

# 2009-2010

Claremont Campus  
Keene Academic Center



**RIVER VALLEY**  
Community College

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River Valley Community College 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 River Valley Community College, 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.

*River Valley Community College is an Equal Opportunity Employer*

*This Catalog is Current as of July 1, 2009*



# RIVER VALLEY

## Community College



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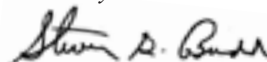
*Welcome to River Valley Community College, the “community’s” college. Here at RVCC we strive to offer the right mix of courses and programs and at times and locations that best meet your needs. Whether you are preparing to transfer to a four-year college, or just want to take a course or two, we are here to support you. We also appreciate the increasing costs of travel, and currently offer classes in Claremont and Keene. Our online class offerings are also expanding which may cut your commute entirely. In whatever way you choose to attend, you will surely find faculty and staff who care 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 39 degree and certificate programs. Many programs involve active learning opportunities within your home community. If you are thinking of attending a four-year college or university, our transfer programs often provide substantial savings on the cost of your education. River Valley has transfer agreements with over a dozen colleges statewide, guaranteeing seamless transfer with no loss of credit. 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. It is never too late to take a credit or non-credit class because River Valley is a place for lifelong learning.*

*Perhaps you already know what you want to study. If not, I urge you to peruse this catalog and then stop by to see how we can help you. If you are not sure of your next step, we can also help. Many students start with a basic curriculum and then decide on a program later. Whatever your interests may be, your community college is here for you. River Valley is fully accredited and whether your plans are to find employment, improve your current job skills, or take you to a four-year college, you will be ready.*

*Visit us through these pages and then call or come see us. We would love to talk with you about what we have to offer. Make us part of your life. Welcome!*

*Sincerely,*

  
Steven Budd, President

# 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.

## River Valley Community College Mission

River Valley Community College changes lives and transforms society by preparing students for lifelong learning, careers and citizenship. Our career, technical and liberal arts programs enable a diverse community of learners to achieve goals including professional advancement and academic transfer. Championing accessibility and academic integrity, we strive to meet our region's needs through employer partnerships, cultural enrichment and community service.

# Vision Statement

River Valley Community College 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 the following strategic goals as a means of reaching its vision:

### Governance:

- With input from the College Community, Leadership will develop and clarify an effective governance and communication model
- Governance will ensure the acquisition, allocation and distribution of resources to advance the mission of the institution.

### Academics:

- Ensure that the curriculum mix reflects the present and future needs of our constituents.
- Provide comprehensive, quality academic opportunities that facilitate employment, transfer and meet student goals.
- Integrate diverse content delivery methodologies that ensure the integrity and viability of academic offerings.

### Community Engagement and Civic Awareness

- River Valley Community College will foster viable and dynamic community partnerships.
- Civic engagement will be woven into all aspects of the institution.

### Access:

- Ensure access opportunities for constituencies through multiple paths and modes of entry.

# Guiding Principles

River Valley Community College 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.

# 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
- Honest and sincere
- Fair and reasonable
- 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

## History

### Claremont Campus

Since 1968, River Valley Community College, formerly 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-nine 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 River Valley Community College. 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 River Valley Community College.



# Accreditation

River Valley Community College 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](mailto: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

\* Accounting Program approved for candidacy by the Association of Collegiate Business School Programs.

## Admissions Procedures

### Admissions

Admission to River Valley Community College 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, sexual orientation, gender, handicap, religion, or national origin.

### Application Materials for Admissions

An Application for Admission may be found in this catalog, on our website ([www.rivervalley.edu](http://www.rivervalley.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, River Valley Community College**  
**One College Drive, Claremont, NH 03743-9707**

### General Admissions Requirements and Procedures:

1. Complete and submit an official River Valley Community College application to the Admissions Office and include the \$10 Application Fee. Checks or money orders should be made payable to River Valley Community College. Applications received without the application fee will not be processed. You can also apply online at [www.rivervalley.edu](http://www.rivervalley.edu).

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 sentence skills, reading comprehension, elementary algebra, and arithmetic. This assessment is computerized and is given to all applicants.*) There is currently a \$15 administrative fee for the Accuplacer. The fee is 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 19)
5. A personal interview with a College Admissions Counselor is optional but strongly encouraged.

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. Every degree student must demonstrate basic arithmetic and algebra skills before enrolling in college-level math and other courses (e.g., science). To earn an associate degree, students will be required to successfully complete one or more college-level math classes as specified by the particular program and curriculum to which the student has been accepted. Students lacking basic arithmetic and algebra skills may achieve those competencies through developmental math courses offered at the college.
8. Criminal background checks may be required for some program practicum and internship experiences. See page 13 for complete policy.
9. 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 River Valley Community College 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 42.

All other academic programs are open until filled.

## **New Hampshire Transfer Connections**

### **A new pathway to a four-year degree in NH**

Students who originally applied and were not accepted at UNH, Plymouth State or Keene State can study full time for a year at River Valley Community College and with C or better in all college level courses, can automatically be accepted into the University System of New Hampshire institution where they originally applied - UNH, Plymouth or Keene - with no fees or re-application! Visit [www.nhtransfer.org](http://www.nhtransfer.org) for more information or contact the Vice President of Academic Affairs.



## **Academic Amnesty**

A student who has previously attended River Valley Community 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 three (3) years from the last semester of attendance.
2. The student applies for Academic Amnesty before the start of his/her second semester after readmission.
3. The student has never before received Academic Amnesty.
4. The student achieved a cumulative GPA below 1.7 during previous attendance.

## **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.rivervalley.edu](http://www.rivervalley.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 be in



English, should include student's name, intent to attend River Valley Community College, and the amount of money available, 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 by RVCC staff. 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). 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 TOEFL 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

## 2009-2010 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:..... \$183/credit  
New England Regional Students: ..... \$274/credit  
Out-of-State Residents:..... \$418/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 authorization 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 River Valley Community College 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 (8<sup>th</sup>) 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 River Valley Community College, 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 \$60.00 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 x 60 = \$60

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.

## Matriculation/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 .....	\$75
NLN Achievement Exams .....	\$90
Annual Liability Insurance for Allied Health Students.....	\$25

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

# Financial Aid

## Philosophy of Student Financial Aid

River Valley Community College 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 online at <http://www.ccsnh.edu/financialaid/documents/Student0910financialaidhandbook4909sg.pdf>

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 (SSIG/VSAC)

## 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 CCSNH 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](http://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 May 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 funds 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

Students who withdraw from school before the 60% point in a semester will have to repay a portion or all of their Federal Pell Grant, Federal SEOG Grant, Federal ACG Grant and Federal Stafford and/or Perkins Loan. A student has to attend beyond 60% of the enrollment period before the student withdrew has earned 100% of their Title IV Aid.

Financial aid recipients who withdraw from all classes after a semester has begun and prior to the 60<sup>th</sup> 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 the form is submitted to the Registrar's Office is the withdrawal date and the date of notification to the school 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

The qualitative and quantitative components of the SAP policy will be reviewed at the end of each semester within the regular academic year of the student's program of study.

Students who meet SAP standards will be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester.

Students who do not meet SAP standards will be placed on SAP probation for one semester. Students placed on SAP probation will retain their eligibility for Student Federal Aid for that upcoming semester.

At the end of the probationary period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the next semester.

If the student is still unable to meet SAP standards, he/she may be placed on SAP final probation **unless otherwise determined by the FAO**. Students placed on SAP final probation will retain their eligibility for Student Federal Aid for the upcoming semester. At the end of the final probationary period, SAP standards will be reviewed again. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester. If the student is still unable to meet the

standards for SAP, he/she will no longer be eligible to receive FSA at the institution until such time that he/she is able to meet the standards of SAP.

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://www/ccsnh.edu/links.html>

### Repeat Courses

Only the most recent grade for a course that has been repeated will count towards a student's CGPA. Therefore, grades from prior attempts will be excluded from the student's cumulative GPA. However, all attempts including the most current will be included in the calculation for the completion rate and maximum time frame components. Financial Aid will cover a repeated course only when it is repeated to replace an unacceptable grade as determined by a specific course and/or major.

### 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](http://www.gibill.va.gov)

The office of the Registrar at River Valley Community College can also provide assistance to veterans 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 River Valley Community College. 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.

### 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 nontraditional 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 15.

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 CCSNH institution the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but not used in the calculation. Only those repeated courses completed at River Valley Community College will be used in the calculation of the CGPA; repeated courses completed at an institution outside of River Valley Community College 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.

## Criminal Background Check Policy

A criminal background check may be required prior to some student's clinical, fieldwork or practicum experience. Failure to undergo a criminal background prior to an assigned clinical, fieldwork or practicum experience may result in inability to progress in a program. Should a clinical, fieldwork or practicum agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility to arranging an alternate clinical/fieldwork or practicum placement. Students may appeal the decision and will be given the opportunity to present information to dispute the background check. Students must agree that all results will be available to the program and the clinical sites associated with the program. The criminal background check may be

required several times during a two year program and may be required for employment and/or licensure and/or certification. Cost for the criminal background check will be the responsibility of the student. The following programs require a criminal background check prior to clinical, fieldwork or practicum experiences:

Adventure Recreation Management  
Clinical Laboratory Technician  
Criminal Justice  
Early Childhood Education  
Human Services  
Medical Assistant  
Nursing  
Occupational Therapy Assistant  
Physical Therapist Assistant  
Respiratory Therapy  
Teacher Education

## Work Based Learning (WBL)

WBL is defined as a clinical affiliation, fieldwork, laboratory experience, practicum or business and industry internship. Students in some programs spend a significant part of their program in a WBL experience. To ensure the safety and well being of others, the College must be certain that each student participating in a WBL experience possesses minimum skills, knowledge, personal maturity, and judgment, as defined by Program Standards. Through its judicial proceedings, the College deals with action of a disciplinary nature.

Before a student enters a WBL experience or during the experience, situations do occur that may be neither academic nor disciplinary in nature but which may actually or potentially jeopardize others safety and well being. These situations may arise from unethical behavior, immature, emotional instability, or other conditions. If it is determined that such behavior cannot be identified as either academically or disciplinary in nature, the instructional staff may recommend, in writing, to the Vice President of Academic Affairs that the student not initiate or continue in the WBL experience. This recommendation must specify the nature of the situation in question, and it must be documented thoroughly. The recommendation must be discussed with the student in conference. The recommendation is made to and reviewed by an ad hoc committee on WBL appointed by the President.

The WBL committee membership will include the Vice President of Academic Affairs, two faculty members from the Technical or Arts, Humanities and Science department and one professional employed in the work setting. The President will appoint a chairperson. The student and instructional staff member are encouraged to attend the committee meeting to present evidence.

## 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 Community College System of New Hampshire are free.

## Transfer of Credit

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally 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 Community College System has acquired skill or knowledge equivalent to that acquired by the student enrolled in a College 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 the Community College System of New Hampshire, 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 River Valley Community College courses taught in the high school by the high school teachers. This dual-enrollment program provides students with both high school and college credit. College credits may be used towards completion of a degree, a diploma, or a certificate at RVCC. Credits may be transferred to other Community College System of New Hampshire campuses as well as universities and colleges 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 is awarded in high school, tuition costs are reduced (\$100 per course registration), time to complete higher education requirements is reduced, and confidence in the transition to college is increased. High school graduates who are taking Running Start courses are encouraged to enroll at River Valley Community College within one year to ensure that credits will be accepted into a current program.

## 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 River Valley Community College 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.**





## 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, matriculated student earning a grade point average of 3.0 to 3.69 is entitled to honors on the Vice President's List.

## Graduation Honors – College CGPA

CGPA 3.20 - 3.59 = Cum Laude

CGPA 3.60 - 3.89 = Magna Cum Laude

CGPA 3.90 - 4.00 = Summa Cum Laude

Graduates earning a CGPA of 3.50 or higher are entitled to wear a gold tassel. Students who have not completed all graduation requirements at the time of graduation are not eligible for graduation honors, and will not be awarded the gold tassel.

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

## Medical Leave Policy

A matriculated student who, due to a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete his/her academic requirements and/or who becomes unable to meet the program's technical standards and/or the requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence for up to two consecutive semesters.

Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the College. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may also wish to consult <http://www.michelleslaw.com> for important information. See full policy in the Student Handbook.

## 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.

## Articulation Agreements

River Valley Community College 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 University
- Franklin University of Ohio
- SUNY – UpState Medical University
- Rivier College
- University of New England
- Hesser College
- New England College
- Springfield College

For more information, contact the Academic Office  
(603) 542-7744 x340 or [www.nhtransfer.org](http://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 student related policies and programs. 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 College policies.

