional skill for those interested in working with patients with orthopedic or sports medicine clinical diagnoses. This course will introduce indications, contraindications, and precautions for taping and wrapping, in addition to the necessary supplies and general considerations. The participant will learn taping and/or wrapping techniques for arch support, shin splints, ankle sprains, Achilles tendon strains, collateral ligament sprains of the knee, various toe, patello-femoral, hip and shoulder dysfunctions, and strains to the biceps, thumb, hamstrings tendons. (Prerequisites: AHLC123 or currently licensed PT/PTA or permission of instructor.)

AHLC201 Aquatic Therapy **3 LAB HOURS/1 CREDIT**

This course focuses on the use of water as a therapeutic environment alternative to landbased rehabilitation. Basic hydrotherapy physics, safety and rationale for aquatic therapy will be discussed. The course will also cover the fundamental techniques and the major aquatic therapy techniques commonly in use today. The student will have opportunity to practice these techniques in a pool setting, and devise a treatment plan progressing from aquatic therapy to land-based treatments. (Prerequisite: Matriculation in PTA program or currently licensed as a PT or PTA)



AHLC210 Physical Therapy/Occupational Therapy Management 2 CLASS HOURS/2 CREDITS

In interdisciplinary teams, students will employ the management process and how it relates to physical therapy and occupational therapy practice, employment acquisition, ethics, liability, and reimbursement. (Co/Prerequisite: OTAC190 or PTAC190)

AHLC220 Clinical Neurology 3 CLASS HOURS/3 CREDITS

Students will gain a basic understanding of the central nervous system and peripheral nervous system (with autonomic nervous system components) in regards to anatomy, neuro-development and function. The course will clarify the neural foundations for understanding human development, clinical neuropathology, neural screening/observation methods, and neuro-habilitation approaches. (Co/Prerequisites: SCIC201, SCIC202)



BUSINESS DEPARTMENT

ACCC101 Accounting I 3 CLASS HOURS/3 CREDITS

This course is designed to give the student a good basic understanding of accounting principles. It covers the accounting cycle, accounting systems, internal controls, specific journals, receivables and payables, the matching concept and the adjusting process, and accounting for a merchandising business.

ACCC102 Accounting II 3 CLASS HOURS/3 CREDITS

This course is designed to strengthen the student's accounting ability. It covers receivables and temporary investments, inventories, plant and intangible assets, payroll and payroll taxes. (Co/Prerequisite: ACCC101)

ACCC103 Fundamentals of Accounting

3 CLASS HOURS/3 CREDITS

This course introduces the student to basic accounting principles – the accounting cycle, financial statements, subsidiary ledgers, banking procedures, payroll procedures, and computerized accounting.

ACCC105 Spreadsheets 2 CLASS HOURS/3 LAB HOURS/3 CREDITS

This course develops student skill in creating and maintaining business-oriented spreadsheets. Advanced topics include formulas, function, graphics, database manipulation, and report generation. Keyboard macros and other productivity enhancements are also presented. (Co/Prerequisites: ACCC101 or ACCC103, BCPC101, BUSC105)

ACCC200 Intermediate Accounting 3 CLASS HOURS/3 CREDITS

This course will cover financial statement analysis, current and plant assets, and other assets. It will also cover current, long-term and contingent liabilities, paid-in capital and retained earnings. (Co/Prerequisite: ACCC203)

ACCC203 Accounting III 3 CLASS HOURS/3 CREDITS

This course is designed to further the student's accounting ability. It covers partnership and corporate accounting. It also covers stockholders equity, earnings per share and dividends, long-term liabilities and bonds, and the statement of cash flow. (Co/Prerequisite: ACCC102)

ACCC204 Introduction to Finance 3 CLASS HOURS/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. The importance of ethical behavior is considered throughout. (Prerequisites: ACCC102, Intro to Business, Economics or Statistics)

ACCC212 Taxes 3 CLASS HOURS/3 CREDITS

This course will cover the federal income tax laws relating to individuals, proprietorships, partnerships and corporations; tax forms and schedules will also be studied.

ACCC215 Cost Accounting 3 CLASS HOURS/3 CREDITS

This course will cover the concepts of cost accounting as it relates to job - order systems, process cost systems and standard cost systems. (Co/Prerequisite: ACCC102)

ACCC216 Computerized Accounting

1 CLASS HOURS/2 LAB HOURS/2 CREDITS

This courseware package is intended for students who want to learn about computerized accounting principles. The major objectives of this book and its associated computer software are: 1) to present and integrate accounting principles in such a way that no prior knowledge of computers or computerized accounting is required, and 2) to provide a hands-on approach to learning how modern computerized integrated accounting systems function. (Co/Prerequisite: ACCC101)

BCPC101 Introduction to Computer Applications

2 CLASS HOURS/3 LAB HOURS/3 CREDITS

The purpose of this course is to provide the student with an introduction to and working proficiency with microcomputers. Computer literacy and familiarity with common commercial application software will be developed in a laboratory setting. It will feature the use of IBM-compatible hardware, the WindowsXP operating system, Microsoft Office^{XP} suite (WindowsXP, Word, Excel, Access, Powerpoint 2003), and the Internet.

BCPC104 Word Processing

2 CLASS HOURS/3 LAB HOURS/3 CREDITS

This course provides a conceptual base for understanding the new office technology as advanced by electronic word processing systems, and an application base for working on word processing equipment. It examines the kinds of information being processed today, and develops analytical skills in the systems approach to communications. The course develops the basic techniques of word processing in the creation, deletion, editing, manipulation, and retrieval of files/documents on the microcomputer. It also introduces advanced printing formats for manuscripts and form letter maintenance and retrieval. (Co/Prerequisite: BUSC106)

BCPC127 Intermediate Windows

1 CLASS HOURS/3 LAB HOURS/2 CREDITS

This course covers spreadsheet applications and the intermediate level of the Windows operating system. Principles and techniques used in the installation and maintenance of typical application software under the Windows operating system are covered in depth. Students will also learn to create efficient user environments and solve typical Windows problems. (Prerequisites: BCPC101)

BCPC211 Database Design and Management**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course established expertise in database analysis, design, and implementation. The Microsoft Access database management system and Microsoft-approved courseware are used throughout the course. Real-life business-oriented databases are designed and created for the storage, manipulation, and retrieval of typical business information. The terminology and organizational principles of relational database systems are covered with particular emphasis placed upon the concepts of efficient and uniform data storage. Efficient user operation of a database through macros and switchboards is stressed. This course prepares the student for the Microsoft Office User Specialist Access certification test at the Expert level. (Co/Prerequisite: CPTC125)

BCPC222 Business Systems**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course covers the design, installation, and maintenance of business microcomputer systems using the Windows operating system. Upon completion of the course, students will be able to budget, design and assemble a cost-effective microcomputer systems for a variety of business needs, install any necessary software or hardware, and train others in the system's operation. Network operations are covered in depth, including planning, installing, and maintaining a multi-computer network and e-mail system. Other subjects include MS-DOS legacy operating system commands and macros, mass storage peripherals, and object linking and embedding. E-mail and Internet research is covered in depth. Students will design, create, and maintain their own Internet web sites using both HTML code and web page composition software. System maintenance through documentation and diagnostic software is emphasized, as is a professional attitude. During this semester, students have an internship affiliation either within the college or at local organizations. Presentation graphics are also covered, preparing the student to take the Microsoft Office User PowerPoint certification test at the Expert level. (Prerequisite: BCPC127, BCPC 211)

BUSC101 Introduction to Business**3 CLASS HOURS/3 CREDITS**

This course provides a framework for understanding business organizations and the common relationships that exist in the areas of accounting, management, marketing, personnel, business law, and forms of ownership.

BUSC102 Business Correspondence**2 CLASS HOURS/2 CREDITS**

This course will develop and refine the student's punctuation, grammar, and business writing skills necessary to produce quality business documents.

BUSC104 Principles of Marketing**3 CLASS HOURS/3 CREDITS**

Emphasis on product, price, promotion, and distribution as well as planning, research and organization of the marketing function. Students examine marketing of consumer and industrial products in public and private institutions.

BUSC105 Business Math**3 CLASS HOURS/3 CREDITS**

This course is designed to emphasize the business applications of math including problems dealing with fractions and decimals, banking and payroll, percents, simple interest, taxes and insurance, inventories and turnover, depreciation, compound interest and present value, and basic statistics.

BUSC106 Keyboarding**3 LAB HOURS/1 CREDIT**

This course emphasizes the development of typing skills necessary to function in today's business world. It develops skills designing, formatting, and typing business letters, memos, short reports, and special information forms. This course will develop touch keyboarding skills and improve accuracy and speed for inputting alphabetic and numeric data.

BUSC110 Principles of Management**3 CLASS HOURS/3 CREDITS**

This course is intended to provide a basis for the understanding and development of the skills needed to function productively as a manager and is intended as a base from which the student will be able to develop his/her own creative initiative with application to the challenges encountered by managers at all levels. Study of the aspects and techniques of planning, organizing and staffing, directing, and controlling is accomplished through lecture, discussion and case studies. Emphasis is placed on the quantitative aspects of management techniques. Other areas covered include: organizational characteristics, staffing, control techniques, total quality management, leadership characteristics. (Prerequisite: BUSC101)

BUSC112 Office Practice I**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course introduces the student to and provides the student with the training necessary to handle the basic manual and computerized administrative duties required for employment in today's office. (Co/prerequisites: BCPC101, BUSC102, BUSC106)

BUSC113 Office Practice II**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course reinforces and applies the administrative procedures introduced in the student's Keyboarding, Office Practice I, Introduction to Computers, Business Correspondence, and Word Processing courses. Through a variety of simulated office projects, students complete assigned tasks utilizing current office procedure and computer technology. (Prerequisites: BUSC112)

BUSC201 Human Resources Management**3 CLASS HOURS/3 CREDITS**

The purpose of this course is to familiarize the student with the scope and content of the personnel function. Through case analyses and lectures, this course studies the relationship between operating and personnel managers in employment planning, staff recruitment and selection, management training and development, performance appraisal and compensation, and the promotion of equal employment opportunities. (Co/Prerequisite: BUSC110)

BUSC204 Small Business Management**3 CLASS HOURS/3 CREDITS**

A study of management techniques as applied to small business. Includes requirements necessary in launching a new venture and managing an ongoing business. Topics covered include business plan development, computer applications, human resources, purchasing, marketing, taxation, and risk management and control procedure. Requires students to develop a comprehensive business plan for a new venture of their choosing which is presented as both an oral and written proposal. (Prerequisites: BUSC101, BUSC110)

BUSC240 Business Law**3 CLASS HOURS/3 CREDITS**

This course introduces the student to law as it relates to business and to consumers. It covers the federal and state court systems and administrative agencies. Emphasis is on civil law as it relates to contracts; however, crimes and torts, as well as commercial paper and types of business organization, will also be covered.

CLINICAL LABORATORY TECHNICIAN**CLTC110 Pathogenic Microbiology****3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

A pathogen is an organism or substance capable of producing disease. This course discusses the characteristics of common pathogenic microorganisms with emphasis placed on bacteria. Pathogenic parasites and fungal elements will be introduced. Methods of isolation from clinical specimens, recognition of pathogens, microscopic morphology, antimicrobial susceptibility testing, and standard reporting practices in a clinical laboratory will be presented. Laboratory sessions will support

lecture materials as they focus on safety measures in the microbiology laboratory and the importance of high quality technical skills. (Prerequisites: SCIC205, ALHC126)

CLTC111 Urinalysis 1 CLASS HOURS/3 LAB HOURS/2 CREDITS

This course introduces the study of the physical, chemical and microscopic tests performed as part of a routine urinalysis. A review of the structure and function of the urinary system is followed by the concepts of urine analysis relating to the identification of normal states and metabolic and genetic disorders. Laboratory analysis of body fluids are introduced including cerebral spinal fluid, serous, synovial, and amniotic fluids, as well as fecal and semen analysis. For all areas presented, clinical aspects of related diseases are incorporated into lecture and laboratory sessions. (Prerequisite: ALHC126)



CLTC112 Serology 1 CLASS HOURS/3 LAB HOURS/2 CREDITS

An introduction to basic serologic concepts, this course will cover immunity and associated laboratory applications. Discussions will include non-specific and specific immunity, antigen/antibody structure, function, classification and serologic reactions, biological immunologic responses and disease states representing classical immunologic concepts. (Prerequisites: SCIC111/SCIC201 & SCIC202, ALHC126)

CLTC120 Affiliation Microbiology 5 CREDITS

The student is placed in a clinical microbiology laboratory setting under the supervision of qualified laboratory personnel to practice learned skills and enhance their knowledge. This experience takes place for a six week, full-time, weekday schedule. (Prerequisite: ALHC126, CLTC110)

CLTC 121 Affiliation Urinalysis and Special Diagnostics 1 CREDIT

The students is placed in a clinical urinalysis laboratory setting under the supervision of qualified laboratory personnel to practice learned skills and enhance their knowledge. This experience takes place for one-week, full-time, weekday schedule. (Prerequisite: ALHC126, CLTC111)

CLTC201 Hematology 3 CLASS HOURS/3 LAB HOURS/4 CREDITS

Hematology is the study of blood and its components. This course is an overview of blood cell production, identification, function and changes seen in disease states. Included in this course is a hemostasis component that evaluates the human bodies mechanism to control bleeding and the factors involved. Diseases and conditions associated with abnormal blood pictures and coagulation disorders

are also presented. This course will also introduce the morphology and significance of cells found in various body fluids as they relate to pathogenic states. Lectures and laboratories incorporate discussions and practices of common hematologic procedures. (Prerequisite: ALHC126, CLTC112)

CLTC202 Immunohematology 3 CLASS HOURS/3 LAB HOURS/4 CREDITS

Immunohematology, also known as Blood Banking, is an in-depth study of the collection and storage of blood components, identification of blood group antigens and antibodies, hemolytic disease of the newborn, compatibility testing, component therapy, transfusion reaction investigation, quality control and problem solving. Tests used to accomplish the above tasks are discussed in lecture and practiced in laboratory sessions of this course. (Prerequisite: ALHC126, CLTC112)

CLTC203 Clinical Chemistry 3 CLASS HOURS/3 LAB HOURS/4 CREDITS

The investigation into the human physiology of enzymes, carbohydrates, lipids, proteins, electrolytes and hormones are an important function in a clinical laboratory in regards to the diagnosis and monitoring of disease states. Clinical Chemistry reviews the function of these chemicals and introduces clinical chemistry tests and instrumentation used for their identification and quantitation. Conditions and disease states associated with abnormal findings of these elements are also discussed in limited detail. Laboratory sessions support information provided in lecture as well as emphasizing the importance of accuracy and precision in testing. (Prerequisites: ALHC126, SCIC140)

CLTC 211 Affiliation Hematology 4 CREDITS

The student is placed in a clinical hematology laboratory setting under the supervision of qualified laboratory personnel to practice learned skills and enhance their knowledge. This experience takes place for four weeks, full-time, weekday schedule. (Prerequisite: ALHC126, CLTC201)

CLTC 212 Affiliation Blood Bank 3 CREDITS

The student is placed in a clinical blood bank laboratory setting under the supervision of qualified laboratory personnel to practice learned skills and enhance their knowledge. This experience takes place for four weeks, full-time, weekday schedule. (Prerequisite: ALHC126, CLTC202)

CLTC213 Affiliation Chemistry 3 CREDITS

The student is placed in a clinical chemistry laboratory setting under the supervision of qualified laboratory personnel to practice learned skills and enhance their knowledge. This experience takes place for four weeks, full-time, weekday schedule. (Prerequisites: ALHC126, CLTC203)

CLTC220 CLT Senior Seminar 2 CLASS HOURS/2 CREDITS

This capstone seminar will present the students with opportunities to explore and discuss their program experiences, while integrating the theoretical concepts with their clinical experiences. Activities will include guest speakers from a variety of laboratory related fields, development and evaluation of case studies and practice mock certification examinations geared to prepare the student for the life beyond the educational setting. (Co/prerequisites: All previous CLTC courses)

COMPUTER SCIENCE/NETWORKING/ WEB SITE DESIGN

CPTC101 PC Assembly/Operating Systems 2 CLASS HOURS/3 LAB HOURS/3 CREDITS

This course is designed to teach 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 and past operating systems to include Microsoft Windows and Red Hat Linux. The content of this course is intended to reflect the objectives of the industry recognized A+ certification.