## Housing

River Valley Community College 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 to locate 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 Student Services 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 company under contract with the Community College System of New Hampshire.

The Bookstore phone # is: 603-543-0915. **Students can purchase books online by going to [www.efollett.com](http://www.efollett.com).**

## Student Activities

Activities are organized by student interest groups, student government, clubs. Student organizations include: Falcon Flight Outing Club, Scrub Club, Student Senate, Phi Theta Kappa and many program 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. Information about Student Senate is found at Student Information Boards at the main campus and academic center.

## Phi Theta Kappa

River Valley Community College 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 River Valley Community College chapter is Alpha Delta Chi.

## Transportation

Students are encouraged to carpool and use public transportation to save on fuel costs and other related expenses. With a current RVCC Student/Employee photo ID card, students, faculty and staff can use Community Alliance Transportation Services (Claremont) with services to Newport, Claremont and Charlestown for no charge (*this does not include Dial-A-Ride service*). View the Community Alliance Transportation schedule at the Student Services Welcome Center or call 603-542-0048 for more information. Free passes are available to students, faculty and staff who wish to use The City Express in Keene. Passes are available at the Keene Academic Center.

## Graduate Transfer & Job 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 and four-year colleges and universities are invited to campus annually for a Career & Transfer Fair. Students have the opportunity to meet with their representatives, investigate career opportunities, discuss potential job placement and transfer opportunities.

# Library Services

The Charles Puksta 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 x465 or [jallen@ccsnh.edu](mailto:jallen@ccsnh.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 ie: 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.

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

River Valley Community College 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 shares 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. For further information on required documentation and appointments, contact the Disabilities Coordinator by calling the College at 542-7744 ext. 421.

## Division of Continuing Education

The goal of the Division of Continuing Education (DCE) is to offer affordable and diverse study opportunities for the College's student population and to the public at large. DCE offers access to academic, technical, professional, and enrichment courses preparing students for employment and responsible citizenship. The Division of Continuing Education is committed to 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 Technology, 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.

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.

### Business and Industry Training

The River Valley Community College 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, RVCC 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.

## 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. River Valley Community College faculty employed within our Community

College System teach these courses. Individuals who would like to explore this learning opportunity should contact the Associate Vice President of Academic Affairs at 1-800-837-0658 or visit [www.ccsnh.edu/distance learning](http://www.ccsnh.edu/distance%20learning).

### Online Learning—Transfer of Credits

Matriculated River Valley Community College 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 outcomes and together create a coherent general education design.

Courses are distributed as follows:	<b>Minimum</b>
College Composition and English Elective	6 credits
Science	3-4 credits
Mathematics	3-4 credits
Social Sciences	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		
			<b>ENGLISH</b>	
*	*	*	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 •
			<b>HUMANITIES</b>	
*	*	*	HUM109	Introduction to Philosophy
*	*	*	HUM110	Humanities in Western Culture
	*	*	HUM140	Myth in US Culture
*			HUM142	Topics in US History to 1877
	*		HUM143	Topics in US History: 1877 to Present
	*		HUM201	The Making of the Modern World: Themes in Western Civilization •
	*		HUM245	Native People: An Ethnohistorical Perspective •
*			HUM250	Searching for Leadership: An Honors Humanities Approach

Fall	Spring	Summer		
			<b>MATHEMATICS</b>	
*	*	*	MTHC106	Statistics •
*		*	MTHC110	Algebra and Trigonometry •
*	*		MTHC112	Mathematical Investigations: Great Ideas in Mathematics •
			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 •
			<b>SCIENCE</b>	
*			SCIC101	Biology I: Chemical and Cellular Basis of Life
	*		SCIC102	Biology II: Heredity, Evolution and Ecosystems •
	*		SCIC103	Human Biology
*	*		SCIC105	Investigative Science
*	*	*	SCIC111	Anatomy and Physiology Essentials •
			SCIC112	Topics in Human Biology
			SCIC115	Astronomy
			SCIC130	Physics I •
			SCIC131	Physics II •
*	*	*	SCIC140	Chemistry I •
	*		SCIC141	Chemistry II •
		*	SCIC162	Nutrition: The Science of Sustenance
*	*		SCIC201	Anatomy and Physiology I •
*	*		SCIC202	Anatomy and Physiology II •
*	*	*	SCIC205	Microbiology •
			<b>SOCIAL SCIENCES</b>	
			ECOC102	Macroeconomics
			GEOC101	Introduction to Geography
			HISC134	Topics in African History
			HISC224	Reading and Writing History
			HISC255	Leadership: A Study of Presidential Leadership •
			POLC102	Survey of American Government
	*	*	PSYC101	Introduction to Psychology
			PSYC114	Human Development
		*	PSYC200	Educational Psychology
			PSYC210	Abnormal Psychology
			PSYC211	Social Psychology
	*	*	SOCC101	Introduction to Sociology
*			SOCC110	Cultural Anthropology
			SOCC201	Contemporary Social Problems •
			<b>WORLD LANGUAGES AND FINE ARTS</b>	
			LNGC105	Spanish I
			LNGC106	Spanish II •
			LNGC120	Sign Language I
			LNGC121	Sign Language II •
			LNGC220	Sign Language III •
			LNGC221	Sign Language IV •

\* = 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 credits in specialty courses. Students selecting the Liberal Arts degree should be dedicated to a major in one of the Liberal Arts disciplines of English, humanities, mathematics, science or social sciences. Initial design will be declared at entrance admission interview with program director; ongoing assessment and revision of the design will be encouraged. Requirements of the four-year college for those students who 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.

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, Daniel Webster College, Colby Sawyer College, and Mount Holyoke 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
	<hr/> 64 credits





# Teacher Education

## ASSOCIATE IN ARTS

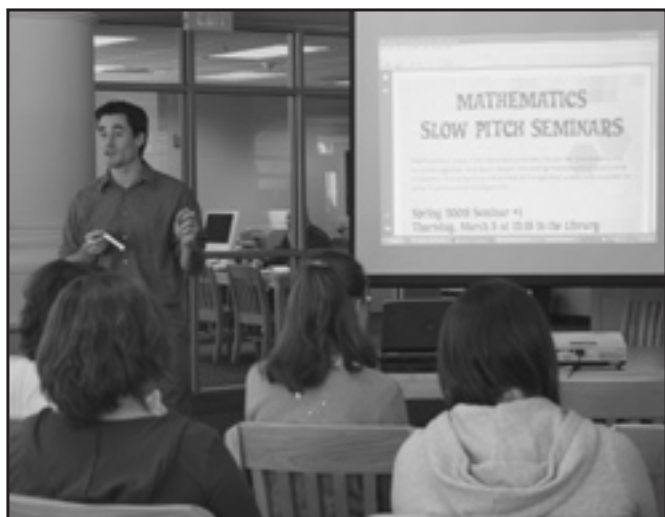
The Associate in Arts Degree with a concentration in Teacher Education is designed to transfer to four-year colleges and universities.

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 River Valley Community College 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 River Valley Community College 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 Sciences	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 Colleges in our system as well as in transfer toward degrees at other colleges.

# General Studies

## Design Your Own Degree Major or Explore College Studies

The Associate of Science in General Studies degree program provides flexible programs that meet learners' needs:

- to pursue self-designed studies, including curricula that meet specific occupational and career goals
- to explore college-level learning.

The General Studies degree offers students 3 different ways to begin their college careers:

- Option #1** Students can design Associate Degree majors in fields not covered by the college's standard programs and courses.
- Option #2** Students can build Associate Degree majors around Certificate programs.
- All candidates requesting admission to option 1 & 2 must complete an admission interview with the program director.
  - All candidates admitted to option #1 must take GSTC 102 Program Design Portfolio during their first academic year at the college to design and plan the course of study.
- Option #3 The 'Explorer Option'** Students can experience a variety of college courses before deciding on an Associates Degree major.

### Required Courses

The Associates Degree requires 64 credits: 32 credits in a coherent major, and an additional 32 credits in General Education courses and open electives.

GSTC102	Program Portfolio Design (Option #1 only)	3 credits
ENG102	College Composition I	3 credits
ENGxxx	English Elective	3 credits
XXXXxxx	Humanities/Fine Arts/World Language Elective	3 credits
XXXXxxx	Social Science Elective	3 credits
SCICxxx	Science Elective	3/4 credits
MTHCxxx	Mathematics Elective	3/4 credits
XXXXxxx	General Education Electives	6 credits
XXXXxxx	Open Electives	6/8 credits
General Education courses and open electives		32 credits
Degree major courses		32 credits
		<u>64 Credits</u>



# Advanced Machine Tool Technology

## (Minimum enrollment of 10 for program to run)

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.

### Admission Requirements:

- General requirements for admission listed in the catalog
- High school credits in math and sciences (algebra and geometry suggested)
- It is highly recommended that students taking classes in this certificate program have proficiency in basic computer skills.

## CERTIFICATE PROGRAM

		CL	LAB	CR
MTTC 101	CNC I – G & M Code Programming (MTTC106 or POI).....	2	3	3
MTTC 102	Blueprint Reading with GD & T.....	2	2	3
MTTC 104	Machine Tool Math.....	3	0	3
MTTC 105	Introduction to Inspection.....	2	2	3
MTTC 106	Machining Processes I.....	3	2	4
MTTC 201	CNCII – CNC Operations, CAM (MTTC101).....	3	2	4
MTTC 204	Machining Processes II (MTTC106) .....	3	2	4

Prerequisites and corequisites are listed in parentheses.

Graduates from this certificate program are encouraged to continue their studies by pursuing an Associate Degree in General Studies with a concentration in Advanced Machine Tool Technology. For details on this Associate Degree please contact the Program Director for consultation.





# 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. 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.
- A criminal record background check is the responsibility of the student and may be required for practicum and internship experience at the request of an agency.

## 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 Services .....	3	0	3
ARLC110	Fundamentals of Outdoor Recreational Pursuits .....	3	3	4
ARLC210	Wilderness First Aid .....	0	1	2

#### SPRING SEMESTER

		CL	LAB	CR
AHLC114	Human Development .....	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 (Matriculation in ARM degree program) (4 wks) .....	0	36	3

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENG1xxx	English Elective .....	3	0	3
HUM1xxx	Humanities Elective .....	3	0	3
SCIC111	Anatomy and Physiology Essentials* (Accuplacer) .....	4	0	4
ARLC212	Recreation and Special Populations (AHLC114, ARLC101, ARLC102, ARLC110, ARLC165) .....	3	0	3
ARLC215	Program Planning for Recreation (Matriculation in ARM program) .....	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
MTHCxxx	Mathematics Elective (Accuplacer) .....	4	0	4
ENG122	Professional Writing (ENG102) .....	3	0	3
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 ARM core courses, AHLC114) .....	0	14	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 Services .....	3	0	3
ARLC110	Fundamentals of Outdoor Recreational Pursuits .....	3	3	4
ARLC210	Wilderness First Aid .....	0	1	2
ARLC215	Program Planning for Recreation (Matriculation in ARM Certificate Program) ...	3	0	3

### SPRING SEMESTER

		CL	LAB	CR
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
ARLC190	Adventure Recreation and Leisure Practicum (Matriculation in ARM Certificate Program) (4 wks) .....	0	36	3

# 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 also be taken at the Keene Academic Center.



## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENGC102	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 (BCPC101).....	2	3	3
BCPC104	Word Processing (BUSC106).....	2	3	3
BUSC105	Business Math.....	3	0	3

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
ECOC102	Macroeconomics.....	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
ENGCxxx	English Elective (ENGC101).....	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.

The Accounting Program has been approved for candidacy by the Association of Collegiate Business School Programs.

# 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.

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 (BCPC101).....	2	3	3
BCPC104	Word Processing (BUSC106) .....	2	3	3
BUSC105	Business Math .....	3	0	3

### SECOND YEAR

#### FALL SEMESTER

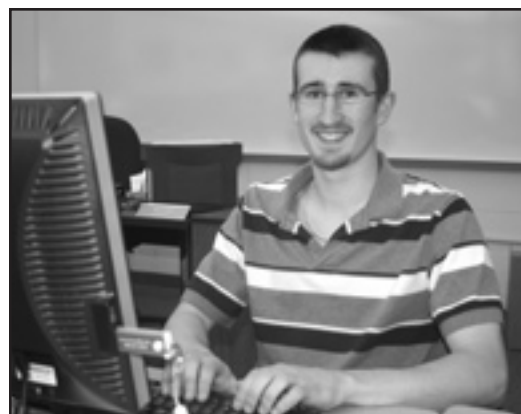
		CL	LAB	CR
XXXXxxx	Humanities/Fine Arts/World Language Elective .....	3	0	3
XXXXxxx	General Education Elective.....	3	0	3
ACCC203*	Accounting III (ACCC102).....	3	0	3
ACCC216	Computerized Accounting (ACCC101).....	1	2	2
BCPC211	Database Design and Management (CPTC125).....	3	3	4
CPTC125	Application Programming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

#### SPRING SEMESTER

		CL	LAB	CR
ENG102	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.



**Ryan Erisman**

*Student – Business Computer Management Program*

*Student Representative – CCSNH Board of Trustees*

*"I've completed my first year at River Valley Community College and I am truly excited to be coming back in the fall. The class sizes are small, teachers are amazing and the overall environment is fantastic; this is the first time I have enjoyed coming to school and learning. I just love being here and attending my accounting courses. I can undoubtedly recommend the college experience at River Valley. You won't regret it!"*



# Business Management

## (Day/Evening Program)

The Business Management Degree program is designed to prepare students for both direct workforce entry or for transfer to a bachelor's degree program. It provides the student a strong general business background in the fundamental areas of accounting, business computer applications, finance, management, marketing and business law. Additionally, students expand their education by exposure to a wide variety of general education coursework. Many people currently working in the field of business choose the Business Management degree program to expand their potential for growth in the business workforce.

Upon completion of the program, the students are prepared to pursue many different business careers in a variety of industries including manufacturing, marketing and sales distribution, and service organizations. Graduates can begin careers as management trainees or assistants in a broad array of industries including banking, insurance, manufacturing and investments. Also, students, should they so desire, can transfer to a bachelor's degree program on a full or part-time basis.

Graduates of the program are also prepared to:

- Demonstrate knowledge of business practices including accounting, management, and marketing, and the applications of these topics in the business environment
- Think critically, articulate and explain various business topics and apply these concepts to solve common business programs.
- Communicate effectively using written, oral and non-verbal techniques, including the use of technology in the gathering and presentation of information.
- Demonstrate their knowledge of ethics and social responsibility, and how business integrates this into their ongoing operations.

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

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

#### SPRING SEMESTER

		CL	LAB	CR
SCICxxx	Science Elective.....	2/3	3	3/4
ECOC102	Macroeconomics.....	3	0	3
ACCC102	Accounting II (ACCC101).....	3	0	3
ACCC105	Spreadsheets (BCPC101).....	2	3	3
BUSC105	Business Math.....	3	0	3
BUSC110	Principles of Management (BUSC101).....	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
ACCC204	Introduction to Finance (ACCC102).....	3	0	3
ACCC216	Computerized Accounting (ACCC101).....	1	2	2
BUSC104	Principles of Marketing (BUSC101).....	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	Social Science/General Education Elective .	3	0	3
ENG102	English Elective (ENG101).....	3	0	3
BUSC201	Human Resources Management (BUSC110)	3	0	3
BUSC204	Small Business Management (BUSC101, BUSC110).....	3	0	3
BUSC240	Business Law.....	3	0	3
ACCCxxx	Taxes or Accounting III (ACCC102) .....	3	0	3



# 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 (BCPC101).....	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 gen-

eral admission requirements of the College. Graduates may transfer into the Accounting Degree or Business Computer Management Degree Programs. 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).....	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
ACCC103	Fundamentals of Accounting.....	3	0	3
*ACCC105	Spreadsheets (BCPC101).....	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.

#### FALL 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

#### SPRING SEMESTER

		CL	LAB	CR
ACCC105	Spreadsheets (BCPC101).....	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 the 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 the Medical Assistant Certificate Program. Some courses may be taken at the Keene Academic Center.\*

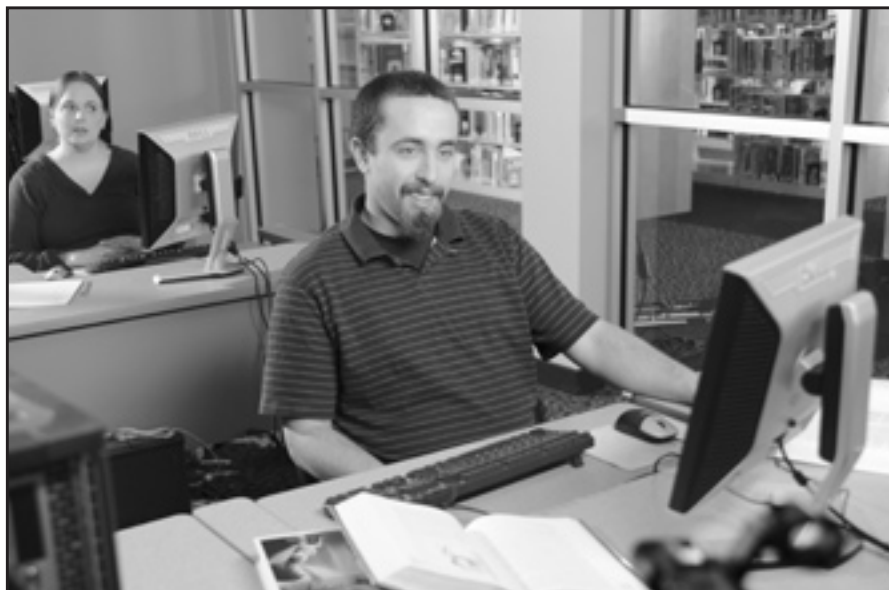
### FALL SEMESTER

		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	Anatomy and Physiology Essentials (Accuplacer).....	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 provide proof of a tour in a clinical laboratory.
- A criminal record background check may be required for practicum and internship experience at the request of an agency and is the responsibility of the student.

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
ENG102	College Composition (Accuplacer).....	3	0	3
SC140	Chemistry I.....	3	3	4
SC111	Anatomy & Physiology Essentials (Accuplacer)	4	0	4
**SC201	Anatomy and Physiology I (High School Chemistry or ISVC030).....	(3)	(3)	(4)
SC205	Microbiology (SC1201 or SC111***).....	3	3	4
ALHC126	Intro to Laboratory Procedures .....	2	3	3

##### SPRING SEMESTER

		CL	LAB	CR
MTHCxxx	Mathematics Elective (Accuplacer).....	4	0	4
**SC202	Anatomy and Physiology II (SC1201) .....	(3)	(3)	(4)
XXXXxxx	Social Science Elective.....	3	0	3
CLTC110	Pathogenic Microbiology (SC1205, ALHC126*).....	3	3	4
CLTC111	Urinalysis (ALHC126*) .....	1	3	2
CLTC112	Serology (SC111 or SC1201 and SC1202, ALHC126*).....	1	3	2

##### SUMMER SEMESTER

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

#### SECOND YEAR

##### FALL SEMESTER

		CL	LAB	CR
ENG1xxx	English Elective(ENG102) .....	3	0	3
XXXXxxx	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*, SC140)....	3	3	4

##### SPRING SEMESTER

		CL	LAB	CR
CLTC211	Affiliation Hematology (5wks) (ALHC126*, CLTC201*, POI) .....	0	0	4
CLTC212	Affiliation Blood Bank (4wks) (ALHC126*, CLTC202*, POI) .....	0	0	3
CLTC213	Affiliation Chemistry (4wks) (ALHC126*, CLTC203*, POI) .....	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.

\* Grade of C- or Better or permission of instructor.

\*\* 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.

\*\*\* SC111 may be accepted as a co-requisite on an individual basis.

+ ALHC126 or CLTC102 & PHBC110

POI - Permission of Instructor

# Computer Technology

## (Day / Evening Program)

The Computer Technology 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 Technology 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 two years to complete.

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENG102	College Composition I (Accuplacer).....	3	0	3
MTH110	Algebra and Trigonometry (Accuplacer, ISVC016 or equiv or POI*) .....	4	0	4
BCPC101	Introduction to Computer Applications .....	2	3	3
CPTC101	PC Assembly/Soft Skills.....	2	2	3
CPTC175	Introduction to C++ (Accuplacer Sentence Skills 78 or POI*) .....	2	2	3

#### SPRING SEMESTER

		CL	LAB	CR
ENG102	English Elective (ENG102) .....	3	0	3
MTH120	Precalculus (or higher) (Accuplacer, MTH110 or POI*) .....	4	0	4
CPTC185	Introduction to JAVA.....	2	2	3
CPTC186	Introduction to Operating Systems.....	2	2	3
CPTC196	Database Design Using MySQL (BCPC101 or POI) .....	2	2	3

## NETWORKING OPTION

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
HUMCxxx	Humanities/Fine Arts/World Language.....	3	0	3
SCICxxx	Science Elective.....	3	3	4
CPTC203	Introduction to UNIX (BCPC101, Knowledge of Windows, or POI*) .....	2	2	3
CPTC204	Administering Windows Servers (CPTC205).....	2	2	3
CPTC205	Networking Basics (CCNA 1) (CPTC101).....	2	2	3
CPTC215	Routing Fundamentals (CCNA 2) (CPTC205).....	2	2	3

#### SPRING SEMESTER

		CL	LAB	CR
SOCCxxx	Social Science Elective.....	3	0	3
XXXXxxx	General Education Elective.....	3	0	3
CPTC212	Computer Network Security (CPTC205 or POI*) .....	2	2	3
CPTC216	Copper & Fiber Optic Cabling** (CPTC205 and CPTC215).....	2	2	3
CPTC225	Intermediate Networking (CCNA 3/4) (CPTC215).....	2	2	3
CPTC295	Wireless LANs** (CPTC205) .....	2	2	3
CPTC296	Capstone (POI*).....	0	6	3

\*\* select one

## INTERNET/WEBSITE DESIGN OPTION

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
HUMCxxx	Humanities/Fine Arts/World Language.....	3	0	3
SCICxxx	Science Elective.....	3	3	4
CPTC103	Web Site Design (BCPC101, Knowledge of Windows, or POI*) .....	2	2	3
CPTC203	Introduction to UNIX (BCPC101, Knowledge of Windows, or POI*) .....	2	2	3
CPTC213	Computer Graphics – Adobe I.....	2	2	3

#### SPRING SEMESTER

		CL	LAB	CR
SOCCxxx	Social Science Elective.....	3	0	3
XXXXxxx	General Education Elective.....	3	0	3
CPTC206	Active Server Pages w/MySQL, PHP and JavaScript (CPTC103 and CPTC175) .....	2	2	3
CPTC214	Web Animation – Adobe II.....	2	2	3
CPTC296	Capstone (POI*).....	0	6	3

Prerequisites and corequisites are listed in parentheses

\* POI-Permission of Instructor

# 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/Soft Skills.....	2	2	3
CPTC205	Networking Basics (CCNA 1) (CPTC101)....	2	2	3
CPTC212	Computer Network Security (CPTC205 or POI*).....	2	2	3
CPTC215	Routing Fundamentals (CCNA 2) (CPTC205).....	2	2	3
CPTC225	Intermediate Networking (CCNA 3/4) (CPTC215).....	2	2	3
CPTC295	Wireless LANs (CPTC205).....	2	2	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/Soft Skills.....	2	2	3
CPTC175	Introduction to C++ (Accuplacer Sentence Skills 78 or POI*) .....	2	2	3
CPTC203	Introduction to UNIX (BCPC101, Knowledge of Windows, or POI*) .....	2	2	3
CPTC204	Administering Window Servers (CPTC205).....	2	2	3
CPTC205	Networking Basics (CCNA 1) (CPTC101)....	2	2	3
CPTC212	Computer Network Security (CPTC205 or POI*).....	2	2	3
CPTC215	Routing Fundamentals (CCNA 2) (CPTC205).....	2	2	3
CPTC225	Intermediate Networking (CCNA 3/4) (CPTC215).....	2	2	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
CPTC185	Introduction to JAVA .....	2	2	3
CPTC196	Database Design Using MySQL.....	2	2	3
CPTC203	Introduction to UNIX (BCPC101, Knowledge of Windows, or POI*) .....	2	2	3
CPTC206	Active Server Pages w/MySQL, PHP and JavaScript (CPTC103 and CPTC175).....	2	2	3
CPTC213	Computer Graphics – Adobe I.....	2	2	3
CPTC214	Web Animation – Adobe II.....	2	2	3

Prerequisites and corequisites are listed in parentheses

\* POI-Permission of Instructor



# 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.

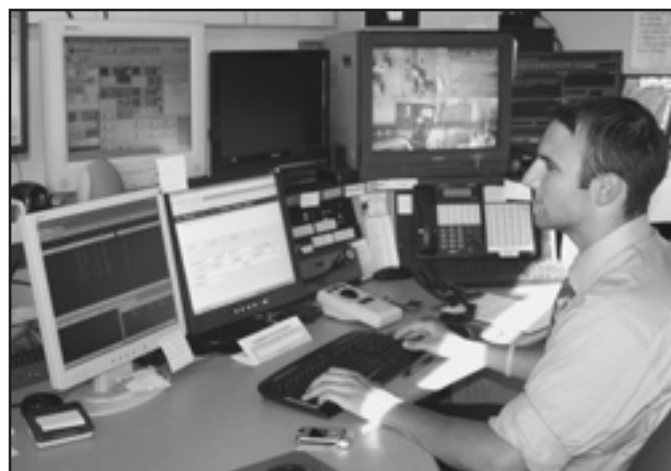
## Health Considerations

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
ENGC102	College Composition I (Accuplacer).....	3	0	3
PSYC101	Introduction to Psychology.....	3	0	3
BCPC101	Intro to Computer Applications.....	2	3	3
CRJC111	Criminal Law.....	4	0	4
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
CRJC101	Introduction to Criminal Justice.....	3	0	3
CRJC112	Juvenile Justice Administration.....	3	0	3

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
SOCC201	Contemporary Social Problems.....	3	0	3
SCIC111	Anatomy & Physiology Essentials (Accuplacer)	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).....	4	0	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
CRJC291*	Senior Project.....	3	0	3
	OR			
CRJC209	Police Supervision.....	3	0	3

\* Students must take either CRJC 290 ,CRJC291 or CRJC209. Please see advisor prior to registration

# Culinary Services

## (Evening Program)

The Culinary Services Certificate prepares students to enter the diverse and exciting food service and hospitality industries. This innovative, state of the art program of study provides students with the necessary background, and experience to seek employment or further studies in such areas as restaurant management, food and beverage industries, institutional food service, catering and other food related businesses. Students will receive both classroom based and hands-on practical experience in aspects of food preparation and production.