CPTC103 Web Site Design

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This class introduces the student to the fundamental information needed to develop and maintain an Internet Web Site. Course content will include learning the fundamentals of Web page design, developing for different Web servers and browsers, developing familiarity with common Web development tools (XHTML, graphics, and style sheets), site management and emerging site considerations. (Co/Prerequisite: BCPC101, knowledge of windows or permission of instructor)

CPTC125 Application Programming

3 CLASS HOURS/3 LAB HOURS/4 CREDITS

This course provides students with the skills and knowledge to plan, enter, refine, and debug programs that solve typical business problems. The finished programs are compiled and packaged into stand-alone applications, which are then installed on personal computers for use by office workers who may have minimal computer skills. Although Visual Basic is used exclusively in the course, as students build complete, real-life, multiple-form applications, they learn fundamental programming concepts and techniques used in all programming languages. This is an introductory course and assumes no prior programming experience. This course material strictly follows Microsoft and universal programmer conventions for naming program elements, positioning controls, and configuring user access to program elements. This course sets a solid foundation for Microsoft's Visual Basic certification test. (Prerequisites: BCPC101 or permission of instructor)

CPTC175 Introduction to C++

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

In this course students will develop a basic understanding of the C++ programming language. Students will be able to design and implement simple programs dealing with numerical and string processing. They will be familiar with rudimentary input and output operations, algebraic manipulations, logical expressions and string manipulations. Students will also be exposed to the C programming language, which is a subset of the C++. In particular the students will learn bit manipulations. (Prerequisite: Appropriate Accuplacer score)

CPTC202 Introduction to JAVA

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

The JAVA programming language opens the doors to a cross platform Web based programming. The students will reinforce their basic programming skills and apply them to the Internet environment. The students will learn how to develop applications and applets, how to add active content to their Web pages and how to respond to user initiated events. They will learn how to develop Web user interfaces in a dynamic and responsive way. They will examine client server programming. All this will be accomplished in object Oriented Programming environment using Java SDK. (Prerequisite: CPTC175 (preferred) or CPTC125 or permission of instructor)

CPTC203 Introduction to UNIX

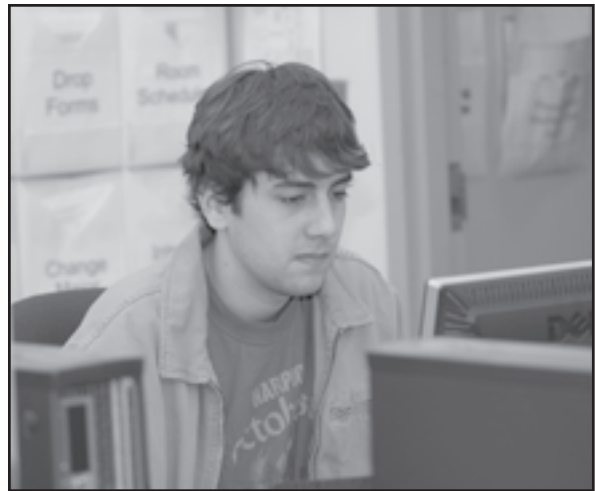
2 CLASS HOURS/2 LAB HOURS/3 CREDITS

The student will be able to perform ordinary tasks in the UNIX operating systems. This includes user management, management of files and directories, use of an editor, command execution and process management. The student also learns to customize the work environment, use UNIX utilities, and learn simple scripting. (Co/prerequisites: BCPC101, knowledge of Windows or permission of instructor)

CPTC204 Administering Windows Servers

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This course covers the skills and knowledge to install, configure, administer and support the primary services in the Microsoft Windows Server operating system. The course begins by examining basic systems administration procedures and continues with the creating and management of Windows Server User, group and computer accounts, the sharing of system resources and the installation and maintenance of system hardware. (Prerequisite: CPTC205)



CPTC205 Networking Basics (CCNA 1)

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This course introduces the basic concepts and principles that underlie computer networking using the Open Systems Interconnection (OSI) model and the TCP/IP protocol suite. It presents an overview of networking terminology, examines the different networking topologies and architecture, 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. (Prerequisite: CPTC101)

CPTC206 Internet Scripting/Active Server Pages

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

The student is introduced to programming using VBScript in an Active Server environment. This course focuses on the fundamentals of scripting with an emphasis on Active Server Page development. Students learn to program applets and applications for use on the Internet as well as database connectivity to the Internet. (Prerequisites: CPTC103 and CPTC125 or CPTC175)

CPTC209 UNIX System Administration Using Linux

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This course will teach the student 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 interface 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. TCP/IP will be examined from the system administrator's point of view and from the point of view of setting up firewalls. (Prerequisite: CPTC203)

CPTC210 Advanced Windows Servers

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

This course is a continuation of CPTC204, Administering Windows Servers. The course covers the skills and knowledge necessary to configure, manage and troubleshoot a Microsoft Server network infrastructure, including such protocols as DHCP, DNS and IPSEC. The student will also utilize a number of monitoring tools provided by the operating system. (Prerequisite: CPTC204)

CPTC212 Computer Network Security**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course offers in-depth coverage of all current risk and threats to an organization's data along with a structured way of addressing the safeguarding of these critical electronic assets. It provides the theoretical and historical background necessary to understand the various types of risks as well as the hands on, practical techniques for working in the security field. This course is intended to serve the needs of individuals interested in understanding the field of computer network security and how the field relates to other areas of Information Technology. The material in this course will provide the broad-based knowledge necessary to prepare students for further study in specialized security fields. This course is also intended to serve the needs of individuals seeking to pass the Computer Technology Industry Association's Security certification exam. (Prerequisites: CPTC205, or permission of instructor)

CPTC215 Routing Fundamentals (CCNA 2)**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course is a continuation of Networking Basics, with increased focus on the installation and configuration of local and wide area networks. Topics include physically connecting LANs and WANs to Cisco routers, implementing static and dynamic routing using the Cisco IOS and troubleshooting routing problems. Access Control Lists provide an introduction to the creation of firewalls. (Prerequisite: CPTC205)

CPTC223 Advanced Programming Seminar**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course continues the student's understanding and skill in the use of the structured programming language Visual Basic. Data structure, library files and extended functions are covered in accordance with modular programming principles. Object oriented programming theory and skills are applied with particular emphasis on classes, members, methods, and functions. Students develop typical application features such as custom toolbars and status bars, error-handling, on-line user assistance, and collections. ActiveX, ADO databinding, Internet Web pages, and COM component creation and manipulation are also covered. This course completes the students' preparation for Microsoft's Visual Basic Certification test. Students passing this test will be Microsoft Certified Professionals. (Prerequisite: CPTC125)

CPTC225 Intermediate Networking (CCNA3/4)**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course is a continuation of Routing Fundamentals. There are three major components: intermediate routing, Ethernet switching and Wide Area Network services. Intermediate routing includes RIP, version 2, single area OSPF, and EIGRP. In addition to basic networking configuration, virtual LANs are created and trunking is implemented between switches. WAN services such as T1, ISDN, Frame Relay and PPP are examined. (Prerequisite: CPTC215)

CPTC290 Computer Science Internship 9 LAB HOURS/3 CREDITS

The internship program allows the student to practice 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. (Prerequisite: substantial completion of all Computer Science program courses and approval of the internship coordinator)

CRIMINAL JUSTICE**CRJC101 Introduction to Criminal Justice****3 CLASS HOURS/3 CREDITS**

This course presents the history, development and current status of the criminal justice system in the United States and the challenges it faces in light of current trends and events.

CRJC102 Criminal Procedure**4 CLASS HOURS/4 CREDITS**

This course includes the case analysis of the development of Federalism, the separation of powers, the role of federal and state courts in constitutional development, and contemporary development and control.

CRJC110 Public Administration**3 CLASS HOURS/3 CREDITS**

This course discusses the growth of the public sector and the methods by which this sector can be managed. Topics include public management techniques, effective decision-making, civil service, budgeting, public organizations, and the politics of public sector administration.

CRJC111 Criminal Law**4 CLASS HOURS/4 CREDITS**

This course will explore the history and development of criminal law as a form of social control. Included is the evolution of criminal law from civil law and the relationship between common and statutory criminal law. Emphasis is given to the substantive aspect of criminal law and how it differs from civil law.

**CRJC112 Juvenile Justice Administration****3 CLASS HOURS/3 CREDITS**

Theories, causation and prevention programs will be studied in this course. Rehabilitation theories and treatment programs of public institutions and public and private agencies are included. Case studies are made available to the student for analysis. Adolescent behavior, peer pressure, and the role of the family will be examined.

CRJC201 Criminology**3 CLASS HOURS/3 CREDITS**

An in-depth analysis and evaluation of criminal behavior. Street crime, organized crime and occupational crime will be discussed. The student will learn to investigate, categorize, and describe the theories of criminality and social control.

CRJC202 Police Operation**3 CLASS HOURS/3 CREDITS**

This course covers the principles of police organization, administration, and community policing, as well as the selection, training, promotion and socialization of officers. Students will explore the society as part of the criminal justice system. The course will also examine issues involving the influence of research, police deviance, minorities, the use of force, and the general hazards of police work.

CRJC203 Correction Operations**3 CLASS HOURS/3 CREDITS**

This course is a study of 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.

CRJC204 Crisis Intervention in Criminal Justice

3 CLASS HOURS/3 CREDITS

This course focuses on the emotional aspects of individuals involved in a crisis situation. Coverage is given to the theory and management of specific situations such as stress, death and dying, drug abuse, suicide, sexual assault, disasters and violence. Consideration is also given to the functions and legalities of the mental health system. (Prerequisite: PSYC101)

CRJC210 Drug Abuse and the Law

4 CLASS HOURS/4 CREDITS

In the first part of this course, the historical use of the major drug groups (including alcohol) will be reviewed. In the second part, the reaction of the criminal justice system to illegal involvement with drugs and alcohol and methods of treating substance abusers will be reviewed.

CRJC211 Justice and the Community

3 CLASS HOURS/3 CREDITS

This course deals with the interaction of the various components of the justice system with the community. It involves an analysis of the way the work of police departments, courts, correctional institutions and community corrections agencies appear to the public. The image of the justice system in the media is examined: specific attention is paid to the issues of the young minorities and community organizations.

CRJC290 Criminal Justice Internship

9 LAB HOURS/3 CREDITS

The student will spend 120 hours of individual instruction and guidance at an approved internship site in addition to lectures within the classroom setting. (Pre/Co-requisites: completion or enrollment in all other CJ courses.)

CRJC291 Criminal Justice Senior Project

3 CLASS HOURS/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 outlines. (Pre/Co-requisites: completion or enrollment in all other CJ courses.)

DEPARTMENT OF INSTRUCTIONAL SERVICES

***ISVC011 Reading Strategies**

3 CLASS HOURS/3 CREDITS

This is a preparatory course designed to develop the comprehension skills, critical thinking skills and vocabulary skills necessary for reading college level materials and textbooks. Credits do not apply toward degree requirements. (Prerequisites: Accuplacer Reading score of 38, Sentence Skills score of 42, or completed waiver form)

***ISVC012 Developmental Math**

3 CLASS HOURS/3 CREDITS

This course is designed to be a preparatory course for those students with anxiety toward mathematics, gaps in their learning history, or for those students who need a review of basic mathematical operations before taking Algebra I. Math concepts to be reviewed will be: Whole Number Operations, Fractions, Decimals, Percents, Units of Measurement, Signed Numbers, and Introductory Algebra. (Prerequisites: Minimum Accuplacer Score in Arithmetic 34-63 or written permission of instructor)

***ISVC016 Algebra I**

3 CLASS HOURS/3 CREDITS

Students will begin the course with a review of exponents, order of operations, and evaluation of expressions. Next will be graphing, the Cartesian coordinate system and the distance formula. The straight line and various methods of solution of two simultaneous linear equations will be investigated. Linear inequalities will also be solved analytically and graphed. Students will investigate higher order polynomials by learning to factor trinomials, complete the square, and solve quadratic

equations. Applications (word problems) will be integrated throughout the course and in particular, the process of solving problems will be stressed. The graphing calculator will be used frequently. (This course does not meet degree requirement.) (Prerequisites: Accuplacer Arithmetic score of 64, Algebra score of 36, Developmental Math or completed waiver form.)

***ISVC030 Introduction to Chemical Principles**

2 CLASS HOURS/2 CREDITS

This course is a conceptual introduction to the basic principles related to the structure of matter and the nature of chemical reactions. Particular attention will be given to the types of reactions that apply to the health field. Since this course is high school level chemistry course, credits earned will not count towards graduation requirements.

***ISVC050 Directed Study**

1-3 CREDITS

Directed Study is an independent, student directed course designed to remediate basic writing, spelling and vocabulary skills. The Directed Study action plan prescribes competencies to be mastered during the course. Each Directed Study course is designed on an individual student basis and a faculty mentor will be assigned to monitor student progress. Directed Study courses may range from 1-3 credits depending on the number of competencies to be mastered and the length of time needed to master them. A variety of resources and instructional methodologies may be used to facilitate the learning process. (Prerequisite: permission of Instructional Services Chair)

***ISVC098 Introduction to College Composition**

3 CLASS HOURS/3 CREDITS

Students taking Introduction to College Composition learn to utilize the steps of the writing process including pre-writing, drafting, revising, and proofreading. To stimulate an interest in writing and the writing process, students are encouraged to write on topics that are personally meaningful. Using both short and full-length writing assignments, students concentrate on finding unity, logical order, and clarity in their writing. In addition, students are re-introduced to many of the fundamental concepts of writing via a review of parts of speech, grammar, mechanics, and proper sentence construction. Furthermore, emphasis is placed on developing sentence variety, eliminating awkward and wordy constructions, and identifying incomplete and incorrectly joined sentences, students taking Introduction to College Composition must receive a grade of C or better to advance to College Composition I. (Co/Prerequisites: Appropriate Accuplacer Reading score of 56 and Sentence Skills score of 42)

***ISVC101 Success Strategies**

1 CLASS HOUR/1 CREDIT

This course is designed to increase the student's ability to succeed in a learning environment. Focus will be on assisting the student to develop academic, social, and interpersonal skills. The content will include: communication, organizational and time management skills, learning styles, and study skills strategies. College and community resources, along with issues related to a healthy lifestyle, will also be discussed. A variety of teaching methodologies will be used to facilitate the learning process. (Prerequisite: Accuplacer Reading score of 38 or completed waiver form.)

*** Credits do not count toward graduation requirements.**

ISVC110 Service Learning Experience I

1 CLASS HOUR/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 community service. The focus of the service projects will be to facilitate and enhance academic learning. Students will commit to a sustained community service project with the approval of faculty for a minimum of 16 hours for the semester and will participate in reflection

tion seminars that take place bi-weekly throughout the semester. A variety of teaching methodologies will be used to facilitate expression of new learning. A summative portfolio will be used for students to provide evidence of project success and learning.

ISVC111 Service Learning Experience II

1 CLASS HOUR/1 CREDIT

This course will be a continuation of the Service Learning experience for students who have successfully completed ISVC110. This course will allow students to continue to support an established service project and or mentor beginning Service Learning students. The student will commit to a sustained community service or mentoring objective for a minimum of 16 hours over the course of one semester. Students will participate in reflection seminars that will take place throughout the semester. A variety of teaching methodologies will be used to facilitate expression of new learning. A summative portfolio will be used to provide evidence of project success, learning and or leadership experiences. (Prerequisite: ISVC110 or permission of instructor)



C. Bean Doran (right)
Chair – Department of Instructional Services
The Learning Center

“The Learning Center, located in rooms 234 and 236, is the academic support center of the college. Its purpose is to provide services to all enrolled students in meeting the academic rigor and challenge of the college curriculum. The faculty members of the department work diligently to provide an excellent peer tutoring program, effective test-taking strategies workshops, ESL services and disabilities services. Students tell us that the services we offer have helped them become better adult students.”

EARLY CHILDHOOD EDUCATION

EDUC101 Foundations of Early Childhood Education

3 CLASS HOURS/3 CREDITS

An overview of the historical and philosophical roots of the early childhood education profession, this course includes a survey of models of early care and education as well as the range and diversity of early childhood programs. Current issues and trends along with challenges and opportunities within the field are highlighted. The multi-faceted role of the early childhood educator will be emphasized.

EDUC102 The Growth and Development of the Young Child

3 CLASS HOURS/3 CREDITS

This course examines the growth and development of young children, birth through age 8 years. Sequences of development within the following major domains are studied: physical/motor, emotional/social, and cognitive/language/literacy development. In addition, individual differences and multiple, interacting influences on children's growth and development are considered.

EDUC103 Health, Safety, and Nutrition For The Young child

3 CLASS HOURS/3 CREDITS

An in-depth look at the inter-relationship between health, safety and nutrition issues in early childhood educational settings, this course explores the knowledge and skills early childhood educators need in order to promote the well-being of young children, birth through age 8 years. Topics covered include health promotion, educational experiences, communicable illnesses, safety management, and meals and food safety.

EDUC104 Curriculum For Early Childhood Care and Education

3 CLASS HOURS/3 CREDITS

An exploration into the process of early childhood planning, with special emphasis on the role of environment, curriculum theories, approaches, and trends, and ongoing observation and documentation. Attention is paid to selecting and developing suitable materials, along with developmentally appropriate practices. The cycle of planning, implementing, and evaluating learning experiences is examined and practiced. This course will enhance the student's ability to work creatively in all curriculum areas. (Prerequisite: EDUC101, EDUC102, or permission of program director)

EDUC105 Children With Special Needs and Their Families

3 CLASS HOURS/3 CREDITS

This course will examine the child with a special need in the family context and in an inclusionary child care setting. It will provide an overview of the most common exceptionalities and the standard interventions relating to them. Emphasis will be on observation, screening, assessment, family-centered early supports and services, natural environments, individualized education plans, inclusive education, community resources, and family issues. (Co/prerequisite: EDUC102 for Early Childhood Education students)

EDUC190 Practicum I

3 CREDITS

This course provides the student with direct, experiential learning in a professional child centered environment. Each student will be actively involved in the children's learning at all levels, within the realm of the selected site. Emphasis will be placed on the student learner's interactions with the children, parents, and professionals that will be encountered in the experience. Focus will be placed on various theories related to the practice of early childhood education. The instructor in order to support and review the student's experiences on the site will facilitate ongoing communication with the student. A minimum of 125 hours will be completed at the practicum site. (Co/Prerequisites: EDUC101, EDUC102, EDUC103, EDUC104 or Permission of Program Director)

EDUC200 Developmentally Appropriate Programs for Infants and Toddlers

3 CLASS HOURS/3 CREDITS

A study of important influences on infant and toddler development, with emphasis on the role and responsibilities of parents and childcare providers in creating high quality, supportive environments, with sensitivity to attachment and the importance of communication skills in nurturing positive parent/teacher/child relationships.