This program is offered at the Keene Academic Center.

## CERTIFICATE PROGRAM

		CL	LAB	CR
CULC101	Fundamentals of Culinary Concepts & Practices .....	1	2	3
CULC102	Food and Beverage Management .....	1	2	3
CULC103	Food and Beverage Service Techniques .....	1	2	3
CULC104	Principles of Bar and Beverage Operation ..	3	0	3
CULC105	Culinary Craft Based Learning.....	1	2	3
CULC170	Internship .....	0	3	3
HSVC123	Supportive Communication Skills.....	3	0	3

### OPTIONS – Students will select one (1) of the following courses:

BUSC201	Human Resource Management .....	3	0	3
BUSC110	Principles of Management .....	3	0	3
BUSC104	Principles of Marketing .....	3	0	3
SCIC162	Nutrition: Science of Sustenance.....	3	3	4

# Health Science

## (Day/Evening Program)

The Health Science Certificate Program (HSC) is designed for students seeking an entry-level position in the health field as a nursing assistant or as a means of preparing for transfer into another health career option. Students earn credits that may transfer into other allied health and nursing programs should the graduate desire to continue his/her education. It is recommended that students work closely with an academic advisor for course selection and scheduling. Applicants to the HSC program must meet the general college admission requirements, submit two letters of reference on forms provided by the college, score acceptable scores on the Accuplacer Assessment-Reading 70 or higher, 64 or higher in Arithmetic, demonstrate ability to lift and move at least 40 pounds on a regular basis and demonstrate manual dexterity and motor coordination to perform nursing assistant related activities.

Students are advised that prior to taking NURC101 Skill Training for Nursing Assistants, the student must complete a criminal background check. Any fees to meet this requirement are the responsibility of the students. Students with known criminal background or legal actions may be denied enrollment and progression in NURC101.

## CERTIFICATE PROGRAM

### FALL SEMESTER

		CL	LAB	CR
SCIC111	Anatomy and Physiology Essentials (Accuplacer).....	4	0	4
	OR			
SCIC201	Anatomy and Physiology I (High School Chemistry or ISVC030 or POI) .....	3	3	4
ENG102	College Composition I (Accuplacer).....	3	0	3
ALHC102	Medical Terminology .....	3	3	4
MTHCxxx	Mathematics Elective (Accuplacer).....	4	0	4

### SPRING SEMESTER

		CL	LAB	CR
NURC101	Skill Training for Nursing Assistants (10 weeks) (Accuplacer) .....	6	12	5
HUMCxxx	Humanities/Fine Arts/World Language.....	3	0	3
PSYC101	Introduction to Psychology.....	3	0	3
XXXXxxx	Open Elective .....	3/4	0	3/4



# 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](http://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.

In addition, graduates of the program are prepared for continued study beyond the associate degree. More information on transfer options and articulation agreements is available through the program director.

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.

Please see the full Criminal Background Check Policy in the Admissions section of this catalog.

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
SCIXxx	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).....	4	0	4
PSYC101	Introduction to Psychology.....	3	0	3
XXXXxxx	General Education Elective.....	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	General Education Elective.....	3	0	3
HUMC110	The Humanities in Western Culture.....	3	0	3
EDUC203	Early Language & Literacy Development (EDUC102).....	3	0	3
EDUC190	Practicum I (EDUC101, EDUC102, EDUC103, & EDUC104 or PPD) .....	1	0	3
EDUC191	Work Experience Practicum I (EDUC101, EDUC102, EDUC103, & EDUC104 or PPD) .....	1	0	3
HSVC123	Supportive Communication Skills.....	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	Open Elective .....	3	0	3
ENG286	Children's Literature (ENG102) .....	3	0	3
EDUC200	Developmentally Appropriate Programs For Infants and Toddlers (EDUC102 or PPD) OR .....	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, or EDUC191 Work Experience Practicum I; co-requisite EDUC290 or EDUC291 Work Experience Practicum II) .....	2	0	2
EDUC290	Practicum II (EDUC190, or EDUC191 Work Experience Practicum I minimum grade of C; co-requisite EDUC220) .....	0	0	3
EDUC291	Work Experience Practicum II (EDUC190 or EDUC191 Work Experience Practicum I; minimum grade of C; co-requisite 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



*The beginning is the most important part of the work.*

*~Plato*

# 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.

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
EDUC130	Family Child Care Business Management...	3	0	3
EDUC124	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 Franklin Pierce, New England College and Springfield College. 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.

The Human Services Program Outcomes can be found on the College's website (Human Services Program page) and in the program's handbook.

Many of the programs offered at River Valley Community College 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. See the full Criminal Background Check Policy in the Admissions section of this catalog. 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.

## ASSOCIATE DEGREE IN HUMAN SERVICES

### TRACK I: GENERALIST

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
AHLC114	Human Development .....	3	0	3
ENG102	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).....	4	0	4
PSYC101	Introduction to Psychology.....	3	0	3
	Program Elective .....	3	0	3

#### FALL SEMESTER

		CL	LAB	CR
ENG102	English Elective (ENG102).....	3	0	3
HSVC190	Fieldwork I (AHLC114, HSVC110, HSVC120, HSVC123).....	1	0	3
HUM110	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, AHLC112).....	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	Skill Training for Nursing Assistants.....	3	6	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 .....	3	0	3
ENG102	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).....	4	0	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
ENG286	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 .....	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, HSVC123, 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 .....	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



# 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.....	2	3	3
MSTC101	Swedish Massage I (AHLC123).....	2	3	3
MSTC141	Oriental Theory and Concepts.....	3	0	3
MSTC134	Self-Care and Stress Management.....	2	0	2

### SPRING SEMESTER

		CL	LAB	CR
MSTC121	Swedish Massage II (SCIC111 or SCIC201, MSTC101).....	2	3	3
SCIC111	Anatomy & Physiology Essentials (Accuplacer).....	4	0	4

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

MSTC131	Pathology (SCIC111 or SCIC201, MSTC101). (Clinical Conditions may be taken in place of Pathology).....	3	0	3
MSTC193	Practicum I (SCIC111 or SCIC201, MSTC101, MSTC121).....	0	3	1
*Elective(s)				

### SUMMER SEMESTER

		CL	LAB	CR
MSTC194	Practicum II (AHLC123, MSTC121).....	0	3	1
Program Electives: Choose 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
MSTC135	Deep Tissue Massage (SCIC111 or SCIC201 & SCIC202, MSTC121, AHLC123).....	1	3	2
MSTC140	Clinical Evaluation & Treatment (SCIC111, MSTC121, AHLC123).....	2	3	3
MSTC195	Practicum III (AHLC123, MSTC121).....	0	3	1

## ELECTIVE (Must Equal 90 Hrs)

		CL	LAB	CR	HR
MSTC105	Spa Techniques (MSTC101).....	2	0	2	30
MSTC132	Sports Massage (SCIC111 or SCIC201 & 202, MSTC121, AHLC123).....	2	0	2	30
MSTC137	Pre/Post Natal Massage (SCIC111 or SCIC201 & 202, MSTC101).....	2	0	2	30
MSTC139	Reflexology.....	2	0	2	30
MSTC143	Chair Massage (SCIC 111 or SCIC201 & 202, MSTC101).....	2	0	2	30
MSTC145	Aromatherapy.....	2	0	2	30
MSTC147	Elder Massage (MSTC101, SCIC111 or SCIC201 & 202).....	2	0	2	30
MSTC148	Somatic Massage (MSTC121, SCIC111 or SCIC201 & 202).....	2	0	2	30
MSTC153	Myofascial Release Trigger Point (MSTC121, SCIC111 or SCIC201 & SCIC202).....	2	0	2	30

(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 be 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 or better 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 complete an Associate in General Studies degree with the Medical Assistant Certificate.



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 River Valley Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

\* Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater Florida, 33756, (727) 210-2350.

\* 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.

## CERTIFICATE PROGRAM

Some courses are offered online, at the Keene Academic Center, or during the summer semester.

### FALL SEMESTER

		CL	LAB	CR
ALHC102	Medical Terminology .....	3	0	3
ALHC110	Pharmacology (ALHC102, ALHC130, SCIC111 or SCIC201) .....	2	0	2
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
BUSC106	Keyboarding.....	0	3	1
ALHC130	Clinical Procedures I (SCIC111 or SCIC201, ALHC102) .....	3	3	4
SCIC111	Anatomy and Physiology Essentials (Accuplacer).....	4	0	4

### SPRING SEMESTER

		CL	LAB	CR
BCPC104	Word Processing (BUSC106) .....	2	3	3
PSYC101	Introduction to Psychology.....	3	0	3
ALHC124	Medical Office Practice II (ALHC121) .....	2	3	3
ALHC126	Introduction to Laboratory Procedures (fall or spring semester) .....	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



# Nursing – Associate Degree

## (Claremont/Keene)

Accredited by the National League for Nursing Accrediting Commission (NLNAC), the associate degree nursing program prepares the student for beginning level of practice and for National Council Licensure Examination (NCLEX) for Registered Nurses. Graduates are prepared to enter the nursing profession as responsible and caring individuals that can contribute value to their communities. Upon graduation, students are qualified for immediate employment. Information on program accreditation can be obtained at the National League for Nursing Accrediting Commission <http://www.nlnac.org/home.htm>.

The nursing curriculum provides a contemporary and quality education and is fully approved by the New Hampshire Board of Nursing. Questions on State Board of Nursing requirements can be addressed to <http://www.nh.gov/nursing>.

Values of competence, holism and integrity give meaning and direction to the student's developing RN role. Using the nursing process, nursing knowledge, the registered nurse role, and the wellness continuum, graduates use critical thinking to practice as a novice graduate registered nurse.

The associate degree nursing program offers four sequential clinical nursing courses which students complete over two years. Each course uses classroom learning, facilitated-lab experience and faculty supervised clinical experience to prepare students to provide holistic nursing care to individuals, families and groups. Using a model of skill acquisition researched by Patricia Benner, and a self-care framework, faculty guide students to develop the capacity to provide increasingly complex nursing care. Entering students must have completed a nurse assistant curriculum and be licensed as a Nurse Assistant within the State of NH.

Students integrate nursing knowledge with a liberal arts curriculum of life and social sciences, humanities, mathematics, and English courses to grow personally and professionally, and perform in the role of a beginning registered nurse. Students may begin the general education courses prior to acceptance in the nursing program courses. Many students complete the general education courses over a two- year period prior to acceptance into the program. Sixty – seven (67) college credits are required to meet graduation requirements in the Associate Degree in Science in Nursing.

Learning takes place in classrooms, hospital clinicals\*, nursing skill/simulation lab, area agencies, long term care agencies and community settings, under supervision of nursing faculty.

After acceptance in the program, students are eligible for RN to BSN options through agreements with the University of New Hampshire, Franklin Pierce University and the University of Vermont. Further information on these programs can be obtained from the Universities or the nursing chairperson.

Students must earn a grade of B- (80%) or higher in each nursing courses to progress within the program. Sciences (Anatomy and Physiology I and II, Microbiology) and the liberal arts courses must also be completed with a minimum grade of C for successful transfer into the degree. Introduction to Psychology and science courses must be current within ten years to transfer into the degree program. Nursing program courses must be completed within five (5) years of the date of entry into the first nursing course.