EDUC201 Organization and Management in Early Childhood Education

3 CLASS HOURS/3 CREDITS

A survey of organization and management of early childhood programs and/or child care centers. Emphasis will be on learning how to plan, organize, manage and evaluate programs and facilities for children;

exploring the dimensions of record keeping; federal and state funding; licensing procedures; hiring, motivating and evaluating staff; and parent involvement.

EDUC203 Emergent Literacy Development of Young Children
3 CLASS HOURS/3 CREDIT

This course examines the emergent literacy development of young children, birth through age 8. Students will explore the environments and experiences that support and foster young children's emerging abilities to listen, speak, read, and write. Special emphasis will be given to conducting authentic assessments, forming partnerships with families, and selecting quality materials. The multiple roles and responsibilities of the early childhood educator are woven throughout the course. This course requires observation hours in an approved early childhood setting.

EDUC206 Developmentally Appropriate Programs for School Age Children
3 CLASS HOURS/3 CREDITS

The role and responsibilities of early childhood educators and child care providers in creating developmentally appropriate experiences for school-age children will be addressed. Discussion will include an integrated approach to language, reading, math and science and the arts for the primary classroom and activities such as clubs, projects, hobbies, music games and other themes suitable for after-school care programs. The importance of communication in building partnerships between home, school and community will be emphasized

EDUC220 Practicum Seminar **1 CLASS HOURS/1 CREDIT**

This course provides a seminar for guided student exchange on trends, issues and personal experiences in Early Childhood education related to the Practicum II experience. (Co/Prerequisites: EDUC190, EDUC290)

EDUC290 Practicum II **3 CREDITS**

The student will work in an approved setting under the supervision of an early childhood professional. The student will have the opportunity to apply enhanced skills and become involved in the management of the early childhood setting. Ongoing communication opportunities facilitated by the practicum coordinator are planned to support and review the student's experience. Periodic conferences between the site supervisor and the practicum coordinator are scheduled to monitor and evaluate student progress. Students must complete a major project and submit documentation relating theory to practice in the chosen field of experience. A minimum of 125 hours will be completed at the practicum site. (Co/Prerequisites: EDUC190, EDUC220)

EDUN124 Family Child Care Curriculum and Environment
3 CLASS HOURS/3 CREDITS

An in-depth look into the home environment and the process of early childhood planning for multi-age groupings of children through age eight. The role of the environment as well as various curriculum programs will be explored and evaluated. Emphasis will be placed on developing positive growth in children through instructional and play materials, along with methods of evaluating the environment to ensure optimal opportunities for nurture and play. Participants will experience and broaden their own creativity and imagination through learning activities that can be applied to their home settings.

EDUN130 Family Child Care Business Management
3 CLASS HOURS/3 CREDITS

This course will review the fundamentals of sound business practices as they relate to the running of a successful Family Child Care business. Emphasis will be on designing of business plans, budgeting, insurances, effective business policies, contracts, pricing, marketing, customer relations, purchasing, financial, legal, and Licensing regulations and reports, small business management and related record keeping.

GENERAL EDUCATION/LIBERAL ARTS

ENGLISH

ENG102 College Composition I **3 CLASS HOURS/3 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 prewriting through drafting, revising, and editing. Students become aware of the variety of strategies, behaviors, habits, and attitudes and choose those that help them improve. Writing nonfiction from personal experience and observation as well as from library and electronic sources, students gain confidence and learn basic writing principles. (Prerequisite: Accuplacer Sentence Skills score of 78.)

ENG110 Writing Workshop **2 CLASS HOURS/2 CREDITS**

Writing Workshop provides a challenging but supportive environment in which student, faculty, and staff writers determine and pursue individual writing goals. Past writing has ranged from book reviews, research writing, editorials, proposals, and technical pieces to poems, stories, memoirs, and personal essays. Participants present their work for discussion, and they read and respond to drafts presented by others in the group. Workshop discussion focuses on process, interpretation, craft and problem-solving. (Prerequisite: ENG102 and ENG201 or permission of instructor.)

ENG200 Grammar For Writing **3 CLASS HOURS/3 CREDITS**

Grammar is studied in relationship to the content and structure of writing. Examples will be elicited from student and professional writers so that actual grammar patterns in their breadth and variation can be analyzed, evaluated, and practiced. (Prerequisite: ENG102)

ENG201 College Composition II **3 CLASS HOURS/3 CREDITS**

College Composition II builds directly on the skills and attitudes developed in College Composition I. Students will reach beyond personal knowledge toward expertise through research. Writing a variety of academic papers with strong emphasis on a research essay, students become active investigators, synthesizing traditional sources and personal expertise in order to combine insight and evidence. (Prerequisite: ENG102).

ENG202 Meetinghouse Readings **3 CLASS HOURS/3 CREDITS**

In Meetinghouse Readings students become active investigators attending live presentations by prominent writers, reading works by those writers, and meeting to explore both the relationship between how writers present themselves in person and in their works and the differences between experiencing work in person and on the page. The Meetinghouse Readings rank among the nation's most successful grassroots literary programs. The readings celebrate literacy and literature, particularly the literature of northern New England, and are inspired by the examples of old-time Chautauqua meeting and the



great reading tours of Dickens and Twain. Over the years, reading schedules have featured National Book Award and Pulitzer Prize winners as well as writers whose reputations are just emerging. Past readers include nationally prominent poets and writers whose works are often set in and about the small towns in northern New England, writers such as Grace Paley, Andre Dubus, Donald Hall, Michael Dorris, Louise Erdrich, Sydney Lea, Mark Doty, Charles Simic, Alice Munro, Ernest Hebert, Rosellen Brown and many other writers from the region and beyond. The readings and discussions will be held in Canaan's historic and beautiful 1793 Meetinghouse. (Prerequisite: ENGC102 or permission of instructor)

ENGC206 Creative Writing 3 CLASS HOURS/3 CREDITS

This course puts emphasis on discussion of student works of both fiction and poetry 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: ENGC101)

ENGC231 Reading Modern Poetry 3 CLASS HOURS/3 CREDITS

With an emphasis on poetry written in the twentieth century, students will become familiar with a wide range of poems. Through careful reading, discussion, and short written essays, students will consider why poems are important and how they address our lives on levels both personal and social. Students will look at poems from two perspectives, those of reader and writer, encountering questions such as how a poem is made, what tools a writer uses to shape it, as well as what the reader can bring to the poem. Working as individuals and in small groups, students will discover how to enjoy and to talk about poems as works of art that enrich all our lives. (Prerequisite: ENGC102 or permission of instructor)

ENGC232 Reading Short Fiction 3 CLASS HOURS/3 CREDITS

In this course, students will read, analyze, interpret, discuss, and write about short fiction. Readings will include various forms of the story, as well as stories from different culture, countries and centuries. Emphasis will be on the close, careful reading of text, and students will be introduced to the concepts and terminology of prose literature, including plot, conflict, characterization, theme, point of view, and imagery. This course meets the requirement for the second 3 credits of English. (Prerequisite: ENGC102)

ENGC235 Poetry Workshop 3 CLASS HOURS/3 CREDITS

Building on writing principles and critiquing abilities learned in College Composition I, 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. This course meets the requirements for the second course in English. (Co/Prerequisite: ENGC231 or permission of instructor)

ENGC236 Fiction Writing Workshop 3 CLASS HOURS/3 CREDITS

Building on writing principles and critiquing abilities learned in College Composition I, students will begin to explore the art of creating a successful short story. Through reading a variety of established voices in contemporary fiction, completing writing exercises both in and out of class, and participation in workshop discussion, students will develop a sense of the basic tools of fiction. With an emphasis on sharing work and giving constructive criticism, this class will enable students to make choices about drafting and revising their stories and to develop their own individual style. A final portfolio of revised and polished stories representative of the semester's work will be completed. (Prerequisite: ENGC102)

ENGC237 Advanced Poetry Writing Workshop

3 CLASS HOURS/3 CREDITS

This upper level course is meant to allow students who have experience with a poetry writing workshop environment to further their art. Students will be required to critique poems using vocabulary and critical reading skills developed in ENGC235, and to participate in intensive in class writing exercise as a way to garner ideas. The course will focus on further development of individual style and voice and on a closer examination of poetic devices and their use. Students will be expected to view growth in the broader sense, through poem to poem development, revision choices and the influence of outside work by established poets. A final portfolio of revised and polished poems representative of the semesters work will be completed. (Prerequisite: ENGC235)

ENGC240 American Literature to 1877 3 CLASS HOURS/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: ENGC102)

ENGC241 American Literature: 1877 to Present

3 CLASS HOURS/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: ENGC102)

ENGC249 Sarah Josepha Hale Award Writers

3 CLASS HOURS/3 CREDITS

Since Robert Frost accepted the first Sarah Josepha Hale Award medal, distinguished writers associated with New England (including 18 who have been awarded 24 Pulitzer Prizes, 3 National Book Awards, and 1 Newbery Medal) travel to Newport NH to accept the Richard's Library annual literary award. Sarah Josepha Hale Award Writers builds directly on the skills and attitudes developed in College Composition I. Students will reach beyond personal knowledge toward expertise through research on challenging writers and reflection about connections between the works and responses to the works. Writing a variety of academic papers with strong emphasis on a final research essay, hearing library tapes of various award lectures, and attending live readings by award writers, students become active investigators, seeking evidence to synthesize personal expertise and the insights of the Sarah Josepha Hale Award Writers. (Prerequisite: ENGC102)

ENGC280 Nobel Literature Laureates

3 CLASS HOURS/3 CREDITS

The Nobel Prize in Literature is awarded to "the person who shall have produced in the field of literature the most outstanding work of an idealistic tendency." Since the first Nobel prize in literature was awarded in 1901, Nobel Laureates have been recognized as the finest international writers who celebrate the human spirit. Through comparative literary study of Nobel Laureates, students will portray a global view of the best in contemporary world literature. (Prerequisite: ENGC102 and a literature elective)

ENG286 Children's Literature 3 CLASS HOURS/3 CREDITS

This course presents children's literature from infancy to adolescence. The course utilizes a transactional view of reading and a variety of writing assignments. Students will examine a wide range of genres in order to develop their abilities to appreciate, critique, and select high quality children's literature. Students will also become familiar with resources available on children's literature and will discuss current issues and trends in the field. (Prerequisite: ENG102)

HUMANITIES**HUMC109 Introduction to Philosophy****3 CLASS HOURS/3 CREDITS**

This course is an introductory survey covering various components of philosophy including Epistemology, Metaphysics, Materialism, Realism, Pragmatism, Logic, Idealism, Existentialism and Aesthetics. This will include classical original, interpretation, development and modern application of these concepts.

HUMC110 The Humanities in Western Culture**3 CLASS HOURS/3 CREDITS**

This interdisciplinary course in Western culture integrates the arts of literature, painting, music, sculpture, film, and the discipline of philosophy. In order to better understand why we are the way we are, our studies are centered on our cultural heritage—from Greece, early Christianity, and the Renaissance to the present day. The course involves students and teacher in an analysis of the human issues and achievements in Western culture in an attempt to make sense of the universe. Attention will be given to the following universal concepts in human thought: search for freedom, search for truth, search for beauty, identity with God, identification with the natural world, and relationship with society. Seminar participation, several short papers and final examination are required.

**HUMC201 The Making of the Modern World: Themes in Western Civilization****3 CLASS HOURS/3 CREDITS**

This interdisciplinary course approaches the main themes which have shaped Western Civilization since the 1800's. Topics include the scientific revolution, classical liberalism, fascism, and war. The course incorporates the use of film and multi-media as a way of focusing on particular themes and issues. (Prerequisite: HUMC110)

HUMC210 Filming The Vietnam War: The Hollywood Chronicles**3 CLASS HOURS/3 CREDITS**

"Even in Vietnam – wasn't the intent to restrain forces of incivility? The intent. Wasn't it to impede tyranny, aggression, repression? To promote some vision of goodness? Oh something had gone terribly wrong. but the aims, the purposes, the ends – weren't they right?" "Going After Cacciato" Tim O'Brien. "Do we get to win this time?" John Rambo. "When the legend becomes fact print the legend." (The Man Who Shot Liberty Valance) Hollywood always had its own way of chronicling history, this

pictorial chronicle portrays a mystic world where myth and reality are tightly twined, neither easily separated. Hollywood's chronicle of the Vietnam War was no different. However unlike Hollywood's plethora of WWII war films, only one film "The Green Berets" starring Producer, Director John Wayne, was produced by Hollywood during the Vietnam War. Ten years later, two years after the fall of Saigon, the Vietnam War filled the silver screen with gore, bloodshed and angst. This tells us something about the American people's turbulent divisive opinions on the war. With the unexpected defeat of a technologically superior nation state by a technologically inferior, smaller nation state, the American psyche suffered distressing wounds leaving behind unsightly scars as a harsh reminders of those jolting dark days. Hollywood's Vietnam War Films chronicle the psychological traumatizing affects of the war both on the "home front" and "in country." The purpose of this course is to critically view Vietnam War films in order for the students to analyze Hollywood's discourse on the war. In conjunction with uncovering the underlying meaning of the Vietnam War films, the students will study the physical geography of Vietnam and survey the historical memory of the Vietnam War and compare the two war chronicles for the purpose of seeing more clearly the legacies of a lost war. Since the course is a seminar, students will share their findings and thoughts with one another formulating an oral analytical text of the Vietnam War. Students will be evaluated on discussions and several short position papers. (Prerequisite: 100 level Humanities courses)

HUMC245 Native People: An Ethnohistorical Perspective**3 CLASS HOURS/3 CREDITS**

Native People inhabited what is now the United States for more than 20 millennium prior to the European "discoveries", explorations, invasion, conquest, and colonization of the Americas. Our study begins with an examination of the indigenous cultures; myths, music, art, and religion. The course investigates the underlying causes and issues of 500 years of perpetual conflict and warfare between the Native People and the Euro-Americans. Since film is so pervasive in American society and so influential in molding American minds, the study closes with the screening of "Dances With Wolves" to examine the popular portrayal of Native People's image in the movies. Course requirements include participation and several position papers.(Prerequisite: 100 level Humanities course)

MATHEMATICS**MTHC106 Statistics****4 CLASS HOURS/4 CREDITS**

This course begins with a discussion of the differences between descriptive and inferential statistics. Next, the different types of data and the rudiments of statistical distributions are examined. This leads quite naturally into probability theory and probability distributions. After which much time is spent on the normal distribution and applications. Linear regression analysis is also included. The course is meant to be as experiential as possible with students doing statistics projects during the semester.(Prerequisites: Satisfactory placement score or successful completion of ISVC016, or permission of instructor)

MTHC110 Algebra and Trigonometry 4 CLASS HOURS/4 CREDITS

Students will begin the course with a review of linear equations and analytic geometry. Covered next will be the solution of simultaneous linear equations with applications. Polynomials and quadratics in particular will be discussed with the emphasis on roots of equations. Completing the square will be included with quadratics and conic sections will also be investigated. The course will finish with an introduction to trigonometry, inverse trig functions and some vector analysis if time permits. Much use will be made of the graphing calculator. Applications will be integrated throughout the course and particular attention will be paid to the process of problem solving. (Prerequisite: Satisfactory placement test score, or successful completion of ISVC016, or permission of instructor.)



MTHC115 Finite Mathematics 4 CLASS HOURS/4 CREDITS

Topics will include linear models, matrix theory, linear programming, combinations, and math of finance. (Prerequisite: Satisfactory placement test score, successful completion of ISVC016 or equivalent, or permission of instructor)

MTHC120 Precalculus 4 CLASS HOURS/4 CREDITS

Students will begin the course with a general discussion of the concept of a function and the inverse of a function - eventually applying these concepts to trigonometric, polynomial, and logarithmic functions. Complex variables including DeMoivre's theorem and the connection to vectors will be discussed. Copious examples from science, technology and business will be included and the emphasis will be on critical thinking and the process of problem solving. Use of the graphing calculator will be integrated throughout the curriculum. (Prerequisite: Satisfactory placement test scores, MTHC110 or permission of instructor)

MTHC210 Calculus I 4 CLASS HOURS/4 CREDITS

Calculus I will provide the student with a review of pertinent analytic geometry and functions and the concept of an inverse of a function. It will then move on to limits, differentiation, and integration. The emphasis will be on experiential learning, concepts, and problem solving. (Prerequisite: MTHC120 or equivalent or permission of instructor)

MTHC211 Calculus II 4 CLASS HOURS/4 CREDITS

Calculus II begins with a review of the major topics of differentiation rules and integration from Calculus I. Those basics are built upon by applying those rules to some transcendental functions; such as trigonometric, inverse trigonometric, and logarithmic and exponential functions. Parametric equation, infinite series, and an introduction to differential equations follow. The course is experiential by nature in that students will perform experiments that test and illuminate the theory. These experiments will help to demonstrate that the mathematics is often inspired by physical observations. Throughout the course, connections between topics will be presented and discussed. (Prerequisite: MTHC210 or permission of instructor)

MTHC212 Multivariate Calculus 4 CLASS HOURS/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. (Prerequisites: MTHC211 or permission of instructor)

MTHC215 Linear Algebra 4 CLASS HOURS/4 CREDITS

This course contains both the theory and computational skills needed to study vector spaces, linear transformations, diagonalization, eigenvalues and orthogonality. Students are expected to develop the ability to reason through and coherently write up proofs of theorems as well as develop computational skills. (Prerequisite: MTHC211 or permission of instructor)

MTHC216 Math Language, Logic and Proof 4 CLASS HOURS/4 CREDITS

Students will be familiarized with the language of mathematics and learn how to use it in writing mathematical proofs. Various methods of proof will be presented, and students will be expected to demonstrate a level of proficiency in their utilization. Fundamental concepts in the areas of set theory, number theory, relations and functions, and logic will be discussed and proved. (Co/prerequisite: MTHC211 or permission of instructor.)