Students will be required to take and pass a basic med-math exam in the first nursing course. A student who does not earn a 100% on this exam in the third attempt cannot progress in the program. Students participate in mandatory NLN Achievement and NCLEX Readiness Examinations in the program. A fee is assessed for this testing.

## Additional Requirements

- **LNA** - Students must show proof of NH licensure as a Nurse Assistant to meet admission requirements. (Active, Current NH Licensure). Those in LNA training have conditional acceptance however, they must possess NH licensure by August 1 or sooner, or they forfeit their place in the program.
- **CPR** - Students must show proof of Cardiopulmonary Resuscitation Provider Certification Level C by the American Heart Association (AHA) or Provider Level Certification by the American Red Cross (ARC).
- **CORI** - Criminal Offense Record Investigations may be conducted throughout the program. Any fees are at the expense of the student. If the investigation reveals a history of a felony or selective misdemeanors, the Board of Nursing may bar initial licensure. Students with known discipline on a nursing license may be denied progression in the program.
- **TRAVEL** - Transportation to and from clinical sites is the student's responsibility.
- **MEDICAL INSURANCE** - Students are required to carry medical insurance to participate in clinical.
- **MEDICAL DOCUMENTATION** - Upon acceptance, students must show proof of medical history and physical exam, current within two years of entrance. Immunity to Measles, Mumps, Rubella and Varicella, annual Tuberculosis screening indicating non-exposure, a Tetanus booster within ten years, Chicken Pox immunity, and a Hepatitis B series of inoculations (or a waiver) are required.

\* Clinical affiliation sites are subject to availability



[www.rivervalley.edu](http://www.rivervalley.edu)

## APPLICATION FOR ADMISSION

### CLAREMONT

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

### KEENE ACADEMIC CENTER

310 Marlboro Street  
Keene, NH 03431  
(603) 357-2142  
1-800-837-0658

### 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. Request an official copy of your high school transcript or GED be sent 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:

River Valley Community College, 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, River Valley Community College, One College Drive, Claremont, NH 03743.



**A \$10.00 non-refundable application fee must accompany the completed application form. Mail your check or money order, payable to "The State of N.H.," with this completed application to the Admissions Office. Attach check here.**

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

**\*SOCIAL SECURITY NUMBER**    -   -      **STUDENT ID#** \_\_\_\_\_

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

**NAME**

(PLEASE PRINT CLEARLY)

Last                 First             Middle

List other names used on school records \_\_\_\_\_

**MAILING ADDRESS**

Street                      City

State   Zip Code       -       County

**TELEPHONE NUMBERS**

Home       -       Work       -       Ext.

AREA CODE

AREA CODE

**\*Male** ☐ **\*Female** ☐ **\*Date of Birth**   /   /   **U.S. Citizen?** ☐ Yes ☐ No **Resident Alien** ☐ Yes ☐ No include documentation

MO

DAY

YR

**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 \_\_\_\_\_

**SERVICES**

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

**VETERANS**

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

**MAILING ADDRESS**

Street                      City

State   Zip Code       -

**TELEPHONE NUMBERS**

Home       -       Work       -       Ext.

AREA CODE

AREA CODE

**THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS****FOR OFFICE USE**☐ Degree ☐ Diploma ☐ Certificate**What semester do you wish to begin your studies?**☐ Fall ☐ Spring ☐ Summer Year \_\_\_\_\_**I wish to attend** (check all that apply): ☐ Day Division ☐ Continuing Education (Evening)**APPLYING FOR:** \_\_\_\_\_ ☐ Full-time ☐ Part-time  
(PROGRAM OF STUDY OR MAJOR)**How did you first learn about our College?** \_\_\_\_\_**APPLYING FOR ACADEMIC AMNESTY?** ☐ Yes ☐ No

A student who has previously attended River Valley Community College and is admitted at a later time may be eligible for Academic Amnesty. See page 6 of the catalog for more information.

**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 YR

Have you ever applied to this institution?

☐ Yes ☐ NoDate  /   
MO YR

Have you ever attended this institution?

☐ Yes ☐ NoDate  /   
MO YR**COLLEGE(S) PREVIOUSLY ATTENDED****Dates Attended****Degree****Transfer  
Credit**

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**NOTICE OF NON-DISCRIMINATION**

River Valley Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of NH 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, River Valley Community College, (603) 542-7744; Lisa Hayward-Wyzik, Keene Academic Center, (603) 357-2142; or to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 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. RVCC has TDD capability.

**\*SOCIAL SECURITY NUMBER**

Federal law requires that River Valley Community College 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 (River Valley Community College, 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. River Valley Community College reserves the right to deny admission to any applicant who, in the judgement of College officials, does not qualify for admission. The College also reserves the right to require withdrawal of any student who does not satisfy the ideals of citizenship, character, or scholarship.

In accordance with the terms and conditions set forth in its publications, and if accepted, I agree to abide by the rules and regulations set forth in the publications and in the Student Handbook. I also agree that the College has permission to use any College sponsored pictures in which any likeness appears.

**I certify that I have read and agree with the above, and that all information provided herein is true and complete.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent  
or Legal guardian \_\_\_\_\_ Date \_\_\_\_\_

(If student is under 18 years)

# Technical Standards for Nursing

## Essential Qualifications of Nursing Students

All students in the River Valley Community College (RVCC) Nursing programs must be able to perform diverse, complex, and specific functions and skills. Technical and professional standards for nursing are essential duties which speak to a student's ability to participate and be successful in the nursing program. These attributes include, but are not limited to personal and professional skills, physical agility, medical safety and other requirements that individuals must possess in order to be eligible for satisfactory completion of the program of study as well as for the desired field of nursing.

These attributes must be demonstrated with or without reasonable accommodation as described under the American's with Disabilities Act.

The qualifications established by the faculty include but are not limited to the following essential technical standards:

### MOTOR SKILLS

1. The ability to perform full range of motion of body joints, fine motor movements of the hands, and the ability to stoop and bend.
2. The ability to elicit information from patients by palpitation, auscultation, percussion and other assessment maneuvers.
3. The ability to execute movements required to provide general care and treatment to patients in all health care settings including emergency treatment: e.g. transferring, lifting and turning clients, providing hygienic care, assisting patients in activities of daily living and providing cardiopulmonary resuscitation.
4. The ability to lift up to 40 pounds of weight on a daily basis.
5. The ability to carry objects weighing up to 40 pounds on a daily basis.
6. The ability to push or pull an occupied wheelchair, cart or gurney on a daily basis.

### SENSORY/OBSERVATION/COMMUNICATION

1. The ability to observe a patient accurately at a distance and close at hand. This requires functional use of the senses of vision and hearing.
2. The ability to perceive the signs of disease and infection as manifested through physical examination, including from images of the body surfaces, palpable changes in various organs and tissues, and auditory information.
3. The ability to closely examine images or other forms of output created by diagnostic equipment.
4. The ability to observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications.

5. The ability to use spoken and written English to communicate in a coherent manner with individuals of all professions and societal levels.
6. The ability to convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment.
7. The ability to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team.

### PROFESSIONAL CONDUCT/BEHAVIOURAL

1. The ability to utilize intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and families.
2. The ability to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances.
3. The ability to recognize that ones own values, attitudes, beliefs, emotions, and experiences affect ones perceptions and relationships with others.
4. The ability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
5. The ability to learn and abide by professional standards of practice.
6. The ability to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.
7. The ability to maintain composure when subjected to high stress levels.
8. The ability to adapt effectively to changing environments, especially those with high tension levels.
9. The ability to respond in an emotionally controlled manner in learning situations and emergencies.



# Nursing – Associate Degree

## Associate Degree Nursing Application Criteria

To assist with general education course placement, first time college students are advised to complete *Accuplacer Assessment* and seek academic advisement from the nursing program director.

- Apply with the College Application and fee. New applications will not be accepted after December 1 for the following Fall class.
- Attend a mandatory RN Program Information Session
- Follow the general requirements for admission as listed in the College catalog;
- Submit evidence of high school or college credits in Algebra, Chemistry and English;
- Composite score of 110 or higher on National League for Nursing – RN Preadmission Examination (NLN – PAX) with a minimum of 50th percentile in each of the three sections - Mathematics, Verbal and Science.
- Completion of Nursing Questionnaire
- Two letters of Professional Reference on forms provided by the nursing program;

Applications will not be reviewed until they are complete. Students are highly advised to apply early and complete all application requirements by the established deadline of December 31<sup>st</sup>. Students are notified of acceptance by April 1.

The selection process includes a review of all requirements submitted in the application, the NLN PAX scores, and the most recent GPA. There are no substitutes or exceptions for the required NLN PAX examination. NLN exam scores are valid for three years. Students may re-take the NLN PAX after remediation in six months. Registration fees and dates for this exam can be found at <http://www.nlnonlinetesting.org>.

Students may request a transfer of credits from courses taken at other accredited colleges and universities. The Vice President of Academic Affairs makes final determinations of transfer credits. Science courses must be current within last ten years to transfer. Applicants are required to mail Official transcripts (sealed) to the Office of Admissions.

The program adheres to NH Board of Nursing educational standards for clinical supervision. Each group of eight students are supervised by a nursing faculty in clinicals. Program capacity is limited to an entering class of 24 students. Student selection for available seats is competitive and is based on the point system selection policy.

## Program of Study – Claremont (Days)

### FIRST YEAR

Program prerequisite requirements: Licensure as a Nurse Assistant in New Hampshire, BLS/CPR

Program prerequisite courses: High school algebra, chemistry, and English.

#### FALL SEMESTER

		CL	LAB/CLIN	CR
SCIC201	Anatomy & Physiology I (High School Chemistry).....	3	3	4
PSYC101	Introduction to Psychology.....	3	0	3
NRNC116	Nursing Care I (PSVC101, SCIC201).....	4	6	10

#### SPRING SEMESTER

		CL	LAB/CLIN	CR
ENG102	College Composition 1 (Accuplacer).....	3	0	3
MTHC xxx	Mathematics Elective (Accuplacer).....	3/4	0	3/4
SCIC202	Anatomy & Physiology II (SCIC201).....	3	3	4
NRNC117	Nursing Care II (NRNC116, Math Elective, SCIC202, ENG102) .....	4	6	10

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB/CLIN	CR
HUMC xxx	Humanities/Fine Arts/Language Elective ..	3	0	3
SCIC205	Microbiology (SCIC202)-.....	3	3	4
NRNC220	Nursing Care Across the Lifespan (NRNC117, SCIC205, HUMCxxx).....	4	6	10

#### SPRING SEMESTER

		CL	LAB/CLIN	CR
ENG102	English 200 Level Elective (ENG102) ..	3	0	3
NRNC230	Managing Nursing Care (NRNC220) .....	4	6	10

The Associate in Science in Nursing Program requires 67 credits for degree completion.

Clinical Hours and Affiliation Sites are subject to change.

Prerequisites and corequisites are listed in parentheses



# Nursing – Associate Degree

## Associate Degree Nursing Option - Keene (Part-time Option)

Residents of the Monadnock Region can take general education courses and nursing program courses at the Keene Academic Center. Students may access full college services at the Claremont campus. At the Center, many student services (financial aid, academic advisement, *Accuplacer Assessment*, admission counseling, informational sessions, computer labs, college library databases, tutoring) are available.

As possible, the program schedules nursing classes for evening hours at Keene. \*Clinical schedules vary. Day shift schedules are required for a varied experience in nursing.

Admission requirements to the program at Keene are identical to those of Claremont. Associate Degree Nursing Program Requirements apply, **except**: Applicants to Keene must have the eight (8) general education courses successfully completed (C or better) as a condition of acceptance to the nursing program. See course list for Associate Degree Nursing – Claremont.

\* Clinical Sites are located in the Keene/Monadnock region as available.

## Program of Study – Keene (Part-time)

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB/CLIN	CR
NRNK116	Nursing Care I (PSYC101, SCIC201) .....	4	6	10

#### SPRING SEMESTER

NRNK117	Nursing Care II (ENGC102, Math Elective, SCIC202, NRNK116) .....	4	6	10
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### SECOND YEAR

#### FALL SEMESTER

		CL	LAB/CLIN	CR
NRNK220	Nursing Across the Lifespan (NRNK117, SCIC205, HUMCxxx) .....	4	6	10

#### SPRING SEMESTER

NRNK230	Managing Nursing Care (NURK220) .....	4	6	10
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## Advanced Placement Option – For Practical Nurses

The Claremont and Keene Advanced Placement Option (AP) is designed to expand upon the previous education of the Practical Nurse. The application and selection process of the Nursing – Associate Degree is followed (see page 44). Applicants are encouraged to meet with nursing faculty. This program begins every fall. Deadline to apply is February 28 for the Fall Semester acceptance.