MTHC217 Probability and Statistics 4 CLASS HOURS/4 CREDITS

This course begins with a discussion of the differences between descriptive and inferential statistics, the different types of data, and the rudiments of statistical distributions. Classical probability theory and probability distributions are discussed in general. Specific probability distributions appropriate to discrete data and continuous data are developed in detail. Estimation, hypothesis testing, and applications provide "real life" examples. Linear relationships, and regression analysis provide another means to make predictions and show correlations. (Prerequisite: MTHC210, MTHC211, or permission of instructor)

MTHC220 Elementary Differential Equations 4 CLASS HOURS/4 CREDITS

This first course in Differential Equations studies the theory, solutions, methods, and applications of ordinary differential equations. It includes separable variables, homogeneous equations, integrating factors, higher order differential equations, Laplace transforms, numerical methods, and applications. (Prerequisite: MTHC211)

SCIENCE

SCIC101 Biology I 3 CLASS HOURS/3 LAB HOURS/4 CREDITS

A course in the scientific study of living things: their fundamental processes; their unity and diversity; and connections to everyday lives.

SCIC102 Biology II 3 CLASS HOURS/3 LAB HOURS/4 CREDITS

A continuation of SCIC101. Study of evolution, biological diversity, plant form and function, animal form and function; ecology. (Prerequisite: SCIC101)

SCIC105 Conduct of Science 2 CLASS HOURS/3 LAB HOURS/3 CREDITS

Conduct of Science is a Physical Science course. This course is a basic science course, not a course about basic science. The course provides the student the opportunity to be immersed in science experientially. Major emphasis is placed on the learner demonstrating understanding via experimentation. Topics included are observation and description, controlled experiments, multi-element experiments, hypothesis development, model development, scientific measurement, graphing techniques, and scientific reasoning. Basic scientific tools are utilized with attention to expected accuracy and precision.

SCIC111 Basic Anatomy and Physiology 4 CLASS HOURS/4 CREDITS

This is an introductory course in the structure and function of the human body, stressing normal anatomy with emphasis on normal homeostatic functions and relationships of each system.

SCIC112 Topics in Human Biology**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course is in part an overview of the structure and function of the systems of the body including how they interact to maintain health. A substantial portion of the course deals with such relevant topics as inheritance, nutrition, evolution, aging and fundamental differences between men and women. The laboratory component consists of exercise typical of a human biology course that explores the structure and function of the human body and include dissection of a small mammal and examination of a mammalian heart and brain.

SCIC115 Astronomy**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course is an introductory Astronomy course offered in an experiential mode. The course will consider theories of the origin of the universe, our galaxy, as well as the structure and mechanics of our solar system. Stars, including our sun, nebula and galaxies will be investigated. Comets and asteroids will be included. Navigation on the celestial sphere as well as basic spectroscopic skills will be explored. Naked eye observations, binocular use as well as some telescope work will be integrated into this experience.

SCIC130 Physics I**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

A study of elementary classical physics with emphasis on the application of physical principles to problem solving. Topics include linear and projectile motion, Newton's laws translational and rotational equilibrium, work and energy, momentum, circular and rotational motion, and mechanical properties of matter. (Prerequisites: MTHC110 or permission of instructor)

SCIC131 Physics II**3 CLASS HOURS/2 LAB HOURS/4 CREDITS**

A continuation of the study of elementary classical physics with emphasis on the application of physical principles to problem solving. Topics include simple harmonic motion, waves, thermodynamics, electricity and magnetism and geometrical optics. If time permits, some modern physics topics may be discussed. (Prerequisite: SCIC130 or permission of instructor)

SCIC140 Chemistry I**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This is the first course of a two-course sequence. This course presents the basic principles, laws and theories of chemistry. Atomic structure, bonding, chemical nomenclature, and chemical reactions are investigated. The behavior of solutions, basic acid-base theory, stoichiometry and the behavior of gases are explored. (Prerequisite: Minimum Accuplacer Arithmetic score of 64 and minimum Accuplacer Algebra score of 62 or written permission of instructor)

SCIC141 Chemistry II**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

Acids and bases are revisited with attention to Bronsted-Lowry and Lewis acid-base theory. The course presents principles of molecular, geometric and bonding theory along with intermolecular forces in gases, liquids and solids. Properties of solutions, chemistry kinetics, the concept of chemical equilibrium, chemical thermodynamics and electrochemistry are investigated. (Prerequisite: SCIC140)

SCIC161 Planning Personal Health: An Experiential Course**3 CLASS HOURS/2 LAB HOURS/4 CREDITS**

Planning Personal Health is designed to assist the students in developing and assessing their own personal health plans. Various health topics will be explored through experiential activities, providing the students with the basis for making informed decisions regarding their own lifestyles. The lab component of this course consists of experiments that explore and assess the efficacy of personal health plans. Major emphasis is placed on demonstration of understanding of relevant health topics via experiments and experiential process. Activities included are development of hypothesis, construction of experiments, and assessment of results through scientific reasoning.

SCIC201 Anatomy and Physiology I**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

An introduction to the structure and function of the human body. Includes elementary cytophysiology, histology, and anatomy and physiology of the integumentary system, skeletal system, muscular system, and nervous system. Laboratory work parallels lecture topics and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiological experimentation. (Prerequisite: Successful completion of high school chemistry or ISVC030 Introduction to Chemical Principles or permission of instructor)

SCIC202 Anatomy and Physiology II**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

A continuation of Anatomy and Physiology I. Includes anatomy and physiology of the endocrine system, circulatory system, immune system, respiratory system, digestive system, excretory system and reproductive system. Other topics covered include nutrition and metabolism, acid/base balance, and fluid and electrolyte balance. Laboratory work parallels lecture topics, and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiologic experimentation. (Prerequisite: SCIC201 or permission of instructor)

**SCIC205 Microbiology****3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This is a comprehensive study of the basic principles of microbiology as it applies to the health field. A brief survey of the history of the science is given. Emphasis is placed on understanding the variety and differences of microbes and their relationship to humans. Laboratory study accompanies this and successful completion of these exercises is a partial requirement of the course. (Prerequisite: SCIC101 or 201 or matriculation in CLT program)

SOCIAL SCIENCE**ECOC102 Macroeconomics****3 CLASS HOURS/3 CREDITS**

A macroeconomic analysis of the basic characteristics of a modern market-directed economy challenged by global development. Topics discussed include supply and demand; national income; the business cycle; inflation and unemployment; fiscal, supply-sided and monetary policy; and the Federal Reserve System.

GEOC101 Introduction to Geography**3 CLASS HOURS/3 CREDITS**

Geography is a discipline that examines a broad range of topics but is unified by a number of themes and methods of inquiry. A systematic introduction to the discipline, designed to give the beginning student exposure to physical, cultural, economic, and cartographic aspects of Geography.

HISC134 Topics in African History 3 CLASS HOURS/3 CREDITS

This course is an interdisciplinary approach to the study of the African continent and its peoples. Materials and methods from anthropology, archaeology, geography, linguistics, musicology, art history, political science and other disciplines will contribute to our study of the African past. The traditional, documentary methods of the historian will be complemented by extensive use of oral tradition. The course begins with the origins of man in eastern Africa more than 6 million years ago and in roughly chronological order particularly considers developments over the last two thousand years. We will pay special attention to those elements of African cultures which have made their way across the Atlantic Ocean. The interests of Europeans in Africa from Roman times to the present will be of concern but the course will examine Africa from an African perspective.

HISC142 Topics in United States History to 1877**3 CLASS HOURS/3 CREDITS**

This is a survey course of US History that presents a clear, relevant and balanced history of the United States from the days of its early development through the end of the reconstruction period. Not only does the course review the major events that shaped the nation, but it will look at those issues that impacted on, and changed the lives of the people who lived during this period. Insights into the political, social, economic and cultural issues round out the scope of this course.

HISC143 Topics in United States History: 1877 – Present**3 CLASS HOURS/3 CREDITS**

This is a survey course of US History from 1877 to the present. The course is concerned not just with names and dates, but rather the historical processes that made the US the way it is. The course will focus on the political history, but more importantly the struggles between labor and capital, women and minorities versus the dominant patriarchal state, and the status of the working poor and the way in which they either made, influenced or were exploited by the American system.

HISC224 Reading and Writing History**3 CLASS HOURS/3 CREDITS**

This course introduces students to the way the historian works. Students are engaged in the historical process by learning the proper techniques of research, citing sources, and the questions historians ask in preparation for writing a historical essay. This course is also intended as a capstone course for students with a Social Science or Humanities concentration. During the semester, students will write several short research papers and a longer research paper. (Prerequisite: 100 Level U.S. History course)

HISC255 Leadership: A Study of Presidential Leadership**3 CLASS HOURS/3 CREDITS**

Every four years Americans elect a President they hope exhibits the leadership character of a Washington, a Lincoln, or a Roosevelt. After the election, their high expectations are frequently dashed leaving many Americans skeptical of the electoral process and doubtful if another Great leader will become President. Is this expectation unrealistic? Is a republican form of government with its frequent elections capable of producing a constant flow of Great Leaders? Do Americans recognize the leadership ability in Presidential Candidates? Do Americans recognize the leadership qualities of the President? Is it an unrealistic expectation? Leadership is elusive. Consequently, it is often missed or overlooked by the electorate in the emotional heat of the political battles. Usually, Great Leaders are not discovered or recognized or judged Great Leaders until time distances them from the Oval Office. Regardless, there are ways and means of identifying leadership. This study identifies and examines several leadership models to be used for the purpose of reviewing each 20th Century President and evaluating their on-the-job performance, ending with

a rank ordering of the Presidents. The study closes with an application of the leadership models to Presidential aspirants to identify and assess their leadership abilities. Course requirements include several short papers, participation, and several position papers. (Prerequisite: College level U.S. History)

POLC102 Survey of American Government**3 CLASS HOURS/3 CREDITS**

This course is an introduction to the basic structures of the political process in the United States; it combines attention to political activity at the national (Federal), State and local levels. Topics covered include analysis of Federal and State constitutions, the American political economy, Federal/State relationships, the workings of and interactions between the Executive, Legislative and Judicial Branches of government, the elective process, activities of public and private interest groups, and how the government handles the country's tax dollars.

PSYC101 Introduction to Psychology**3 CLASS HOURS/3 CREDITS**

Introduction to Psychology is an introductory college course in psychology which focuses on the fundamental facts and principles of psychology within the broader context of contemporary personal and social concerns. Topics may include the historical development of the discipline, scientific methodology, human development, motivational theory, consciousness, sensation and perception, learning, thinking, memory, emotions, biological basis of behavior, personality theory, psychopathology, sexuality, and measurements and statistics.

PSYC200 Educational Psychology 3 CLASS HOURS/3 CREDITS

Educational Psychology is designed to cover five broad topics: development, learning, lesson and classroom management, assessment and characteristics of learners. The development component focuses on developmental theories of cognition and affect as they relate to education. The learning component presents behavioral and cognitive perspectives on learning, problem solving, critical-thinking and reasoning. The classroom management component focuses on the evaluation of learner characteristics to include those with exceptionalities and ethnically diverse learners. Topics may include the definition of a reflective teacher; cognitive, personal, gender, social, and moral development; individual and group differences; behavioral and cognitive approaches to learning and thinking; motivation and instruction; and assessment. This course provides basic knowledge from the discipline of psychology as related to the field of education and application of this basic knowledge to improve the quality and outcome of the educational process. (Prerequisites: PSYC101, EDUC102, EDUC105, H SVC120 or permission of instructor.)

PSYC210 Abnormal Psychology 3 CLASS HOURS/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 disorder – particularly the neurotic, psychotic, and mood disorders will be presented as will a historical perspective regarding treatment. The history surrounding the treatment of mental illness will be discussed. The psychodynamic, cognitive behavioral and medical model approaches to treatment will be emphasized (Coprerequisite: PSYC101, PSYC200)

PSYC211 Social Psychology 3 CLASS HOURS/3 CREDITS

This course surveys the major areas of social psychology - the science of individual human behavior in social situations. The course emphasizes an understanding of the important methods, terms, theories, and findings in the field of social psychology. By understanding social psychology we can become more aware of others and ourselves. It is required that you have passed an Introductory Psychology course before taking this class. The course employs primarily a lecture format, although your comments, questions, and discussion are strongly encouraged. (Prerequisite: PSYC170)

SOCC101 Introduction to Sociology 3 CLASS HOURS/3 CREDITS

The course provides an introductory study of sociology using the principles and methods of social sciences and the scientific method. Sociological principles, sociological perspectives, and the relationship of the individual to society groups will be emphasized. Culture and the elements influencing society today are major themes of the course. Other topics that will be examined include socialization, social structure, stratification, race, class, family, education, population, economics, religion, gender, age, and social change. Sociological research and the role of sociologists in the modern world are discussed. Students learn to think critically about the nature of society and social institutions.

SOCC110 Cultural Anthropology 3 CLASS HOURS/3 CREDITS

An exploration of Homo Sapien's origins and the development of cultural differences and similarities. An examination of what the similarities and differences mean and why they are valuable.

SOCC140 Myth in US Culture (20th Century)**3 CLASS HOURS/3 CREDITS**

This interdisciplinary course utilizes both the social science and the humanities to examine the making of American Culture. The central driving force is Twentieth Century American Popular Culture. Students will study a variety of sources (fiction, speeches, movies, television and advertisements) to uncover the numerous myths transmitted by these sources and to verify the validity of those myths that forge America's national identity. Several questions guide the students' investigation: What is the relationship between myths, culture and society? Why do we behave the way we do? How do myths shape our attitudes? Our norms? Our mores? What makes us Americans? Students are graded on participation, several short writing assignments, and a final exam.

SOCC201 Contemporary Social Problems**3 CLASS HOURS/3 CREDITS**

Contemporary Social Problems and Issues will be studied, including such topics as deviance and crime, sex and gender, culture, poverty, aging, the family, population (rural and urban issues), the media, education and the economy, health and medicine. Sociological principles, sociological perspectives, and the relationship of the individual to society and groups will be emphasized. Students learn to think critically about the nature of society and social institutions. (Prerequisite: Any 100 level Social Science)

WORLD LANGUAGE**LNGC105 Spanish I 3 CLASS HOURS/3 CREDITS**

An introductory course for the first year language study that takes a communicative, functional approach to teaching and 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. (For transfer, Spanish I should be taken in conjunction with Spanish II)

LNGC106 Spanish II 3 CLASS HOURS/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: LNGC105)

**LNGC113 Basic German 6 CREDITS**

This course enables students to ask basic questions, understand basic instructions, and take part in a basic conversation on familiar subjects. Students will be able to understand short texts and instruction. 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 a major emphasis in the course, some attention is paid to cultural behavior patterns and social relationships.

This course is equivalent to German I (3 credits) and German II (3 credits).

LNGC120 Sign Language I 3 CLASS HOURS/3 CREDITS

This course will assist the student in developing basic conversational skills in American Sign Language (ASL). Included in the course will be a study of basic grammatical structures, non-verbal 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.

LNGC121 Sign Language II 3 CLASS HOURS/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: LNGC120)

LNGC220 Sign Language III 3 CLASS HOURS/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: LNGC121)

LNGC221 Sign Language IV 3 CLASS HOURS/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: LNGC220)

GENERAL STUDIES

GSTC102 Program Design Portfolio 3 CREDITS

This course is required for learners who wish to develop a comprehensive portfolio for the design of an individualized General Studies degree. Its purpose is to design a sequence of learning experiences that provide a coherent program of studies based upon identified educational goals and core general education courses. The design process will guide the student in assessment of formal and informal learning pathways as well as lay the foundational framework for their individualized major. Emphasis will be research, self examination, planning, goal setting and documentation. Instruction, formal and informal, individual or group will be tailored to meet the needs of the individual learner.

HUMAN SERVICES

HSVC101 Introduction to Early Intervention/Family Support 3 CLASS HOURS/3 CREDITS

This course will provide an overview of Early Intervention from the historical, legal, and current-best-practices perspectives. Emphasis will be placed on the role of the Early Interventionist in the support services team and on issues of confidentiality and parents' rights. The concepts of intervention in natural environments and family centered support will be explored.

HSVC110 Introduction to Human Services 3 CLASS HOURS/3 CREDITS

This course will provide an introduction to the history of human services. It presents and describes roles of human service workers, populations served by human services, human and legal rights, values, attitudes and beliefs, systems theory and prevention and promotion. The information will be drawn from disciplines of history, sociology and psychology.

HSVC120 Learning and Behavior 3 CLASS HOURS/3 CREDITS

This course discusses the history and principles of behaviorism and presents a learning theory and teaching techniques based on positive behavioral principles. Presentation and discussion focuses on the ethical and client rights issues of positive behavior change and recent trends and techniques for applying learning principles in a variety of settings.

HSVC123 Supportive Communication Skills 3 CLASS HOURS/3 CREDITS

This course provides an overview of theory, process and the practice of primary interpersonal communication skills. Students are assisted in developing skills to supportively communicate with a variety of people in a range of environments.

HSVC125 Individual Assessment & Planning 3 CLASS HOURS/3 CREDITS

In this course we address the question how can human potential be recognized and enhanced. To answer this question, we will critically examine the perspectives and tools that are commonly used. Our focus will be to build on strengths and develop ways of supporting continued growth and personal goals of people who choose to participate in human services. (Co/prerequisites: AHLC114, HSVC110, HSVC120, HSVC123)

HSVC126 Issues in Mental Health and Developmental Disabilities 3 CLASS HOURS/3 CREDITS

This survey course explores many common disabilities, diagnoses, issues, and treatment options related to mental illness and developmental disabilities. The student will review the physical, psychological and social impact of having a developmental disability or mental illness. (Co/Prerequisites: AHLC114, HSVC110, HSVC123, HSVC120)

HSVC140 Fieldwork for Early Intervention/Family Support Assistant 1 CLASS HOURS/3 CREDITS

This course will provide the student an opportunity to apply academic knowledge and acquired skills to the field situation under the close supervision of an appropriate professional. Students will work with young children and their families in natural settings for a total of 96 hours and will attend 16 hours of seminar class time. (Co/Prerequisite: HSVC101, HSVC123)

HSVC190 Fieldwork I 1 CLASS HOURS/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



Andrea Gordon
Department Chair – Health & Human Services

"In 1974 I began my path of higher education in this very college. I graduated with a diploma as a medical laboratory assistant and immediately began working at the Veterans Administration Hospital where I had been placed for my workplace experience. The educational foundation I received over thirty years ago allowed me to progress to obtain a bachelor's and a master's degree, and ultimately go full circle, returning to my roots as the Program Director for the Clinical Laboratory Technician Program at NHCTC – Claremont. Although much has changed over these years at the College, the basic foundation of academic support, camaraderie among faculty, staff, administrators and students and the integrity of high quality academic programming remains the same. I feel privileged to have had the experience of a student and a faculty member of NHCTC – Claremont."

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. (Prerequisites: AHLC114, HSVC110, HSVC120, HSVC123, HSVC125, HSVC126)

HSVC200 Advanced Special Topics in Early Childhood Development/Special Needs

1 CLASS HOURS/1 CREDIT

This course is individually designed to allow the student to receive credit for an intensive investigation of a specific topic. It consists of 15 hours of direct one-on-one experience with a professional who is skilled and experienced in the identified topic. It is accompanied by additional opportunities for continued learning, analysis, and discussion of topic through readings, meetings with families, staff and supervisor, workshops, and oral presentations. (Prerequisites: Prior approval of Program Director and participation in Early Childhood Professional Development Mentorship Project)

HSVC210 Ethical Issues in Human Services

3 CLASS HOURS/3 CREDITS

This course examines standards of professional conduct, values, identification and the process of making moral decisions. Major contemporary ethical issues in the field of human services are explored as well as liability and legal issues relevant to practice. (Co/Prerequisite: HSVC110)

HSVC215 Issues of Children & Families

3 CLASS HOURS/3 CREDITS

The course will cover information related to providing services for children and youth. Topics will include normal development, family issues, child abuse and neglect, disorders of childhood as defined by the DSM-IV, legal and ethical issues in child care, treatment issues, and service delivery systems. (Co/Prerequisites: AHLC114, HSVC110, HSVC123, HSVC120)

HSVC290 Fieldwork II

1 CLASS HOURS/3 CREDITS

A lab course designed to provide comprehensive experience in application of knowledge and values learned in previous coursework. Students will select a program or facility which provides human services and will work at that site as a supervised intern. Regular meetings with the instructor and fellow interns will provide opportunities for discussion and evaluation of the work experience. This internship will focus more on direct service activities such as assessment, planning and intervention skills, case management, documentation and recording competencies, advocacy, and information and referral knowledge. Educational/observational activities will also be credited as part of the internship experience. Students will be able to continue on with the same agency as they did during their first internship. Students will not be able to do all three field placements in the same agency. (Co/Prerequisite: HSVC190)

HSVC291 Fieldwork III

1 CLASS HOURS/3 CREDITS

A lab course designed to provide comprehensive experience in application of knowledge and values learned in previous coursework. 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 will focus more on direct service activities such as assessment, planning and intervention skills, case management, documentation and recording competencies, advocacy, and information and referral knowledge. Educational/observational activities will also be credited as part of the internship experience. Students will be able to continue on with the same agency as they did during their first internship. Students will not be able to do all three field placements at the same agency. (Prerequisites: HSVC290)

INDEPENDENT STUDY

Independent study is an opportunity for intensive investigation of a special skill, process, or topic, to be arranged on an individual basis between student and faculty.

MASSAGE THERAPY

MSTC101 Swedish Massage I

2 CLASS HOURS/3 LAB HOURS/3 CREDITS

This course introduces the Massage Therapy student to the history and theory of massage. It includes skill development in the art and science of massage therapy. This course consists of lecture, demonstration, and hands-on treatment. The students will be working on each other under the supervision of a certified, licensed massage therapy instructor. The course involves learning the fundamental of giving a full body massage. Draping techniques are covered thoroughly to ensure client comfort and modesty. Also covered will be indications and contra indications, the basic physiological effects, hygiene, professional appearance, sanitation procedures and equipment needed. (Co/Prerequisite: SCIC111 or SCIC201)

MSTC119 Massage Business Practices

3 CLASS HOURS/3 CREDITS

This course is a 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 law, accounting methods, tax reporting, insurance billing and office filing, and procedures and business start-up.

MSTC121 Swedish Massage II

2 CLASS HOURS/3 LAB HOURS/3 CREDITS

This course is a continuation of Swedish I. Technique and strokes are perfected and sub strokes are introduced. Also covered will be endangerment sites designing the massage and the body/mind connections. Topics to be reviewed are body mechanics movement, history, client expectation, indications and contraindications. (Co/Prerequisites: SCIC111 or SCIC201, MSTC101)

MSTC126 Massage Rules and Ethics

1 CLASS HOUR/1 CREDIT

This course is lecture and experiential, and focuses on 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 and Bodywork (NCBTMB). Course will also cover NH Rules governing massage therapy and therapists.

MSTC131 Pathology

3 CLASS HOURS/3 CREDITS

This is a lecture and hands-on class where the student will learn pathological conditions of the body. Medical massage will be taught along with its application. This course identifies where massage therapy would be contraindicated. (Co/Prerequisites: SCIC111 or SCIC201, MSTC101)

MSTC132 Sports Massage

2 CLASS HOURS/2 CREDITS

This course teaches massage techniques that meet the biophysical needs of the athlete or the individual engaged in athletic activity. The student learns specific treatment techniques to prevent injury or aid in acceleration of the healing process. (Co/Prerequisites: SCIC111 or SCIC201 & SCIC202, MSTC121, AHLC123)

MSTC135 Deep Tissue Massage

1 CLASS HOUR/3 LAB HOURS/2 CREDITS

This course introduces the massage student to deeper strokes that include but are not limited to trigger point therapy, myofascial release, and cross fiber friction. A stronger understanding of how muscles function and thorough review of muscle insertion and origins will be covered. (Co/Prerequisites: SCIC111 or SCIC201 & SCIC202, MSTC101, AHLC123)

MSTC137 Pre/Post Natal Massage 2 CLASS HOURS/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. (Co/Prerequisites: SCIC111 or SCIC201 & SCIC202, MSTC121)

MSTC139 Reflexology 2 CLASS HOURS/2 CREDIT
Reflexology is the practice of zone therapy and how reflex points on the feet correlate to various parts of the body. Foot baths and aromatherapy will also be incorporated.

MSTC140 Clinical Evaluation and Treatment 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This is a hands-on class using osteopathic assessment techniques. The student will learn how to assess and evaluate the posture of the client and have an understanding of causal factors that contribute to musculo-skeletal deviations. The skills the student has 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. (Co/Prerequisites: SCIC111, MSTC121, AHLC123)

MSTC141 Oriental Theory and Concepts 3 CLASS HOURS/3 CREDITS
This course teaches the student basic concepts of Eastern/Asian healing, including the 12 organ meridian systems, the five element theory, the forms of chi and how they relate to treatments and overall health of the individual.

MSTC143 Chair Massage 2 CLASS HOURS/2 CREDITS
This course is lecture and experiential, and focuses upon the 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. (Co/prerequisites: SCIC111 or SCIC201 & SCIC202, MSTC121)

MSTC145 Aromatherapy 2 CLASS HOURS/2 CREDITS
Use of essential oils for medical and massage purposes. Students will learn to customize aromas for specific cases.

MSTC147 Elder Massage 2 CLASS HOURS/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. Through visualization, massage, lecture and discussion, students will explore ways to enhance the quality of life of older people. (Co/Prerequisites: SCIC111 or SCIC201 & SCIC202, MSTC101)

MSTC148 Somatic Massage 2 CLASS HOURS/2 CREDITS
Massage made famous at the California Institute for more than 35 years emphasizes slow, full body strokes and a metaphysical and holistic approach to the experience of bodywork. Students will learn specific techniques to incorporate the mind/body connection in the design of their own massage. (Co/Prerequisites: MSTC121, SCIC111 or SCIC201 & SCIC202)

MSTC153 Myofascial Release and Trigger Point Therapy 2 CLASS HOURS/2 CREDITS
The focus of this class will be upon the concept of fascial structure within the body and the application of pressure points on congested muscles for relief of pain. The student will learn major strokes of these techniques on various muscle groups. (Co/Prerequisites: MSTC121, SCIC111 or SCIC201 & SCIC202)

MSTC170 Practicum I 4 LAB HOURS/1 CREDIT
In this practicum the student will begin to complete massage hours that are required by the state of New Hampshire above and beyond hours that are completed within structured classes. The students will

be required to be available in the on-campus clinic for a portion of these hours. Students will be required to show proof of liability coverage as offered for a reasonable student rate by professional massage associations.

The first practicum is taken simultaneously with Swedish II. Students will have an opportunity to discuss their practicum experiences within the structure of the Swedish II class. The combined exposure of working with a variety of individuals and applying new techniques that are introduced in Swedish II begins to develop unique skills and a sense of confidence in the student. This process is continued in Practicum II. (Co/Prerequisites: SCIC111 or SCIC201, MSTC101)

MSTC191 Practicum II 4 LAB HOURS/1 CREDIT
The second practicum is continuation of hours needed to meet the New Hampshire requirements of massage above and beyond hours that are completed in structured classes. The students are encouraged to find experiences in a variety of settings as well as complete a portion of hours in the on-campus clinic. Students will need to show proof of liability coverage to work in off campus sites. Students will be taking this course simultaneously with Deep Tissue and Clinical Evaluation. Students are encouraged to discuss their practicum experiences and to develop assessment skills and the application of Deep Tissue techniques when appropriate. (Prerequisites: AHLC123, MSTC121)

MEDICAL ASSISTANT PROGRAM

ALHC102 Medical Terminology 3 CLASS HOURS/3 CREDITS
Students entering the field of medicine as allied health professionals need a foundation in the language of medicine. This lecture course is designed to introduce the student to medical terminology. Analysis and generation of medical terms and use of prefixes, roots and suffixes will be emphasized. Definition, spelling, and pronunciation of medical terms is stressed. Medical terms built from basic word elements related to pathology, diagnosis, and treatment will be used in class and applied to body systems. Case studies are used to illustrate the use of medical terminology in medicine.

ALHC110 Pharmacology 2 CLASS HOURS/2 CREDITS
This course is an introduction to the principles of pharmacology, focusing on the knowledge and skills required for safe and effective drug therapy. Emphasis will be placed on the following pharmacologic information: sources of drugs, sources of drug information, drug legislation and standards, classification of drugs, drug action, factors that effect drug action, adverse affects of drugs, administration of drugs, record keeping, abbreviations and symbols, drug calculation and the Medical Assistant's responsibilities in drug therapy. Specific drugs and the procedures for administering drugs will be integrated into Clinical Procedures I and II. (Co/prerequisites: ALHC102, ALHC130, SCIC111 or SCIC201)

ALHC121 Medical Office Practice I 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This course introduces the student to and provides the student with the theory and training necessary to handle the basic manual and computerized administrative duties required for employment in today's medical office. (Prerequisite: ALHC102, BUSC102, BUSC106)

ALHC124 Medical Office Practice II 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This course provides skill development in medical transcription, insurance claims processing, computerized medical office procedures, employment seeking skills, and keyboarding speed and accuracy development. (Co/Prerequisites: ALHC102, ALHC121, BUSC102, BUSC106)

ALHC126 Introduction to Laboratory Procedures**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This introductory course will provide the student with an overview of the world of laboratory functions and procedures. Included in this course will be issues surrounding safety, measurement practices, handling and care of glassware, specimen collection and handling, the health care system and an introduction to point of care testing. The applications of quality control, professionalism, legal and ethical issues associated with the laboratory will be emphasized throughout. (Prerequisites: Matriculation in the CLT Program, or Matriculation in the MA Program, or ALHC130, ALHC135 or Permission of Instructor.

ALHC130 Clinical Procedures I**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

The first of a two-course sequence designed as an introduction to the clinical skills required by the medical assistant. This course stresses the disease processes, preparation and assistance in selected diagnostic studies, treatment protocols, and drug and diet therapies involved in the various systems of the human body. Instruction includes theory, principles, and skills related to: infection control, client/patient care, documentation, client/patient teaching, and the operation and maintenance of clinical equipment. (Co/Prerequisites: SCIC111 or SCIC201, ALHC102)

ALHC135 Clinical Procedures II**3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course is a continuation of ALHC130 Clinical Procedures. The course is designed to assist students enrolled in the medical assistant program to achieve competency in the basic clinical skills performed in the medical office. Instruction will include the theory, principles and skills related to: infection control; client/patient care before, during and after examination and treatment; diagnostic studies and tests; administration of commonly used drugs; normal nutrition; documentation of client/patient information; client/patient teaching; operation and maintenance of clinical equipment. Common medical disorders, drugs and diet therapy will be integrated throughout the course. (Co/Prerequisites: ALHC102, ALHC110, ALHC130, SCIC111 or SCIC201 and SCIC202)

ALHC166 Legal and Ethical Issues in Health Care**3 CLASS HOURS/3 CREDITS**

This course addresses the legal and ethical principles of health care provision, providing the student with an understanding of the organization of ambulatory health care, the medical-legal guidelines, patient bill of rights, documentation and office requirements. A framework is provided that enables the student to reason clearly and effectively about the ethical and legal issues involved in medical science and technology. The history and development of the health care profession, and the physician – patient relationship is stressed. Emphasis is also placed on understanding the ethical and legal environment of health care, making appropriate ethical and legal choice in practice, and developing skills necessary to promote ethical and legal leadership in a health care setting.

ALHC190 Affiliation**3 CREDITS**

The student performs 160 hours of administrative and clinical skills, under the supervision of qualified staff members, in a physician's office and in a clinical laboratory as available. During the affiliation, the student adheres to the working hours and policies of the assigned agency. The student is not paid for the externship. (Co/Prerequisite: ALHC110, ALHC126, ALHC130, ALHC135)

NURSING**ASSOCIATE DEGREE NURSING****NURC112 Self-Care Nursing I & II****4 CLASS HOURS/12 LAB/CLIN HOURS/8 CREDITS**

This course provides the student with knowledge of fundamental concepts based on Dorothea Orem's Self-Care Deficit Theory of Nursing. Major concepts to be explored are the nursing process, communica-

tion process, teaching process, and interpersonal helping process. Nutrition, pharmacology, and legal aspects will also be introduced. Basic psychomotor skills, which may be used by the Associate Degree nurse as a care agent will be taught. This course provides 12 hours of lab/clinical for a full semester to provide opportunities to integrate theory with clinical practice. There are 4 lecture hours each week. (Co/pre-requisite: SCIC201, Provider level CPR (AHA/ARC), Liability Insurance)

NURC114 Self-Care Nursing III**3 CLASS HOURS/12 LAB/CLIN HOURS/5 CREDITS**

This course presents a study of self-care deficits associated with alterations in endocrine function, cell proliferation, the immune system and hematologic function. Self-care deficits associated with the peri-operative process and with common diagnostic procedures related to medical and surgical problems will also be investigated. Pharmacology, nutrition, and legal/ethical parameters will be integrated into each unit of study. This course provides 96 hours over 8 weeks of planned learning experiences in a clinical setting to provide opportunities to integrate theory with clinical practice. (Co/Prerequisite: NURC112, SCIC202, Provider level CPR (AHA/ARC), Liability Insurance)

NURC115 Self Care Nursing: Mental Health/Mental Illness**2 CLASS HOURS/3 LAB/CLIN HOURS/3 CREDIT**

This course presents major psychiatric/mental health concepts and their application to all types of client care. Various psychiatric disorders and methods of treatment are discussed, with emphasis on the nurse-client relationship, self-care, communication, interviewing skills, self-awareness and the nursing process. The student will be expected to evaluate client's ability for self-care. Identification of the etiology of stress and its relation to coping mechanisms will be explored. Therapeutic interventions will focus on supportive therapy and use of problem solving process. Use of the nursing process, including assessment, diagnosis, planning care, implementing care and evaluation, will be fostered. There are 2 lecture hours per week. Pharmacology, diet therapy, legal/ethical parameters and social cultural issues will be integrated into study. This course provides 48 hours of planned learning experiences in a clinical setting over 8 weeks to provide opportunities to integrate with clinical practice. (Co/Prerequisite: NURC112, SCIC202, Provider level CPR (AHA/ARC), Liability Insurance) This course runs concurrently with NURC114 in a full semester.

NURC118 Advanced Placement Seminar (summer)**1 CLASS HOUR/1 CREDIT**

This course prepares the student for the transition from LPN to RN professional role. Students gain knowledge of Dorothea Orem's Self-Care Deficit Theory of Nursing and the four principles of nursing process with emphasis on application to clinical nursing practice at the associate degree level. The five roles of the Associate Degree (AD) Nurse are integrated into the professional RN role through case study and lab experience.