Equivalent nursing credits may be transferred from the applicants' basic practical nursing program. An Accelerated Challenge Examination (*ACE*) a National League for Nursing Exam is available for those students whose basic practical nurse programs do not qualify for transfer of credits. If ACE score is 80% or higher, equivalent credits of nursing can transfer. AP students enter into the second year of the Associate Degree Nursing program. Students must be matriculated into the Advanced Placement Option to enter the program of study. The following degree requirements must be completed before admission to the (AP) Advanced Placement Option:

Anatomy & Physiology I (High School Chemistry) .....	4 Semester Credits
Anatomy & Physiology II .....	4 Semester Credits
Introduction to Psychology .....	3 Semester Credits
Mathematics Elective (Accuplacer) .....	4 Semester Credits
College Composition I (Accuplacer) .....	3 Semester Credits

Microbiology, Anatomy and Physiology I, Anatomy and Physiology II, and Introduction to Psychology must be successfully *completed within ten years of entrance*. All general education courses must be completed with a grade of C or better to transfer into the program.

## Program of Study – Claremont/Keene

The College may offer this option only when there are sufficient number of enrollments.

#### FALL SEMESTER

		CL	LAB/CLIN	CR
NRNC/K197	Transition PN to RN (ENGC102, MTHCxxx, SCIC202, NRNC117) .....	3	0	3
NRNC/K220	Nursing Care across the Lifespan (NRNC197, NRNC117, HUMCxxx) .....	4	6	10
XXXXxxx	Humanities/Fine Art/ Language Elective ..	3	0	3

#### SPRING SEMESTER

		CL	LAB/CLIN	CR
ENGcxxx	English Elective (ENGC102) .....	3	0	3
NRNC/K230	Managing Nursing Care (NRNC220, SCIC205) .....	4	6	10
SCIC205	Microbiology (SCIC201) .....	3	3	4



# Nursing Assistant (NA)

## (Evening/Weekend - Part Time Program)

The Nursing Assistant Certificate program prepares students for licensure and employment in the role of a Licensed Nurse Assistant. The LNA works as an extension of the licensed nurse within hospitals, long-term care facilities, clinics, community health centers and home health care agencies. Nurse Assistants (LNA) are not licensed to handle medications. Students will develop the ability to empathize with patients and perform nursing related activities in a clinical setting.

Students are encouraged to practice skills, ask questions and share feelings about entering the care environment. The program provides 48 hours of classroom instruction, 24 hours of clinical lab and 72 hours of supervised clinical in direct care. The program holds full approval by the New Hampshire Board of Nursing, [www.state.nh.us/nursing](http://www.state.nh.us/nursing).

## CERTIFICATE PROGRAM

		CL	LAB	CR
NURC101	Skill Training for Nursing Assistants.....	3	6	5
	<i>Accuplacer Assessment</i>			
	<i>Reading 70 or higher</i>			
	<i>Mathematics/Arithmetic 64 or higher</i>			
	<i>CPR Basic Life Support Training</i>			

This program can be completed in 8 weeks. The course schedule is two evenings and a weekend day. Semester scheduling of NURC101 can be found on the College website [www.rivervalley.edu](http://www.rivervalley.edu)

### Graduates will be able to:

- provide assistance with activities of daily living to patients.
- communicate effectively with patients and the health care team.
- document data and findings related to the patients well-being.
- apply knowledge of legal and moral principles when performing nursing related activities.
- function as an effective team member within the role of the nursing assistant.
- perform skills safely and within the scope of the nurse assistant.
- use this knowledge to take a standardized nurse aide examination at the end of the program, meeting federal OBRA requirements.

### Program Admission Criteria:

- General requirements as listed in the catalog
- Two written references, submitted on forms provided by the College
- Complete Accuplacer Placement Test during the application process. Reading score of 70 or higher and Mathematics score of 64 or higher is required to enroll in the NURC101 Skill Training for Nursing Assistants course.

- Ability to lift and move at least 40 pounds on a regular basis (in relation to performing nursing assistant job related activities)
- Demonstrate manual dexterity and motor coordination to perform nursing assistant job related activities
- Attend mandatory Nurse Assistant Information Session.
- Schedule a required interview with the Admissions Counselor.

Before students can register for the course NURC101, they are required to show evidence of the following:

- Current (within 2 years) physical examination by physician
- Current (AHA or ARC) CPR (healthcare provider level) training
- Medical Insurance covering a minimum of accident and sickness
- A negative Tuberculin skin test (within last 12 months)
- Measles, Mumps, and Rubella (MMR) immunity
- Chicken Pox history or immunization
- Hepatitis B vaccination or waiver
- Acceptable Accuplacer Scores

Completion of this NA certificate program does not assure entrance in the College nursing programs.

The College reserves the right to cancel the course when enrollment is not adequate.

The clinical hours, placement and course scheduling are subject to change.

### Background Checks:

Students are advised that clinical sites may require Criminal Background checks. Any fees to meet this requirement are the responsibility of the student. Students with known criminal background or legal actions may be denied enrollment and /or progression in the program. The Board of Nursing, NH RSA 326-B:15 requires fingerprinting and a criminal records check before a license will be issued.



# 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, 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 Anatomy and Physiology Essentials 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:

- Active NH LNA License
- General requirements listed in the catalog;
- Evidence of high school credits in math, English and Science with lab.
- Two letters of reference submitted on forms provided by the College
- Completion of Applicant Questionnaire
- Acceptable performance on the PN NLN pre-admission exam. Composite score of 110 or higher on National League for Nursing - PN. Preadmission Examination (NLN - PAX) with a minimum of 50th percentile in each of the three sections - Math, Verbal and Science;
- Attendance at a PN 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 conditional 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 applying for an initial license to practice in nursing must submit a notarized "Criminal Record Release Authorization Form" to the Division of State Police prior to application for licensure.

Students will be required to take the Assessment Technology Institute Exam at the end of the program and will be billed for this exam during Spring Semester.

## DIPLOMA PROGRAM

### FIRST YEAR

#### SPRING SEMESTER

		CL	LAB	CR
SCIC111	Anatomy & Physiology Essentials (Accuplacer)	4	0	4
(SCIC201)	*Anatomy & Physiology I (High School Chemistry or ISVC030) .....	(3)	(3)	(4)
PSYC101	Introduction to Psychology.....	3	0	3

#### SUMMER SEMESTER

		CL	LAB	CR
NURC110	**Self-Care Nursing I (8 wks) (PSYC101, SCIC111).....	3	3	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	5	9

#### SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	General Education Elective.....	3	0	3
NURC201	Self-Care Nursing III (NURC200).....	4	5	9
NURC202	Managing Professional Practice: PN (NURC201) .....	1	0	1

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.)

# Occupational Therapy Assistant

## (Day Program)

### Occupational Therapy: "Living Life to its Fullest"

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. Criminal background checks and fingerprinting may be required for some field-work sites (students may be required to incur this cost)

### Fieldwork Experience for Learning

Under the supervision of an Occupational Therapy Practitioner or Allied Health Professional (Level I) or Occupational Therapy Practitioner (Level II), 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. Credit by exam options, based on prior learning, for Level I Fieldwork may be an option for some students (this decision is up to the program directors discretion).

### 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 (High School Chemistry or ISVC030).....	3	3	4
PSYC101	Introduction to Psychology.....	3	0	3
AHLC114	Human Development .....	3	0	3
AHLC104	Introduction to Occupational Therapy/Physical Therapy (First 8 weeks) (Accuplacer).....	2	0	1
AHLC112*	Clinical Conditions for OT/PT/MT (SCIC201).....	3	0	3
AHLC135*	Activities of Daily Living (AHLC104, AHLC112).....	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).....	4	0	4
SCIC202	Anatomy and Physiology II (SCIC201) .....	3	3	4
AHLC123	Functional Kinesiology (SCIC201).....	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
XXXXxxx	Humanities/Fine Arts/World Language.....	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.

# Paralegal

## (Evening Program)

The Paralegal Certificate Program is designed for individuals who wish to enter the field of law and legal services, or change careers. The program enables students to develop the knowledge, skills and competencies required to work under the supervision of an attorney, in legal departments of major companies, banks, real estate offices, insurance firms, health care facilities and government agencies. This program is offered at the Keene Academic Center.

## CERTIFICATE PROGRAM

		CL	LAB	CR
PLGL101	Introduction to Paralegal Studies.....	3	0	3
PLGL102	Critical Thinking and Legal Writing .....	3	0	3
PLGL103	Legal Research.....	3	0	3
PLGL104	Real Property and Real Estate Transactions.	3	0	3
PLGL105	Family Law.....	3	0	3
PLGL106	Estate Planning, Probate and Taxation.....	3	0	3
PLGL107	Business Formation and Organization.....	3	0	3
PLGL108	Personal Property, Contracts and Credit Transactions.....	3	0	3
PLGL109	Civil Trial Practice Procedure.....	3	0	3
PLGL110	Criminal Trial Practice and Procedure .....	3	0	3

# 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.

A criminal record background check may be required for practicum and internship experience at the request of an agency and is the responsibility of the student.

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.

To register for PHBC190, Phlebotomy Internship, all of the following must be provided by December 1st.

- Confirmation of matriculation in program.
- Receipt of proof of immunity to infectious disease through documentation of titer or receipt of vaccines.
- Proof of health insurance.





# 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 PTA performs interventions such as modalities, training patients in exercises, mobility and activities of daily living and other related tasks that have been directed and supervised by a physical therapist (PT).

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

1. High School GPA: 2.5 or minimum of 4 college credits and college GPA 2.5
2. High school Chemistry **or**
  - successful completion of ISVC030 Introduction to Chemical Principles **or**
  - transferring in Anatomy and Physiology I
3. Accuplacer:
  - Sentence Skills: 78 and Reading Skills: 70 **or**
    - Completion of Introduction to College Composition with at least a C grade **or**
    - Waiver of Accuplacer testing if transferring in English Composition I
  - Elementary Algebra: 78 **or**
    - Completion of ISVC016 Algebra I with grade of 74 or better **or**
    - Waiver of Accuplacer testing if transferring in math course
4. Completion of PTA Packet:
  - 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 recommendations from teachers, employers and/or practicing PTs or PTAs.
  - Read Essential Functions information that describes physical and cognitive skills essential to success as a PTA. Sign statement that applicant can do all the tasks with/without reasonable accommodations.
  - Read and sign off on criminal record information
5. Current CPR: American Heart Association for the Healthcare Provider or American Red Cross for the Professional Rescuer
6. Record of current immunization
7. Meeting with the program director

The PTA program accepts 20 students for the fall semester. Applicants who have completed all college and program requirements listed above are welcome into the full time 2 year PTA program on a first come, first serve basis. Applicants who otherwise would be welcome into the PTA program but who choose to spread the course work over three years will be matriculated into the Health Science program for the first year. After the first year, the student will change majors to the PTA program.

Applicants who meet the college requirements but who also need to complete college preparation courses in order to meet the PTA program requirements above will be matriculated into the Health Science program. These students can reapply to the PTA program when the program requirements have been fulfilled.

All courses in the PTA program must be successfully completed within 3 years unless special permission has been obtained from the program director to continue for a fourth year. The testing of competencies is required after a leave of absence or a prolonged period of study.

The PTA program combines classroom and laboratory work at the college with three full-time six-week supervised clinical education experiences. The Academic Coordinator of Clinical Education works with each student to assign appropriate clinical sites. Assignments depend on the 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. A criminal background check may be required at certain clinical sites. The student will be responsible for that expense.

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.

Graduates must pass a national examination and satisfy licensing 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 Street, Alexandria, VA 22314. Telephone: (703)706-3245.

\*more information is available on the college website: [www.rivervalley.edu](http://www.rivervalley.edu).

# Physical Therapist Assistant

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
SCIC201	Anatomy and Physiology I (High School Chemistry or ISVC030).....	3	3	4
AHLC104	Introduction to Occupational Therapy/Physical Therapy (8 wks) (Accuplacer).....	2	0	1
AHLC112	Clinical Conditions for OT/PT/MT (SCIC201) ..	3	0	3
AHLC114	Human Development .....	3	0	3
AHLC135*	Activities of Daily Living (AHLC104, AHLC112).....	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).....	4	0	4
SCIC202	Anatomy and Physiology II (SCIC201) .....	3	3	4
AHLC123	Functional Kinesiology (SCIC201) .....	2	3	3
PTAC114*	Therapeutic Exercise (AHLC123) .....	2	3	3
PTAC122*	Physical Therapy Procedures II (PTAC112, AHLC123) .....	2	3	3

#### SUMMER SEMESTER

		CL	LAB	CR
PTAC190*	Clinical Education Experience I (All 1 <sup>st</sup> 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
ENGxxxx	English Elective (ENG102).....	3	0	3
XXXXxxx	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.