NURC210 Self - Care Nursing IV**2 CLASS HOURS/18 LAB/CLIN HOURS/5 CREDITS
(8 WEEK COURSE)**

This course will focus on the holistic nursing care of the pediatric and adult client with self-care deficits associated with alterations in fluid and electrolyte balance, musculoskeletal, and respiratory function. Nursing strategies for meeting universal, developmental, and health-deviation self-care requisites will be stressed. Utilization of the nursing processes will provide a foundation for planning nursing care. Medical and surgical modes of treatment will be related to nursing practice as categorized by Orem. Pharmacology, diet therapy, and legal/ethical parameters will be integrated into units of study. Planned learning experiences in a clinical setting will provide opportunities to integrate theory with clinical practice. (Co/Prerequisite: NURC114, Provider level CPR (AHA/ARC), Liability Insurance) 8 week course. This course has a 4 hour lecture, 3 hour lab and 12 hours of clinical practice in a hospital setting each week.

NURC211 Self-Care Nursing V**2 CLASS HOURS/18 LAB/CLIN HOURS/5 CREDITS
(8 WEEK COURSE)**

This course will focus on the holistic nursing care of the pediatric and adult client with self-care deficits associated with well-defined alterations in the following areas: gastrointestinal, hepato-biliary, cardiovascular, and circulatory. Nursing strategies for meeting universal self-care, developmental and health-deviation requisites will be stressed. Emphasis will be on planning nursing care. Students will begin evaluating the effects of the care they give. Medical and surgical interventions as modes of client health care will be discussed. Pharmacology, diet therapy, and legal/ethical parameters will be integrated in each unit of study. Planned learning experiences in a clinical setting will provide opportunities to integrate theory with clinical practice. (Co/Prerequisite: NURC210, Provider level CPR (AHA/ARC), Liability Insurance) 8 week course. This course has a 4 hour lecture, 3 hour lab and 15 hours of clinical practice in a hospital setting each week.

NURC221 Self-Care Nursing VI**3 CLASS HOURS/15 LAB/CLIN HOURS/6 CREDITS
(8 WEEK COURSE)**

This course will focus on the holistic nursing care of clients across the life span with particular focus on the childbearing years. Emphasis will be placed on normal growth and development through the childbearing years. Issues regarding physical, psychosocial, and developmental progression of clients which may impact the assessment, planning, implementation, and evaluation of nursing care will be addressed. Pharmacology, nutrition, cross cultural issues, and legal/ethical parameters will be integrated into each unit of study. This course provides 6 hours of lecture and 15 hours of planned clinical experiences each week. (Co/Prerequisite: NURC211, Provider level CPR (AHA/ARC), Liability Insurance)

NURC222 Self - Care Nursing VII**2 CLASS HOURS/18 LAB/CLIN HOURS/5 CREDITS
(8 WEEK COURSE)**

This course will focus on the holistic nursing care of pediatric and adult clients with self-care deficits associated with well-defined alterations in the renal, urinary, neurologic function. Pharmacology, diet therapy, and legal/ethical parameters will be integrated into each unit of study. Prime attention will be given to using established nursing diagnoses as foundations for assessing, planning, implementing, and evaluating nursing care. Nursing strategies for meeting basic health care needs will be stressed. Medical and surgical interventions as modes of client health care will be discussed. This course provides 4 hours of lecture, 3 hours of lab and 15 hours each week of planned learning experiences to provide opportunities to integrate theory with clinical practice. (Co/Prerequisite: NURC221, Provider level CPR (AHA/ARC), Liability Insurance)

NURC229 Issues, Trends and Management**1 CLASS HOUR/1 CREDIT**

This course is designed to facilitate the nursing student's awareness of the legal, ethical, cultural, economic and political issues facing today's graduate nurse. Contemporary issues and trends important to the Associate Degree Nurse are evaluated and analyzed. Issues and trends are examined through written submissions, readings, and discussions. Course content will include the professional role of the AD nurse as a member within the discipline of nursing, and as a manager of care. Work place communication, leadership, management, effective job interviewing and resume writing are among the topics discussed. (Prerequisites: NURC211)

NURSING ASSISTANT PROGRAM**NURC101 Fundamental Skills for Nursing Assistants****6 CLASS HOURS/12 LAB HOURS/5 CREDITS**

This course will prepare the learner to take a standardized test acceptable to the NH Board of Nursing for licensure and employment in the

health care field as a nursing assistant. The learner will be prepared to meet the basic self-care needs of clients throughout the life span. Content includes: legal and ethical responsibilities of the nursing assistant, identification of self-care needs of the client, principles of communication, asepsis, body mechanics and common health problems related to body systems. Basic psychomotor nursing skills used by the nursing assistant as a care agent will be acquired. This program is 144 hours in total. A direct care clinical rotation of 80 hours is planned to integrate knowledge and skills in the role of Nurse Assistant. Clinical laboratory experiences will provide the opportunity for mastering these skills prior to a supervised clinical rotation. (Co/Prerequisite: Provider level CPR (AHA/ARC) liability insurance, Matriculation in NA program.)

PRACTICAL NURSING**NURC103 Self-Care Nursing I Bridge 1 CLASS HOURS/1 CREDIT**

This course will be implemented as a self-paced, self-directed study in which the learner takes full responsibility for his/her own learning. Working in collaboration with a faculty mentor, the learner will be prepared to meet the competencies of NURC110. This course provides the student who has successfully completed NURC101, Fundamental Skills for Nursing Assistants, with the information needed to meet the equivalent concepts offered in NURC110. Specific concepts will include: practical nurse role; nursing as a profession, nursing Code of Ethics and Standards of Practice. Some time will be spent in the nursing arts lab to introduce the student learner to oxygenation and oxygen therapy, vital signs and enteral therapy. Course to be offered spring semester. Time frame TBA by instructor. (Prerequisite: NURC101)

**NURC110 Self-Care Nursing I****6 CLASS HOURS/15 LAB/CLIN HOURS/6 CREDITS**

This course provides the student with knowledge of fundamental concepts in nursing communication and helping processes. Major concepts to be explored are the wellness-illness continuum, and holistic health care delivery. Students will be introduced to basic nursing interventions which may be used in the practical nurse's role as a care agent. An introduction to nutrition, legal/ethical aspects of nursing, growth and development, and psychosocial/mental health concepts will also be presented. Simulated clinical laboratory and/or clinical experiences will provide opportunities for mastering these basic skills. Course to be offered in the summer semester. The course includes six hours of seminar and fifteen hours of either laboratory or clinical time per week. (Prerequisite: SCIC111 & PSYC101)

NURC200 Self-Care Nursing II**4 CLASS HOURS/15 LAB/CLIN HOURS/9 CREDITS**

This course focuses on holistic nursing care to promote wellness in clients throughout the life span. Building upon Orem's universal Self-

Care requisites learned in NURC110, the learner will be introduced to developmental requisites from conception through old age including maternal health nursing; physical, cognitive, psychosocial and moral development. Health-deviation requisites will also be introduced as the following content is explored: homeostasis, fluid and electrolyte balance, perioperative process, and alterations associated with the immune system. Pharmacology, nutrition, legal/ethical concepts and psychosocial/mental concepts will be integrated into each unit of study. Using the nursing process, the learner will develop an understanding of the role of the practical nurse in assisting clients of all ages to maintain, and/or restore an optimal level of wellness. Learning opportunities will be provided in a variety of settings to facilitate this integration and application of theoretical knowledge in a reality based work setting. Course to be offered fall semester. The course includes four hours of seminar and fifteen hours of either laboratory or clinical time per week. (Prerequisites: NURC110 OR NURC101 and NURC103)

NURC201 Self-Care Nursing III

4 CLASS HOURS/15 LAB/CLIN HOURS/9 CREDITS

This course of study will focus on holistic nursing care to promote wellness in clients who have identified self-care deficits associated with well-defined health deviations. The role of the practical nurse utilizing the nursing process in provision of care for clients will be emphasized. Topics such as alterations in air exchange, mobility, and elimination, neurosensory and gastrointestinal function will be addressed. Pharmacology, nutrition, legal/ethical, growth and development, and psychosocial/mental health concepts will be integrated into each unit of study. Students will participate in structured learning experiences, in a variety of health care agencies, to integrate theoretical knowledge with application of basic skills. Course to be offered in the spring semester. The course includes four hours of seminar and fifteen hours of clinical time per week. (Prerequisites: NURC200)

NURC202 Managing Professional Practice: PN

1 CLASS HOURS/1 CREDIT

This course provides the Practical Nursing student with information and learning experiences that will aid the student in assuming his/her role. The course is designed to facilitate the nursing student's awareness of the legal, ethical, and cultural issues facing today's practical nurse. Issues are examined through written submissions, readings, discussions and role-play. Course content will also include the role of the practical nurse as a member within the discipline of nursing, Orem's Self-Care Deficit Theory, work place communication, leadership management techniques as well as related topics. (Co/Prerequisite: NURC201)

OCCUPATIONAL THERAPY ASSISTANT

OTAC 110 Fundamentals In Occupational Therapy

2 CLASS HOURS/1 LAB HOURS/1 CREDIT

This course is designed to introduce the beginning student to basic body movements, relating them to activities of daily living, therapeutic media, and the effects of decreased motion in specific diagnostic conditions. Activity analysis is introduced addressing a developmental progression of activities of daily living and selected therapeutic media projects. (Co/Prerequisite: AHLC104)

OTAC125 Therapeutic Principles

1 CLASS HOURS/5 LAB HOURS/3 CREDITS

This lab skills course is designed to ground the student in the basic principles and foundations of practice in Occupational Therapy. Principles of motion and kinesiology will be reviewed, as well as the foundation in therapeutic activity, activity analysis, group dynamics and the introduction to therapeutic use of self. (Co/Prerequisites: AHLC135, AHLC104, SCIC201, OTAC110)

OTAC190 Level I Fieldwork Experience 1 CLASS HOUR/6 CREDITS

Level I Fieldwork begins as an integral part of early academic course work, with observation visits of normal human development. Level I

continues into second semester as students apply their newly learned therapeutic analysis and activity techniques to a disabled population in the areas of psychosocial, physical or developmental dysfunction including ethical and multicultural considerations. Summer semester, each student is placed for 4 days/wk for 6 weeks in one of a variety of occupational therapy settings in the New England area. Two seminar classes are held at the College during a 6 week period for students to share and process their experiences in fieldwork. (Prerequisites: All First Year AHLC and OTAC courses, SCIC201, SCIC202, PSYC101) (32-40 hr/wk x 6 wk clinical)

OTAC212 Developmental Disabilities in Occupational Therapy

1 CLASS HOURS/2 LAB HOURS/2 CREDITS

This course includes Occupational Therapy theories and treatments for individuals with a variety of developmental disabilities. Utilizing the standard therapeutic process, the student will apply theory and technique in screening and evaluation, treatment planning, service provision, documentation and program evaluation. The various roles and responsibilities of the COTA will be explored. (Co/Prerequisites: AHLC114, AHLC112, PSYC101, OTAC110, OTAC125)

OTAC213 Psychosocial Disabilities in Occupational Therapy

3 CLASS HOURS/3 CREDITS

Occupational Therapy treatment of common psychosocial behavior problems of individuals is discussed. Client assessment, group process, and therapeutic communication are included. (Co/Prerequisite: OTAC190)

OTAC214 Physical Disabilities in Occupational Therapy

1 CLASS HOURS/3 LAB HOURS/2 CREDITS

This practice-oriented course provides the student with basic skills in assessment, treatment planning, treatment techniques and documentation as related to physical dysfunction. Included are biomechanical, neurodevelopmental and sensory integrative treatment techniques, splinting, casting and the use of adaptive devices. (Co/Prerequisite: OTAC190)

OTAC220 Seminar In Occupational Therapy

1 CLASS HOUR/1 CREDIT

This course provides a seminar for guided student exchange on trends and issues of Occupational Therapy related to the Level II Fieldwork Experiences. (Co/Prerequisite: OTAC290, OTAC291) (16 hr seminar—over 4 class meetings)

OTAC290 Level IIA Fieldwork Experience

6 CREDITS

Psychosocial service agencies, hospitals, rehabilitation centers, nursing homes, community health care agencies, school systems, and other human service facilities provide affiliating experiences for students enrolled in the Occupational Therapy Assistant program. Two supervised eight-week experiences provide practice in Occupational Therapy skills. (Prerequisite: All required AHLC and OTAC courses) (40 hr/wk x 8 wk clinical)

OTAC291 Level IIB Fieldwork Experience

6 CREDITS

Psychosocial service agencies, hospitals, rehabilitation centers, nursing homes, community health care agencies, school systems, and other human service facilities provide affiliating experiences for students enrolled in the Occupational Therapy Assistant program. Two supervised eight-week experiences provide practice in Occupational Therapy skills. (Prerequisite: All required AHLC and OTAC courses) (40 hr/wk x 8 wk clinical)

PHLEBOTOMY

PHBC110 Phlebotomy

3 CLASS HOURS/3 CREDITS

This course is designed to provide the student with theoretical and introductory technical skills of a phlebotomist. Discussions include anatomy and physiology of the circulatory system, medical terminology, structures of the health care system and laboratory, safety, types

of laboratory analyses, specimen collection including techniques, equipment, sources of error and medico-legal issues surrounding the practice of phlebotomy.

PHBC190 Phlebotomy Internship 3 CREDITS
After successful completion of the Phlebotomy course, the student will spend 120 hours in a clinical environment becoming proficient with the responsibilities and skills of a phlebotomist while under the supervision of qualified personnel in an accredited clinical laboratory. (Prerequisite: PHBC110, matriculation in Phlebotomy program.)

PHYSICAL THERAPIST ASSISTANT

PTAC112 Physical Therapy Procedures I 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This course involves both lecture and laboratory teaching in the area of physical agents used in Physical Therapy. These agents include heat, cold, water, electricity and traction. Patient, equipment, space, documentation, and self-preparation will also be emphasized.

PTAC114 Therapeutic Exercise 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
Students will focus on therapeutic exercise rationale, indications, contraindications. Specific equipment, techniques and procedures of therapeutic exercise will be introduced. Students will have opportunity in lab sessions to practice these exercise techniques. (Co/Prerequisite: AHLC123)



PTAC122 Physical Therapy Procedures II 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This course continues the series aimed at providing the Physical Therapist Assistant student with basic skills in procedures commonly used in Physical Therapy. This course integrates both lecture and laboratory learning in the areas of goniometry, manual muscle testing, therapeutic massage, gait training and treatment following reconstructive surgery of the extremities. (Co/Prerequisite: PTAC112)

PTAC190 Clinical Education Experience I 5 CREDITS
Clinical education provides students with the opportunity to perform their responsibilities under appropriate physical therapist or physical therapist assistant supervision and with positive role modeling. The experience provides exposure to a variety of patients and learning activities. The clinical education is an organized sequence of learning activities integrated within the curriculum. It includes full time assignments, and follows the completion of relevant didactic instruction. Clinical education is provided in a variety of practice and health care settings and ensures participation in direct patient care. (Co/Prerequisite: All PTAC and AHLC courses from first year schedule) (224 hrs in 6 wks – usually 40 hr/wk x 6 wks minus 2 days for seminar course)

PTAC192 Clinical Education Experience I Seminar 1 CLASS HOUR/1 CREDIT
This seminar course provides students with an opportunity for reflective learning that focuses on their current clinical education experience. Students will return to campus for two days during their clinical assignments. (Prerequisite: PTAC190) (2 full days– 16 hrs total)

PTAC211 Physical Therapy Procedures III 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This course completes the series aimed at providing the Physical Therapist Assistant student with basic skills in procedures commonly used in Physical Therapy. This course integrates both lecture and laboratory learning, and off site clinical practice in the areas of advanced therapeutic interventions: facilitation techniques and motor control, orthotics, prosthetics, cardiac rehabilitation, chest physical therapy, wound care, psychological issues and management of patients using teaching strategies and cultural sensitivity. (Co/Prerequisite: PTAC122)

PTAC220 Clinical Education Seminar 8 CLASS HOURS/2 CREDITS
This course provides an opportunity for the students to share new information learned while on clinical assignment. It is also an opportunity to wrap up loose ends regarding licensure, preparation for the licensing exam, the State Practice Act, legal/ethical issues, and topics current to the profession. It provides opportunity for students to further the transition to professional attitudes, behaviors and awareness. (Co/Prerequisites: PTAC290, PTAC291) (1 full day a week for the last 4 weeks of spring semester)

PTAC290 Clinical Education Experience II 5 CREDITS
Clinical education provides students with the opportunity to perform their responsibilities under appropriate physical therapist or physical therapist assistant supervision and with positive role modeling. The experience provides exposure to a variety of patients and learning activities. The clinical education is an organized sequence of learning activities integrated within the curriculum. It includes full time assignments, and follows the completion of relevant didactic instruction. (Prerequisite: All PTAC and AHLC courses except PTAC291 & PTAC220) (240 hrs over 6 wks, usually 8 hrs day x 6 wks)

PTAC291 Clinical Education Experience III 5 CREDITS
Clinical education provides students with the opportunity to perform their responsibilities under appropriate physical therapist or physical therapist assistant supervision and with positive role modeling. The experience provides exposure to a variety of patients and learning activities. The clinical education is an organized sequence of learning activities integrated within the curriculum. It includes full time assignments, and follows the completion of relevant didactic instruction. (Prerequisite: PTAC290) (240 hrs over 6 wks, usually 8 hrs day x 6 wks)

RESPIRATORY THERAPY

RSPC110 Basics of Respiratory Care I 2 CLASS HOURS/3 LAB HOURS/3 CREDITS
This course covers the characteristics of gases, the delivery of therapy gases to the patient, humidity and aerosol therapy, chest physical therapy techniques. (Co/Prerequisites: SCIC201, RSPC121, matriculation in Respiratory Therapy program.)

RSPC115 Microbiology for Respiratory Care (Online) 1 CLASS HOURS/1 CREDIT
This course will introduce the respiratory therapy student to basic microbiology concepts and common laboratory practices involved with the diagnosis of infectious disease of the respiratory tract. Students will learn about normal flora and common pathogens of the respiratory tract. Case studies will be incorporated into the curriculum. (Prerequisites: RSPC190)

RSPC121 Respiratory Physiology 3 CLASS HOURS/3 CREDITS

This course is an extensive investigation into the anatomy and physiology of the entire respiratory system. Topics include gross anatomy and histology, internal and external respiration, pulmonary blood flow, the matching of ventilation and perfusion, the role of the central nervous system in controlling ventilation. (Co/Prerequisites: RSPC110, SCIC201)

RSPC122 Basics of Respiratory Care II**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course is an extension of Basics of Respiratory Care I. Topics include: airway management, suctioning, manual resuscitation, oxygen and carbon dioxide transport, acid-base balance, arterial blood gas puncture, and instrumentation, Intermittent Positive Pressure Breathing, and an introduction to mechanical ventilation (Co/Prerequisites: RSPC110, RSPC121, SCIC201)

RSPC132 Pulmonary Evaluation I**1 CLASS HOURS/1 CREDIT**

This course emphasizes vital sign monitoring, chest auscultation, visual inspection, palpation, and percussion. It also provides the student with knowledge of how to perform and assess pulmonary function through testing. (Co/Prerequisites: RSPC110, RSPC121)

RSPC161 Clinical Laboratory**3 LAB HOURS/1 CREDIT**

This course is an introduction to respiratory techniques in the hospital setting. Included are review of the medical record, patient assessment, gas therapy, incentive spirometry treatments and other respiratory therapeutic modalities in a hospital setting supervised by College faculty. (Co/Prerequisites: RSPC110, RSPC121)

RSPC190 Clinical Application of Respiratory Care I 5 CREDITS

This clinical experience will enable the student to apply selected didactic information regarding gas therapy and respiratory therapeutic modalities under the direction and supervision of the hospital's respiratory therapy department. (Co/Prerequisites: SCIC202, RSPC122, RSPC132, RSPC161, RSPC214, RSPC215)

RSPC211 Critical Care Respiratory Therapy**2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course covers material on monitoring ICU patients. Discussion of mechanical ventilation includes: modalities, setup, monitoring, weaning, and PEEP therapy. Also covered is closed chest drainage, and arterial catheters. (Co/Prerequisites: RSPC190)

RSPC213 Neonatal and Pediatric Respiratory Care**2 CLASS HOURS/2 CREDITS**

This course enables the students with the fundamental background and principles and concepts of neonatal and pediatric respiratory therapy. Specific topics that will be discussed will include: growth and development of the fetus, the perinatal period, the changes that occur at birth, respiratory and cardiovascular abnormalities, and the respiratory therapy and equipment used to treat such conditions. (Co/Prerequisite: RSPC190)

RSPC214 Disease and Pharmacology I**3 CLASS HOURS/3 CREDITS**

This course concentrates on pathological conditions of the pulmonary system. Topics discussed cover body defense mechanisms, examination and evaluation of the chest, the etiology, pathophysiology, clinical manifestations, laboratory data, treatment, and prognosis of a variety of obstructive and restrictive respiratory diseases and the pharmacology used to treat those diseases. (Co/Prerequisites: RSPC110, RSPC121)

RSPC215 Clinical Disease Seminar I**1 CLASS HOURS/1 CREDIT**

This course concentrates on the physician's perspective on pathological conditions of the pulmonary system. Topics discussed cover examination and evaluation of the chest, the etiology, pathophysiology, clinical manifestation, laboratory data, treatment, and prognosis of a

variety of obstructive and restrictive respiratory diseases and the pharmacology used to treat those diseases. (Co/Prerequisite: RSPC110, RSPC121, RSPC214)

RSPC219 Advanced Care Seminar (Online)**1 CLASS HOURS/1 CREDIT**

This course will familiarize the student with various sub-specialties and advanced procedures in respiratory care such as Sleep Studies, Hyperbarics, Indirect Calorimetry, Stress Testing and Bronchoscopy. Also, there will be preparation for the NBRC Credentialing exams. (Co/Prerequisite: RSPC290)

RSPC226 Disease and Pharmacology II**2 CLASS HOURS/2 CREDITS**

This course concentrates on pathological condition involving the immune system, nervous system, trauma, cardiovascular system, and other clinical condition as they relate to the respiratory care practitioner. Included is a discussion of the etiology, pathophysiology, pharmacological and respiratory treatment of each disorder. (Co/Prerequisite: RSPC190)

RSPC227 Clinical Disease Seminar II**1 CLASS HOURS/1 LAB HOURS/2 CREDIT**

This course concentrates on the physician's perspective on pathophysiology involving the nervous system, cardio-vascular system and trauma situations as they relate to the respiratory care practitioner. Instruction will be by the medical director of the respiratory therapy program and firing rounds in the intensive care units. Included is a discussion of the etiology, pathophysiology, pharmacologic treatment and ventilator management of these various disorders. Students will spend time in the intensive care units observing and monitoring ventilator management under the direction of a respiratory care practitioner. (Co/Prerequisite: RSPC226)

RSPC233 Pulmonary Evaluation II**2 CLASS HOURS/2 CREDITS**

This course covers the concepts and application of acid-base balance and oxygenation in human physiology. The course is also designed to provide the student with knowledge to evaluate the cardiovascular system via the electrocardiogram tracing and hemodynamic monitoring techniques and waveforms. (Co/Prerequisite: RSPC190)

**RSPC290/RSPC291 Clinical Application of Respiratory Care II****6 CREDITS EACH**

This clinical experience given at several different hospital affiliations is designed to enable the student to apply the principles of mechanical ventilation, the relationship of proper control to achievement of desired parameters, and to monitor the physiological and cardiopulmonary effects on the patient. Also included is the assembling of circuits, setting-up and monitoring the ventilator, troubleshooting of malfunctions and calibrations, and administration of medication through a circuit. Knowledge and techniques regarding airway care to include nasotracheal and endotracheal suctioning, intubation and extubation will also be assessed. (Co/Prerequisites: RSPC211, RSPC213, RSPC233, RSPC226, RSPC227)

RESTAURANT MANAGEMENT

CULC2122 Culinary Concepts

3 CLASS HOURS/3 CREDITS

The course develops an understanding of various culinary concepts. Culinary concepts will incorporate culinary history, culinary knowledge, and food science elements. Heating and cooling systems, equipment options for various applications, energy consumption, and kitchen control are all evaluated. Safe and unsafe working conditions are differentiated.

In addition, the course is also designed to examine menu planning for various food outlets taking into consideration the marriage of nutrition and the imaginative, flavorful cuisine demanded by today's customers. Convenience food systems are included as part of this discussion. Apart from a basic understanding of digestion and metabolism, the emphasis is upon the use of fresh seasonal produce, safe and wholesome produce and non-processed foods. Through classroom lecture, projects and case studies, students will gain an understanding of principles of nutrition.

FBMC3196 Food and Beverage Management

3 CLASS HOURS/3 CREDITS

This course is designed to distinguish restaurant and institutional catering from hotel food and beverage operations. Students will analyze organizational, marketing, operational, and financial aspects of modern food and beverage (F&B) operations. Labor cost controls, introduction to feasibility studies, specific marketing and budget analysis, and banquet and catering are stressed.

FBSC1101 Craft-based Learning:

Food and Beverage Service

3 CREDITS

Craft-based learning in food and beverage service techniques offers students foundation level skills knowledge. Students are prepared to work effectively and efficiently in teams to provide timely and appropriate food and beverage service. Demonstrations, simulations, and practical activities by students will familiarize them with aspects of modern and classical service techniques. This program will prepare them for the "realities" of the industry. Furthermore, practical work will foster and instill skills in interpersonal communication, organization of work, and personal presentation. The working environment of the school is designed for students to take an active role in a real work environment and will familiarize students with various forms of authority. Craft-based learning will not only develop technical skills but equally will develop students to respect procedures and instruction and will encourage them to develop their sense of responsibility, self-discipline, and leadership. The course will be delivered in the form of workshops, demonstration lectures, practical application, group work, and group discussion.

FBSC1102 Principles of Bar and Beverage Management

3 CLASS HOURS/3 CREDITS

The course explains and examines the theoretical aspects of bar/beverage operation. The student will gain a good understanding of both alcohol and non-alcoholic beverages. The course is designed to build awareness of opportunities and service styles within a bar concept. Within an environment for responsible serving of alcohol, students will be introduced to food and wine mixology. Various beverage trends, controls, and bar psychology will be analyzed. The course will be delivered in the form of lectures, classroom discussion, research, field trips, tasting, and hands-on operation.

CULC2116 Culinary Craft-based Learning

3 CREDITS

The course offers students basic skill development in order to prepare food. Students will develop skills in all major cooking methods using proper hygiene, energy conservation, and wastage prevention. Students will learn to appreciate quality and gain an understanding of raw materials. The course is designed for students to work in teams or individually to produce quality food in an effective and efficient way. Students are exposed to the main systems of food production from "modern free flow concept" to à la carte, "fast food," and "classical

banquet" production. The kitchen working environment will provide students with the opportunity to learn the proper use and maintenance of kitchen equipment. Planning and supervisory skills as well as self-sufficiency are developed through the division of work. The practical class activities will foster skills in prioritizing and time management. It will develop the student's creativity, at the same time the student will learn to respect procedures and instructions. It will encourage the student to develop a sense of responsibility and leadership. The theoretical knowledge is based on industry relevant requirements and will assist students selecting and combining ingredients correctly.

GENC2150 Pre-Intermediate German

3 CLASS HOURS/3 CREDITS

Students at this level will be able to converse about typical daily situations using intermediate level vocabulary. They will be able to read and understand an informative text, and understand short notices and advertisements. Students will be able to use various terms relating to the hospitality industry. (Prerequisite: LNGC113).

TRMC1186 Introduction to the World of Hospitality

3 CLASS HOURS/3 CREDITS

The aim of this course is to assist students to understand the origins, development, and the required attitude needed for a successful career in the hospitality industry. The course will include two major aspects. The first aspect will distinguish the styles of various companies and will explore the world of hotels and restaurants. The second aspect will provide students with an understanding of a hotel and its various departments. The course will emphasize theoretical knowledge of the industry. Students will put theory into practice by contacting hotels and restaurants, presenting knowledge about a hotel chain in class, and producing a report about a restaurant chain. Exercises will allow students to explore the broad world of the hospitality industry by learning about "hot" management issues such as diversity, retention, harassment, security, and loss prevention.

INTC1108 Internship

2 CREDITS

The six month internship in a professional environment is designed to enable the student to develop personal and professional skills acquired during previous study. Tasks undertaken in the internship should be of an operational nature. The student will prepare a personal journal and action plan.

TEACHER EDUCATION

TEC101 Foundations of Education

3 CLASS HOURS/3 CREDITS

A survey course which investigates the philosophical, historical and social/cultural character of education in the United States, is intended to be an examination of how schools function organizationally. Topics to be explored include the roles of education, system philosophy, and trends which have shaped contemporary education; field observations are included.



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M.S.W., State University of NY-Albany

Kathleen Aldrich

Admissions Counselor
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College; B.S., College for Lifelong Learning

FACULTY

Delmar D. Burridge

Assistant Professor – Criminal Justice
B.A., Salem College; M.A., Temple University

Cynthia Cahoon

Professor – Associate Degree Nursing –
Keene
B.A., Bates College; A.D.N., M.S., Rivier
College; M.Ed., Keene State College

Jo Ann Clifford

Professor- Liberal Arts
A.D.N., NH Technical Institute;
B.S.N., Evangel University;
M.Ed., Plymouth State College; Reality
Therapy Certified

Laurel L. Clute

Professor - Physical Therapist Assistant
B.S., M.S., University of Vermont, PT

Peter T. Crosby

Assistant Professor – Computer Technology
B.A., Windham College

James P. Daigle

Associate Professor – Business/Allied Health
A.A.S., Champlain College;
B.S., Plymouth State College

Mary Ann Daly

Professor – Associate Degree Nursing
B.S.N., Northeastern University;
M.S.N., Boston College

Deanna Denault

Professor – Science
B.S., University of Massachusetts;
M.Ed., Springfield College; M.S., Boston
University; Ph.D., Dartmouth College

C. Bean Doran

Associate Professor - Instructional Services
A.S., Bay Path College; B.S., Johnson State
College; C.S., University of Vermont

Bridget K. Fillo

Professor – Associate Degree Nursing/
Practical Nursing
B.S.N., University of New Hampshire;
M.S., Rivier College

Andrea Gordon

Professor-Clinical Laboratory Technician
B.S., University of New Hampshire; M.Ed.,
Plymouth State College; M.T.(ASCP)SH

Lisa M. Gould

Assistant Professor – Medical Assistant Program
A.S., C.M.A., New Hampshire Technical College; C.M.A. (AAMA)

Arlene Halsted

Professor - Associate Degree Nursing
A.S.N., Broward Community College;
B.S.N., Florida State University;
M.Ed., Plymouth State College

Judith A. Honsinger

Associate Professor-Clinical Laboratory Technician
B.S., Vermont College; M.T.(ASCP)

Nancy Johnson

Professor – Science
B.S., State University of New York;
M.D., NY Medical College

Nancy Marashio

Professor-English, Liberal Arts
B.Ed., Keene State College;
M.A., Boston College;
C.A.S., Wesleyan University

John Marcley

Professor - Respiratory Therapy
A.A.S., Nassau Community College;
A.S., B.S., SUNY Health Science Center;
M.Ed, Penn State University; R.R.T.

Margaret U. Mariani

Professor - Practical Nursing/Associate Degree Nursing
B.S.N., Long Island University;
M.Ed., Antioch New England Graduate School

James McCarragher

Professor - Associate Degree Nursing
B.S.N., University of Connecticut;
M.S.N., Case Western Reserve University

Jennifer Militello

Professor – English
B.A., University of New Hampshire;
M.F.A., University of North Carolina, Greensboro

Mary Moore

Professor – Associate Degree Nursing
B.S.N., Southern Connecticut State College;
M.S.N., Catholic University of America;
ARNP, Boston College

Kerry L. Belknap Morris

Associate Professor – Early Childhood Education
B.A., Mount Holyoke College;
M.Ed., Plymouth State University

Michael O'Connell

Associate Professor - Business
B.S., Stonehill College;
M.B.A., Boston University

Susan L. Parry

Associate Professor - Human Services
B.S., SUNY-Plattsburgh;
M.Ed., University of Maine-Orono

Joseph Perron

Professor – Occupational Therapy Assistant
A.A.S., New Hampshire Vocational Technical College; B.S., University of Great Falls; M.S.T., University of New Hampshire; Ph.D., Capella University

Judith Pomiecko

Associate Professor – Business/Allied Health
A.A.S., New Hampshire Vocational Technical College; B.S., Colby-Sawyer College; M.Ed., Keene State College

Christopher C. Rolon

Associate Professor – Physical Therapist Assistant
B.S., Keene State College; M.S., University of Massachusetts-Lowell; P.T., A.T.C.