This plan of study is subject to change.



**Laurie Clute**

**Director – Physical Therapist Assistant Program**

*My connection to the college began many years ago when I worked at Mt. Ascutney Hospital. The Physical Therapist Assistant program had just opened and I was asked if we would be a site for clinical education for the PTA students. Over the years, the physical therapy department at the hospital hosted many students and hired several. I knew to expect quality when a student from this college was assigned to us!*

*When a vacancy occurred for a faculty member, I was excited at the prospect of being part of this respected program, and I have been here for many years. There are “best parts” of teaching at this college: it is enjoyable to be part of the transition students make as they grow into their professional persona, and learn the theory and the hands-on skills of physical therapy. It is also rewarding to work with them as colleagues in the clinic. When faculty from other community colleges visit, they always remark on how much we love working here, how much we enjoy coming to work. Isn't that important? To find a job that you love to do.*

# 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.

Applicants are advised that criminal background checks are required by many clinical sites, state licensing agencies, and employers. Please consult with program faculty if you have any questions or concerns regarding background checks.

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.



**Sarah Stone**

**Student – Respiratory Therapy Program**  
**Member – Phi Theta Kappa**

*River Valley Community College has given me a new found confidence. I'm currently enrolled in the Respiratory Therapy Program and I am very happy with my classes. It is a comfortable atmosphere, the faculty offer a ton of support, and there are many resources to take advantage of. I would definitely recommend River Valley to anyone looking to enrich their future.*

The River Valley Community College Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied Health Education Program ([www.caahep.org](http://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).....	4	0	4
SCIC201	Anatomy and Physiology I (High School Chemistry or ISVC030).....	3	3	4
RSPC110	Basics of Respiratory Care I (SCIC201, RSPC121).....	2	3	3
RSPC121	Respiratory Physiology (RSPC110, SCIC201)	3	0	3
RSPC161	Intro to Clinical Laboratory (RSPC110, RSPC121).....	0	0	1

#### SPRING SEMESTER

		CL	LAB	CR
XXXXxxx	Humanities/Fine Arts/World Language.....	3	0	3
SCIC202	Anatomy and Physiology II (SCIC201) .....	3	3	4
RSPC111	Intro to Mechanical Ventilation (SCIC201, RSPC121).....	1	0	1
RSPC122	Basics of Respiratory Care II (SCIC201, RSPC121, RSPC110) .....	2	3	3
RSPC132	Pulmonary Evaluation I (RSPC110, RSPC121)	1	0	1
RSPC214	Disease and Pharmacology I (RSPC110, RSPC121).....	3	0	3
RSPC180	Clinical Lab I (RSPC122, RSPC132).....	0	0	3

#### SUMMER SEMESTER

		CL	LAB	CR
RSPC115	Microbiology for Respiratory Care (RSPC190) (Online).....	1	0	1
RSPC190	Clinical Lab II (SCIC202, RSPC122, RSPC132, RSPC161, RSPC214) .....	0	0	5

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
XXXXxxx	Social Science Elective.....	3	0	3
RSPC211	Critical Care Respiratory Therapy (RSPC190).....	2	3	3
RSPC226	Disease and Pharmacology II (RSPC190)...	2	0	2
RSPC233	Pulmonary Evaluation II (RSPC190).....	2	0	2
RSPC280	Clinical Lab III (RSPC211, RSPC226, RSPC233)	0	0	5

#### SPRING SEMESTER

		CL	LAB	CR
ENG1xxx	English Elective (ENG102).....	3	0	3
RSPC213	Neo-Natal & Pediatric Respiratory Care (RSPC190).....	2	0	2
RSPC219	Advanced Care Seminar (RSPC290) .....	1	0	1
RSPC281	Clinical Lab IV (RSPC213, RSPC219).....	0	0	8

Prerequisites and corequisites are listed in parentheses.

# 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: 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 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 Machining Processes I

3 CLASS HOURS/2 LAB HOURS/4 CREDITS

Machining Processes I covers the machining theory which comprises both manual and CNC (computer-numerical controlled) machining practices. This course outlines the practical applications of safety, measurement and inspection, blueprint reading, metallurgy, and turning/milling technologies as they relate to both manual machining and CNC machining.

### MTTC 108 Applied Machining Practices I

3 CLASS HOURS/6 LAB HOURS/6 CREDITS

Applied Machining Practices I is a basic course in the set-up and operation of computer numerically controlled machine tools (lathes and mills) including the selection of tooling, understanding the machine functions, calculation and inputs of offsets, basic machine code interpretation, and maintaining quality through a production run. (Prerequisites/Corequisites: MTTC101, MTTC106)

### 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)

### MTTC203 Communication and Interpersonal Relationships

3 CLASS HOURS/3 CREDITS

This course provides fundamental knowledge of effective communication techniques that are essential in developing interpersonal relationships and is designed to prepare students to assume an active part in those phases of industrial and social life requiring effective communication. Content includes the communication process, levels of communication, barriers to communication, effective communication techniques, interpersonal relationship skills, working and communicating effectively on a team, and conflict resolution.



### MTTC 204 Machining Processes II

3 CLASS HOURS/2 LAB HOURS/4 CREDITS

Machining Processes II covers the advanced machining theory which comprises both manual and CNC (computer-numerical controlled) machining practices. This course teaches safe work habits, advanced set-ups, and develops student confidence and imagination. Emphasis is on advanced machine operations and closer tolerances (with projects) are introduced. This course is designed to make the student more aware of the importance of efficient use of time in the machining process and advanced set-ups. (Prerequisite/Corequisite: MTTC106)

### MTTC 205 Advanced Inspection and Lean Manufacturing

2 CLASS HOURS/2 LAB HOURS/3 CREDITS

Advanced Inspection and Lean Manufacturing is a course covering the basics of manufacturing procedures and standards, process documentation and control, inspection of components for compliance to specifications, proper calibration, care and use of advanced measurement tools and instruments. This would include an introduction to the core principles of lean manufacturing for continuous improvement. (Prerequisite: MTTC 105)



## **MTTC 207 Applied Machining Practices II**

**3 CLASS HOURS/6 LAB HOURS/ 6 CREDITS**

Applied Machining Practices II is an advanced course in the set-up and operations of computer numerically controlled machine tools (lathes and mills) including the selection of tooling, understanding the machine functions, calculation and inputs of offsets, advanced machine code interpretation, and maintaining quality through a production run. Specific emphasis on process development and prove-out with advanced programming (including wait code and macro logic), troubleshooting, adjusting machine parameters, and determining machine alignment for a production machine tool are discussed. (Prerequisites/Corequisite: MTTC108)

## **MTTC 208 CNC Machining Apprenticeship / Internship**

**1 CLASS HOUR/4 LAB HOURS/ 3 CREDITS**

The CNC Machining Apprenticeship / Internship will give a student experience in industrial, business, or government work situations that leverages real world experience through practical work experience. It allows students the opportunity to translate academic theories and principles to action, to develop skills and abilities through carefully planned and supervised programs. (Prerequisites: MTTC101, MTTC106)

## **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 ARM 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**

**36 LAB HOURS/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 Wilderness First Aid**

**1 LAB HOUR/2 CREDITS**

Wilderness First Aid is a performance-based emergency care instructional program as outlined in the Wilderness First Aid certification curriculum presented by S.O.L.O. (Stonehearth Open Learning Opportunities). The primary focus of this course is to provide an enriched program that meets the adventure recreation student's need for basic training in the outdoor environment in order to meet emergency care situations in an adventure program. This will include a Cardiopulmonary Resuscitation aspect that will be presented as part of the course content.

### **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: Matriculation in ARM program)

**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****14 LAB HOURS/3 CREDITS**

Full semester academic internship completed during the senior year. Serves as the culmination of professional training and coursework. Minimum of 135 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. (Prerequisite: Minimum Accuplacer Sentence Skills Score of 78 and Reading scores of 70.)

**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****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 occupational 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, AHLC112 (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 fundamental 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/Prerequisite: BCPC101)

**ACCC200 Intermediate Accounting** **3 CLASS HOURS/3 CREDITS**

This course covers financial statement analysis, current and plant assets, and other assets. It also covers 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 stockholder equity, earnings per share and dividends, long-term liabilities and bonds, and the statement of cash flows. (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 covers 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 covers the concepts of cost accounting as it relates to job - order systems, and process cost systems as well as profit analysis, budgeting and performance evaluation. (Co/Prerequisite: ACCC102)

**ACCC216 Computerized Accounting** **1 CLASS HOUR/2 LAB HOURS/2 CREDITS**

This course covers small business accounting using QuickBooks Pro software. Topics include creating and maintaining a chart of accounts, recording customer and vendor transactions, processing payroll, maintaining inventory, recording adjustments and year-end procedures, printing reports and graphs, creating budgets and estimates, and exporting data to Excel. (Co/Prerequisite: ACCC101)

**BCPC101 Introduction to Computer Applications** **2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course provides 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<sup>XP</sup> suite (WindowsXP, Word, Excel, Access, Powerpoint 2007), 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 HOUR/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 relationships that exist in the areas of accounting, management, marketing, human resources, and production and distribution. The course focuses on the inter-relationship of the components and their role in the business process.

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

This course develops and refines 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 is covered in this course. Students examine marketing of consumer and industrial products in public and private institutions.

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

This course emphasizes common business math applications used to solve math problems dealing with banking, simple and compound interest, promissory notes, payroll, depreciation, insurance, annuities, inventory and overhead, markup/markdown, discounts, percents, taxes, and business 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 in 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 provides 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 3 CLASS 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 is covered in this course. 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 or CLTC102 & PHBC110)

#### **CLTC111 Urinalysis 1 CLASS HOUR/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 or CLTC102 & PHBC110)

**CLTC112 Serology** **1 CLASS HOUR/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 or SCIC201 & SCIC202, ALHC126 or CLTC102 & PHBC110)

**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, or CLTC102 & PHBC110, Grade of C- or better in CLTC110 or POI)

**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 or CLTC102 & PHBC110, Grade of C- or better in CLTC111 or POI)

**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 or CLTC102 & PHBC110, 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 or CLTC102 & PHBC110, 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 or CLTC102 & PHBC110, 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, Grade of C- or better in CLTC201 or POI)

**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, Grade of C- or better in CLTC202 or POI)

**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, Grade of C- or better in CLTC203 or POI)

**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 TECHNOLOGY

**CPTC101 PC Assembly/Soft Skills** **2 CLASS HOURS/2 LAB HOURS/3 CREDITS**  
This course is designed to teach the student Personal Computer architecture, the operation and interrelation of its internal components and peripheral devices, its memory organization, the Basic I/O (BIOS) system, and current DOS operating system. 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 will introduce the student to the fundamental information that is needed to develop and maintain an Internet web site. Course content will include 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 web site considerations. (Prerequisite: BCPC101, Knowledge of Windows, 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: Accuplacer Sentence Skills 78 or permission of instructor).

**CPTC185 Introduction to JAVA** **2 CLASS HOURS/2 LAB HOURS/3 CREDITS**  
The Java programming language opens the doors to 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.

#### **CPTC186 Introduction to Operating Systems**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course provides the student with a comprehensive understanding of the multiple operating systems commonly found in the Information Technology field today. The student will learn the theory behind operating systems and some basic to advanced components of each operating system. The course walks the student through current hardware and how it interacts with operating systems. The student will learn basic functions and design of file systems found in Windows, UNIX, and Macintosh operating systems. This course also discusses how operating systems interface with input, output, and storage devices. The student will learn basic network theory and how to set up network resources through the multiple versions of software. There are many hands-on projects and case projects that provide the student with real experience in supporting multiple operating systems.