Nancy Roy

Professor – General Education
B.S., M.Ed., Bridgewater State College;
C.A.G.S., University of Massachusetts-Amherst; Ph.D., The Union Institute

Jennifer J. Saylor

Professor – Occupational Therapy Assistant
B.S., Boston University; M.Ed., Plymouth State University

Carole L. Schuschi

Instructor – Disabilities Coordinator
B.A., Upsala College; M.Ed., Keene State College

Paul L. Shykula

Associate Professor – Instructional Services
B.S., University of Connecticut; M.Ed., Utah State University

Daun A. Smith

Professor – Associate Degree Nursing/ Practical Nursing
B.S.N., M.S.N., University of New Hampshire

Wendy A. Smith

Associate Professor-Respiratory Therapy
A.A.S., New Hampshire Vocational Technical College; B.A., Plymouth State College;
M.Ed., Penn State University; R.R.T., RPFT

Cecilia Vicuna-Keady

Professor – Associate Degree Nursing – Keene
B.S.N., Atlantic Union College,
M.S., Boston College

Susan Welsh

Professor – Massage Therapy
A.S., NH Community Technical College;
B.S., University of Connecticut; M.Ed., Boston University

ADJUNCT FACULTY**Richard Abel**

English
B.A., Miami University; M.A., Ph.D., University of Minnesota

Kathryn Alves-Labore

Social Science – Psychology
B.A., University of New Hampshire;
M.A., University of Hartford

Diane Andreas

Business
B.S., Oregon State University; M.Ed., Antioch University

Christopher Arnold

Machine Tool
B.S., Keene State College

Joanne Baillargeon

Instructional Services
B.A., New England College

Robert Baum

English
B.A., Catholic University; M.A., Dartmouth College; Ph.D., University of Minnesota

Pamela Bernard

English
A.B., Harvard University; M.F.A., Warren Wilson Graduate Program for Writers

Mary Brown

Phlebotomy
A.A.S., New Hampshire Technical College – Claremont

Ursula Buser

Business
B.A., Humboldt State University

J. Christopher Callahan

Criminal Justice
B.S., M.S., Suffolk University

Kevin Comeau

Massage Therapy
B.A., Dartmouth College; LMT

Richard Conway

History
B.Ed. Keene State College;
M.A., Michigan State University

Jeff Cornish

Machine Tool
B.S., Granite State College

William Craig

English
M.F.A., Vermont College/Norwich University

Nancy Crawford

Associate Degree Nursing
B.S.N., Regents College
M.S., University of Massachusetts

Daniel Dagenais

Humanities
B.A., Keene State College;
M.A., University of Vermont

Sallie R. Dobson-Brassard

Nursing
B.S.N., University of Rhode Island

Margaret Dorson

Nursing
B.S.N., M.S.N., University of Massachusetts-Lowell

Terri Drogue

Psychology
B.A., Keene State College; M.Ed., Keene State College; C.A.G.S., Norwich University

Chris Elders*Science*

A.B., Dartmouth College

John Gerth*Sociology*B.A., Chapman University;
M.A., University of Southern California;
M.S., NOVA Southeastern University**Carlos Greene***Mathematics*B.S., Keene State College;
M.S., University of Vermont**Charlotte Greenhalgh***Instructional Services*B.A., University of Vermont;
M.S., Simmons College**Dawn Greenwood***Massage Therapy*Certificate, MT Bancroft School of
Massage Therapy;
Certificate, Prenatal Massage Therapist**Wendy Pelton Hall***Massage Therapy*

B.S., Keene State College

Lorraine Harris*Early Childhood Education*B.M., University of Maine;
M.S., Wheelock College**E. Thomas Hemmings***Science*B.A., University of Rochester;
M.A., Ph.D., University of Arizona**Robin Hemmings***Philosophy*

B.A., UCLA; M.Ed., National University

William Hoffman*Mathematics*A.B., Vassar College;
M.B.A., University of Vermont**Lyndel Jackman***Phlebotomy*

B.S., University of New Hampshire

Maryanne Keating*Massage Therapy*

A.S., New Hampshire College

Steven Lulek*Adventure Recreation Management*
NCO-EMT**Mary Macklin***Nursing*B.S., University of New Hampshire;
M.S., Boston College**Mabel Marcley***Spanish*

B.S., Niagara University

Leigh Marthe*Instructional Services*B.A., State University of
Minnesota-Morris;
M.S., Cardinal Stritch University**Roger Martin***Business*B.A., Trinity College;
M.B.A., M.S., University of Hartford;
Ed.D., Vanderbilt University**Laurel Martin-Brandley***Allied Health*B.A., Keene State College;
D.C., Sherman College**Christopher McLaughlin***Criminal Justice*B.A., Dartmouth College;
J.D., Franklin Pierce Law Center**Linda Merrill***Business*

B.S., Keene State College

Susan Michelson*Business*B.A.C., Mount Wachusett Community
College; B.A., Keene State College;
M.B.A., Plymouth State University**Tina Mongillo***Nursing*B.A., York University, Ontario,
B.S.N., Ryerson University, Toronto;
M.S., New England College**Vicky L. Morton***Business*B.G.S., College for Lifelong Learning;
M.S., Antioch New England Graduate School**Roy Pang***Science*B.S., Hong Kong University; Ph.D., Virginia
Commonwealth University**Marie Pellizzari***Business*B.A., Rutgers University; M.Ed., Rutgers
Graduate School of Education; J.D., Vermont
Law School**Kent Phillips***Science*

B.S., M.S., Ph.D., Perdue University

Scott Pope*Machine Tool*

B.S., University of Southern Colorado

Carole Putnam*Nursing*B.S.N., Alverno College;
M.S.N., Marquette University**Pamela Russell***Humanities*B.A., Yale College; Ph.D., University of
Pennsylvania**Robin Saunders***Allied Health*B.S., University of New Hampshire;
M.S., St. Joseph University**Brooks Seaman***Massage Therapy*C.M.T., Bancroft School of Massage
Therapy; M.Ed., Springfield College;
D.C., New York Chiropractic College**Richard Schellens***Computer Science*B.A., Syracuse University;
M.S., Dartmouth College**Alexander Scott***Criminal Justice*B.A., Norwich University;
J.D., Franklin Pierce Law Center**Gayle Smith***Nursing*B.S. Syracuse University;
M.S. Boston University**Season Smith***Massage Therapy*A.S., New Hampshire Community
Technical College; C.M.A.;
B.A., Keene State College**John Speight***Business*

B.S.B.A., Boston University

David Stevens*Machine Tool*

B.S., University of Maine

Lisa Strout*Early Childhood Education*

B.S., Keene State College

Helen Ware*Nursing*

B.S. University of Toronto

Cynthia Westney*Psychology*B.A., Trinity College of Vermont;
M.A., Antioch New England
Graduate School**Betsy Yacubian***English*B.A., University of Michigan;
M.A.T., Columbia University Teachers
College; M.Ed., Notre Dame College**STAFF**

Cheryl Bedell	Nursing Secretary
Michael Belanger	Maintenance Mechanic II
John Blake	Building Service Worker II
Diane Carroll	Administrative Secretary
Marie Couitt	Tech Support Specialist
Jean Dale	Secretary Typist
Skip Davis	Building Service Worker III
Ivy Downing	Secretary II
Edwin Ellis	Bursar
Diana Gauthier	Admissions Assistant
Laura Hanson	Assistant Registrar
Rebecca Kinshaw	Stock Clerk III
Peter Knox	Alumni Relations
Patricia Labrecque	Program Assistant - Financial Aid

Michael LaFont Building Service
Worker II

Roland Lambert Building Service
Worker II

Marlene Lewis Liberal Arts Secretary

Michelle Lockwood Cashier

Paul Matteau Building Service
Worker II

Susan Michelson Running Start
Coordinator

Gloria Oakes Library Assistant

Beth Quimby DCE Program Assistant

Michael Robitille Building Service
Worker II

Mark Rowell Technical Support
Specialist II

Violet Small Account Technician

Richard Springer Building Service
Worker II

Jean Stribling Admissions Secretary I

Virginia Tillman Allied Health/
Health & Human Services
Secretary II

David Weeks Building Service
Worker II

Jessica White Admissions Intern

CLINICAL FACILITIES

*Clinical sites depend on availability and are
subject to change yearly.*

CLINICAL LABORATORY TECHNICIAN PROGRAM

NAACLS Approved Affiliates:

Jean Ransom

Mt. Ascutney Hospital
Windsor, VT 05089

Bob Badger

Veterans Administration Center
White River Jct., VT 05001

Marcia LaMothe

Portsmouth Hospital
Portsmouth, NH 03810

Howard Adams

Cheshire Medical Center
Keene, NH 03431

Kim Blake

Alice Peck Day Memorial Hospital
Lebanon, NH 03766

Pam Caron

Gifford Memorial Hospital
Randolph, VT 05060

Ray McLeod

Central Vermont Medical Center
Barre, VT 05641

Ruth Gallagher

Androscoggin Valley Hospital
Berlin, NH 03570

Springfield Medical Laboratory

Springfield, VT 05156

Barbara Devoy

Valley Regional Hospital
Claremont, NH 03743

Paul Connor

Littleton Hospital
Littleton, NH 03561

George Rooney

Southern NH Regional Medical Center
Nashua, NH 03061

Ron Sasarak

Brattleboro Memorial Hospital
Brattleboro, VT 05301

Dave McLane

Copley Hospital
Morrisville, VT 05661

Susan Krause

Concord Hospital
Concord, NH 03301

Tom Costigan

Speare Memorial Hospital
Plymouth, NH

Bea Record

Debbie Morris
Monadnock Regional Hospital
Peterborough, NH

Ellen Dijkman Dulkes

Dartmouth Hitchcock Medical Center
Lebanon, NH

Margaret Heatly

Lakes Region General Hospital
Laconia, NH

Rita Napierkowski

Yale New Haven Hospital
New Haven, CT

MEDICAL ASSISTANT PROGRAM

Approved Affiliates

Joann Miller, Office Manager

Claremont Family Physicians
Claremont, NH 03743

Ernst Oidtman, MD, CEO

Family Health Center
Lebanon, NH 03766

Richard Slusky, CEO,

Sherry C. Bellimer,
Physicians Practice Manager
Mt. Ascutney Hospital/Physician
Practices/Lab
Windsor, VT 05089

Tina Naimie, VP Fiscal Services & CFO

New London Hospital/Physician
Practices/Lab
New London, NH 03257

Claire Bowen, CEO

Partners in Health/Assoc. in
Medicine/Kane Center
Claremont, NH 03743

Lee Kitchen, Office Manager

Valley Family Physicians
Claremont, NH 03743

Joanne Arey, Administrator

White River Family Practice
White River Jct., VT 05001

Cathy Pearse, Education Coordinator

VA Hospital
White River Jct., VT 05001

NURSING PROGRAMS ASSOCIATE DEGREE NURSING

Dartmouth Hitchcock Medical Center

Lebanon, NH 03756

Mt. Ascutney Hospital and Health Center

Windsor, VT 05089

Veterans Administration Center

White River Jct., VT 05009

Springfield Hospital

Springfield, VT 05156

Alice Peck Day Hospital Extended Care Health Center

Lebanon, NH 03766

Hanover Terrace Health Care

Hanover, NH 03755

Valley Regional Hospital

Claremont, NH 03743

Haven Health Care Center

Claremont, NH 03743

Visiting Nurse Alliance NH/VT

White River Jct., VT 05001

Cheshire Medical Center

Keene, NH 03431

Monadnock Community Hospital

Peterborough, NH 03458

Brattleboro Retreat

Brattleboro, VT 05302

Maplewood Nursing Home

Westmoreland, NH 03467

Cedarcrest Center for Children with Disabilities

Keene, NH 03431

Harborside-Applewood Nursing Home

Winchester, NH 03470

Good Shepherd Healthcare Center

Jaffrey, NH 03452

Home Healthcare Hospice & Community Service, Inc.

Keene, NH 03431

PRACTICAL NURSING

New London Hospital
New London, NH 03257

Springfield Hospital
Springfield, VT 05156

Veterans Administration Ctr.
White River Jct., VT 05009

Hanover Terrace Health Care
Hanover, NH 03755

Haven Health Center
Claremont, NH 03743

Alice Peck Day Extended Care Health Center
Lebanon, NH 03766

Good Beginnings
Claremont, NH 03743

Valley Regional Hospital
Claremont, NH

CT Valley Homecare
Claremont, NH 03743

Lake Sunapee Region VNA
New London, NH 03257

NURSING ASSISTANT

Valley Regional Hospital
Claremont, NH 03743

Haven Health Center
Claremont, NH 03743

Alice Peck Day Hospital Extended Care Health Center
Lebanon, NH 03766

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Mary Hansen, OTR/L
Vermont State Hospital
Waterbury, VT 05676

Barbara MacCrae, OTR/L
NH Hospital
Concord, NH 03301

Lisa Knott, COTA
Mascoma School District
Enfield, NH 03748

Jennifer Hollander
Rutland Regional Medical Center
Rutland, VT 05701

Ruth Pratt, COTA

Eve Johnson, COTA
Windsor SW School District
Chester, VT 05143

Patricia Thomas, OTR/L
WCSU
Woodstock, VT

Joan Vallieres, OTR/L
Manchester NH Schools
Manchester, NH 03101

Eileen Vreeland, OTR/L
SAU #6
Claremont, NH 03743

Katie Sawyer, OTR
Alice Peck Day Hospital
Lebanon, NH 03766

Heather Hanson, COTA
Developmental Services of
Sullivan County
Claremont, NH 03743

Lisa Anderson, OTR
Healthsouth Rehab
Concord, NH 03301

Tricia Rasch, OTR
Farnum Rehab- Cheshire Medical Ctr
Keene, NH 03467

Margo Paul, OTR
So. NH Medical Ctr
Nashua, NH 03601

PHYSICAL THERAPIST ASSISTANT PROGRAM

Clare Gowen, PT
Weeks & Gowen PT Assoc.
Charlestown, NH 03603

Allison Mangels, PT
Veterans Administration Medical Ctr
Manchester, NH 03104

Melissa Pouliot, PTA
Monadnock Community Hospital
Peterborough, NH 03458

Steve Schofield, PT
Androscoggin Valley Hospital
Berlin, NH 03570

Ginger Dockum, PTA
Alice Peck Day Hospital
Lebanon, NH 03766

Sheril Cass, PT
The Farnum Rehab Center &
Monadnock Sports
Keene, NH 03467

Aydan Crandall, PT
Valley Regional Hospital
Claremont, NH 03743

Dana Sackos, PT
Concord Hospital & Center for Sports
Medicine & Ortho. Rehab
Concord, NH 03301

Susan Sudeck, PT
HealthSouth Rehab Hospital
Concord, NH 03301

Susan Walleth, PT CCCE
Rutland Regional Medical Center
Rutland, VT 05701

Nancy Evans, PT
Kendal at Hanover
Hanover, NH 03755

Sandy Cherry, PT
Universal PT
Newport, NH 03773

Geri-Lynn Atwood, PT
Brattleboro Memorial Hospital
Brattleboro, VT 05301

Sarah Page, PT
PT Services
Brattleboro, VT 05301

Jennifer Clark, PTA
Eden Park Nursing Home
Brattleboro, VT 05301

Diane Kitchen, PT
Rehab 3 / Frisbee Memorial Hospital
Rochester, NH 03867

Deborah Fernald, MSPT
Rehab 3 / Marshbrook
Somersworth, NH

Belinda Decker, PT
Therapeutic Connections
Claremont, NH 03743

RESPIRATORY THERAPY PROGRAM

Matt Gendron, RRT
Elliot Hospital
Manchester, NH 03103

Scott Slogic, RRT
Dartmouth Hitchcock Medical Center
Lebanon, NH 03756

Bob St. Pierre
Brattleboro Memorial Hospital
Brattleboro, VT 05301

John Quevillon, RRT
Catholic Medical Center
Manchester, NH 03101

Ed Bradley, RRT
Springfield Hospital
Springfield, VT 05156

Peter Gallagher, RRT
Speare Memorial Hospital
Plymouth, NH 03264

Ron King, RRT
Androscoggin Valley Hospital
Berlin, NH 03570

Suzanne Russ, RRT
Veterans Administration Hospital
White River Jct., VT 05001

Eric Lindquist, RRT
Southern NH Regional Medical Center
Nashua, NH 03061

Susan Perry, RRT
Lakes Region General Hospital
Laconia, NH 03246

Larry Brundage, RRT
St Joseph's Hospital
Nashua, NH 03060

Dr. Henry Worth Parker
Medical Director
Respiratory Therapy
Dartmouth Hitchcock Medical Center
Lebanon, NH 03756

College Calendar

NEW HAMPSHIRE COMMUNITY TECHNICAL COLLEGE Claremont, New Hampshire 03743-9707

2007 - 2008

Two 16-Week Semesters

FALL SEMESTER

September 4 Fall Semester Classes Begin
November 12 Veterans Day – No Day/Evening Classes
November 22-23 Thanksgiving Holiday
December 19 Last Day of Fall Semester
December 20-January 21 Holiday/Winter Break

SPRING SEMESTER

January 22 Spring Semester Classes Begin
February 18 President's Day – No Day/Evening Classes
March 10 - 15 Spring Break
May 8 Last Day of Spring Semester
May 16 Graduation

SUMMER SEMESTER

8 - 12 Weeks

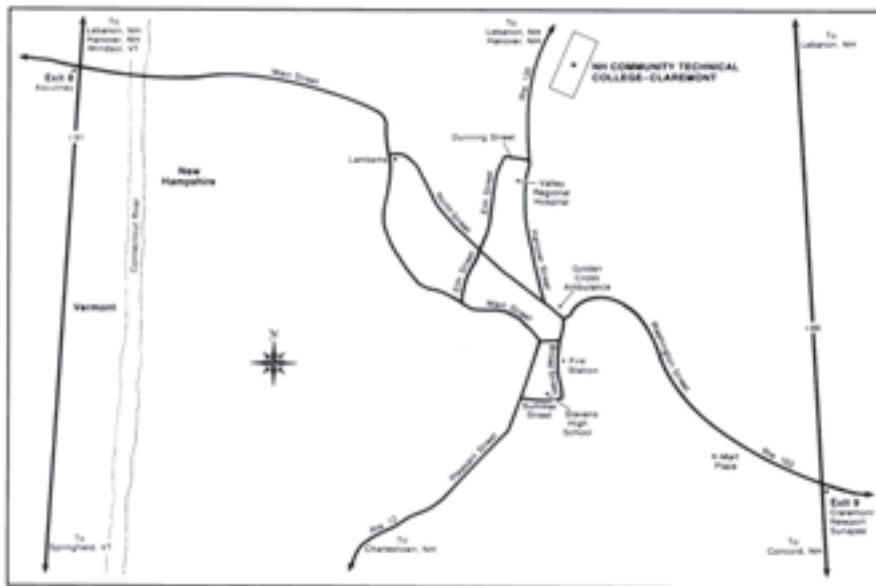
May 27 Summer Semester Classes Begin

Non-Discrimination Policy

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DIRECTIONS TO CLAREMONT CAMPUS

NHCTC – Claremont is located on Route 120 North of Claremont. It is easily accessible from the North on Route 120 in NH or I-91 in Vermont. From Keene and points South NHCTC can be reached by traveling North on Route 12 in NH or I-91 in Vermont. Claremont can be reached from points East by traveling on Route 11 to 103 and on I-89 to 103. Route 103 joins Route 120 in Claremont.



NHCTC

CLAREMONT

KEENE



DIRECTIONS TO KEENE ACADEMIC CENTER

FROM THE NORTH, SOUTH OR WEST OF KEENE: (Route 101 East starts at the Main Street/Route 12 South intersection) Once you have reached Route 101, Route 12 and Main Street intersection, go east on Route 101 to the first set of lights, at Optical Avenue.

FROM THE EAST OF KEENE: Take a right at the lights at the intersection of Route 101 and Optical Avenue.

At the intersection of Optical Avenue, take a left onto Marlboro Street. We are the sixth building on your right. Parking is adjacent to the building.





New Hampshire Community Technical College
One College Drive
Claremont, NH 03743-9707