#### **CPTC196 Database Design Using MySQL**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course provides a conceptual base for creating and utilizing relational databases using the MySQL relational database system. Students initially learn how to divide raw data parameters into tables and columns according to accepted rules of Third Normal database analysis, then use the current version of MySQL to create a multi-table computerized database suitable for standalone or web implementation. (Prerequisite: BCPC101 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 would include user management, managing files and directories, use of an editor, executing commands and managing processes. The student will also learn to customize the work environment, use UNIX utilities and learn simple scripting. (Prerequisite: BCPC101, knowledge of Windows, or permission of instructor)

#### **CPTC204 Administering Windows Servers**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

Network Technicians are called upon to manage, troubleshoot, install, and configure network servers, clients and peripheral devices. This course presents the skills needed to implement, maintain and protect a Microsoft Windows NT Domain. The course offers the students the "hands on" opportunity to exercise network management skills and the conceptual background within which these tasks are carried out. (Pre or Co-requisite: 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 different networking topologies and architectures, discusses the physical components of computer networks and reviews the principles of network connectivity. It also examines the implementation through design and installation of simple Ethernet networks. (Prerequisite: CPTC101)

#### **CPTC206 Active Server Pages w/MySQL, PHP & JavaScript**

**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 CPTC175)

#### **CPTC212 Computer Network Security**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course offers in-depth coverage of all current risks 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. (Prerequisite: CPTC205 or permission of instructor)

#### **CPTC213 Computer Graphics – Adobe I**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

Computer Graphics – Adobe I is intended for a course that offers an introduction to Photoshop image editing and Dreamweaver. No previous experience with Adobe Photoshop CS3 is assumed, and no mathematics beyond the high school freshman level is required.

#### **CPTC214 Web Animation – Adobe II**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

In Illustrator CS3 Essential Training, students learn the basics of this application to new and experienced users alike. Then they delve into Illustrator CS3's new features, demonstrating how to use each of the tools to its full potential. From the interface to the intricacies of the drawing tools, from transforming, editing, and positioning objects to applying filters and live effects, Illustrator CS3 Essential training covers each aspect of this popular vector graphics application.

In Flash CS3 Professional Essential Training, students delve into the key aspects of working with Flash CS3 to create professional animations, design interactive websites, and incorporate audio and video into self-contained presentations. The training covers using the drawing and color tools, mastering the essentials of animation, and working with type, graphics, sound, and video. Exercise files accompany the tutorials.

#### **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)

#### **CPTC216 Copper and Fiber Optic Cabling**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course covers network and telecommunications cabling standards and procedures with particular emphasis on fiber optic cabling. Topics include safety considerations, signals and wires, copper media, fiber optic media, testing fiber optic cables, cabling system components, structured cabling, cabling tools, installation techniques, rough-in phase, trim-out phase, finishing and customer support phases. Creating requests for proposals and cabling case studies are also discussed. (Prerequisite: CPTC205 and CPTC215)

#### **CPTC225 Intermediate Networking (CCNA 3/4)**

**2 CLASS HOURS/2 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 switch 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)

## **CPTC295 Wireless LANs**

**2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course provides a hands-on guide to planning, designing, installing and configuring wireless LANs. The subject matter corresponds to that of the Certified Wireless Network Administrator (CWNA) certification. The course offers an in-depth coverage of wireless networks with extensive step-by-step coverage of IEEE 802.11b/a/g/pre-n implementation, design, security, and troubleshooting. Material is reinforced with online projects using equipment from two of the principal wireless LAN vendors, Cisco, and Linksys. (Prerequisite: CPTC205)

## **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. (Pre-requisite: PSYC101)

### **CRJC209 Police Supervision**

**3 CLASS HOURS/3 CREDITS**

The thrust of this course focuses on three themes. First, managers and supervisors need to move from an authoritative style to a participative leadership style – empowering all personnel to become contributing team members. Second, community policing and problem solving are key to preserving the peace and fighting crime. Citizens can become allies in both. Law enforcement can no longer go it alone. How community policing and problem solving affect management is the continuous thread throughout this course. Third, change must be viewed as an opportunity rather than a threat. Not only must managers help their people grow and develop, but also they must continuously grow and develop, looking for new and better ways to accomplish their mission. As futurist Alvin Toffler asserts: “The illiterate of the 21<sup>st</sup> century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn.” This course is a beginning towards opening your mind to new ways of thinking and doing. In summary, this course serves as a requested survival manual made to the Criminal Justice Program Director from the River Valley Community College during field visits to police departments in five New Hampshire counties for Lieutenant, Captain and Chief of Police. This course is a substitute for the requirement of Criminal Justice Internship (CRJC290) and/or Senior project (CRJC291). (Prerequisite: permission of instructor)

### **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.)

## **CULINARY SERVICES**

### **CULC101 Fundamentals of Culinary Concepts & Practices**

**1 CLASS HOUR/2 LAB HOURS/3 CREDITS**

The course offers an overview of fundamental culinary concepts and practices. Students will be introduced to the essential elements of food sanitation and safety as well as the basics of safe and unsafe working conditions in food service environments. In addition, students will be introduced to fundamentals of food preparation tools and equipment, food storage and food inventory, nutrition, menu planning, cooking techniques, and dining room practices.



## **CULC 102 Food and Beverage Management**

**1 CLASS HOUR/2 LAB 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.

## **CULC103 Food and Beverage Service Techniques**

**1 CLASS HOUR/2 LAB HOURS/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.

## **CULC104 Principles of Bar and Beverage Operations**

**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. By examining the history, people, and culture of well-known production regions. 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.

## **CULC105 Culinary Craft Based Learning**

**1 CLASS HOUR/2 LAB HOURS/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 a 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 them to develop their sense of responsibility and leadership. The theoretical knowledge learned is based on industry relevant requirements and will assist students selecting and combining ingredients correctly.

## **CULC170 Internship**

**3 LAB HOURS/3 CREDITS**

The 45-hour 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. (Prerequisites: All courses required in Culinary Services must be completed with a grade of C or above.)

## **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 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)

## 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 1 CLASS HOUR/3 CREDITS**

This course provides the student with direct, experiential learning in an early childhood care and education setting. Under the supervision of a cooperating teacher, the student will be actively involved in all aspects of the early childhood environment. Emphasis will be placed on the student's interactions with children. In addition, students will begin to develop their interactions with colleagues and with families. A minimum of 90 hours will be completed at the practicum site. Periodic meetings with the practicum instructor and other practicum students will provide opportunity for discussion of and reflection upon the practicum experience. (Pre-requisites: EDUC101, EDUC102, EDUC103, EDUC104, or Permission of Program Director)

**EDUC191 Work Experience Practicum I 1 CLASS HOUR/3 CREDITS**

This course is designed to provide an opportunity for the student who is currently employed full-time in the early childhood field to receive college credit for his/her experience. The student must be currently employed in either a licensed or licensed exempt program. Working with an onsite mentor and the practicum instructor, the student will focus on enhancing his/her role as a professional at the work site. Emphasis will be placed on active involvement in all aspects of the early childhood environment and interactions with children, colleagues, and families. Periodic meetings with the practicum instructor and other practicum students will provide opportunity for discussion of and reflection upon the practicum experience. (Pre-requisites: EDUC101, EDUC102, EDUC103, EDUC104 or Permission of Program Director)

**EDUC200 Developmentally Appropriate Programs for Infants and Toddlers 3 CLASS HOURS/3 CREDITS**

This course is an in-depth study of quality infant/toddler care and education. Principles related to environments, caregiving practices, curriculum, and programmatic issues are explored. In addition, the growth and development of infants and toddlers, birth to age three, is examined. Special emphasis on relationships is woven throughout the course. (Prerequisite: EDUC102 or permission of program director.)

**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 Early Language & Literacy Development** **3 CLASS HOURS/3 CREDIT**

This course examines the early language and literacy development of young children, birth through age 8. Students will explore the environments and experiences that support and foster young children's abilities to listen, speak, read, and write. Special emphasis will be given to the multiple roles and responsibilities of an effective early childhood educator.

**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** **2 CLASS HOURS/2 CREDITS**

This course together with either Practicum II or Work Experience Practicum II forms the associate degree student's capstone experience. The student will synthesize his/her understanding of early childhood education and develop a personal philosophy of teaching. In addition, the student will engage in collaborative and collegial exchanges with other seminar participants. Finally, the student will complete a degree portfolio. (Co/Pre-requisites: EDUC190 or EDUC191 Work Experience Practicum I; EDUC290 or EDUC291 Work Experience Practicum II)

**EDUC290 Practicum II** **3 CREDITS**

The student will increase his/her involvement in an early childhood care and education setting under the supervision of a cooperating teacher. Emphasis will be placed on planning, implementing, and evaluating a developmentally appropriate curriculum. In addition, students will develop and refine their interactions with children, colleagues, and families. A minimum of 135 hours will be completed at the practicum site. (Co/Pre-requisites: EDUC190 or EDUC191 Work Experience Practicum I minimum grade of C; EDUC220)

**EDUC291 Work Experience Practicum II** **3 CREDITS**

This course is designed to provide an opportunity for the student who is currently employed full-time in the early childhood field to receive college credit for his/her experience. The student must be currently employed in either a licensed or licensed exempt program. Working with an onsite mentor and the practicum instructor, the student will focus on enhancing his/her role as a professional at the work site. Emphasis will be placed on planning, implementing, and evaluating a developmentally appropriate curriculum. In addition, the student will develop and refine his/her interactions with children, colleagues, and families. (Co/Pre-requisites: EDUC190 or Work Experience Practicum I (EDUC191) minimum grade of C; EDUC220)

**EDUC124 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.

**EDUC130 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.)

**ENG122 Professional Writing** **3 CLASS HOURS/3 CREDITS**

Applying principles used in business and industry, this course prepares students to use a variety of writing styles for communication within the professional community. Students will create and analyze workplace documents, including memos, instructions, feasibility reports, and proposals, will build on an understanding of issues of audience and purpose, and will learn to utilize visual devices, including a focus on document design and layout, to make documents more effective. Attention will also be placed on critical selection and revision both as initiated by the individual student and as completed in response to the feedback of peers. (Prerequisite: ENG102) (Does not fulfill the second English requirement)

**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 reputa-

tions 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: ENG102 or permission of instructor)

### **ENG206 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: ENG101)

### **ENG231 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: ENG102 or permission of instructor)

### **ENG232 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: ENG102)

### **ENG235 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: ENG231 or permission of instructor)

### **ENG236 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: ENG102)

### **ENG237 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 ENG235, 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: ENG235)

### **ENG240 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: ENG102)

### **ENG241 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: ENG102)

### **ENG249 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 2 Newbery Medals) 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: ENG102)

### **ENG280 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: ENG102 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.

### HUMC140 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.

### HUMC142 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.

### HUMC143 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.

### 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)

### HUMC250 Searching for Leadership: An Honors Humanities Approach to Leadership Development

3 CLASS HOURS/3 CREDITS

Utilizing the leadership program and textbook developed by Phi Theta Kappa (the International Honor Society for the Two Year College), SEARCHING FOR LEADERSHIP will help emerging and existing leaders on the journey to becoming the most effective leaders possible. Since leadership is an art, humanities-based learning is essential for becoming an effective and ethical leader. The foundation is the observation and study of great leaders portrayed in the humanities by writers, historians, and film-makers as well as the study of the works of great leaders. Through assessment of the common characteristics of great leaders learners will strive to strengthen the leadership qualities. (Prerequisites: ENG102, 100 level Humanities, and membership in PTK)

### 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 test scores (Accuplacer), 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 scores (Accuplacer), or successful completion of ISVC016, or permission of instructor.)

### MTHC112 Mathematical Investigations:

Great Ideas in Mathematics 4 CLASS HOURS/4 CREDITS

Mathematical Investigations is an introduction to various branches of mathematics, including number theory, functions and modeling, geometry, and probability and statistics. The course will focus on some of the most interesting ideas in the history of mathematics and various applications, including the infinitude of the primes, the non-denumerability of the real numbers, different sizes of infinity, golden rectangles, non-Euclidean geometry, and measuring risk. Students will complete research projects in areas such as cryptography, platonic solids, topology, chaos and fractals, and different voting methods. The course emphasizes mathematical thinking, habits of the mind, and problem solving. These



strategies will allow you to apply mathematics to real-life situations. Along the way, you will confront issues that challenge your intuition and even experience mathematical questions that have remained unsolved for hundreds of years. The course is student centered and focuses on activity-based instruction that integrates technology. (Prerequisites: Satisfactory placement test scores (Accuplacer) successful completion of ISVC/K016, or written 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. (Prerequisites: 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. (Prerequisites: Satisfactory placement test scores (Accuplacer), 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: Chemical and Cellular Basis of Life** **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: Heredity, Evolution and Ecosystems** **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)

**SCIC103 Human Biology** **3 CLASS HOURS/3 LAB HOURS/4 CREDITS**  
This course is an overview of the major biological processes necessary for human survival. Emphasis will be placed upon unifying concepts of: science as a process, biological levels of organization, homeostatic mechanisms and the relationship of anatomical structure to function. The impact of lifestyle choices in the promotion of health and disease will also be discussed with each body process. Current issues such as gene technology, cancer research, nutrition and globalization of health and disease will be included. The laboratory component of this course will include analysis of current optics in human biology through scientific observation, experimentation and evaluation. (Prerequisite: Minimum Accuplacer Reading score of 70 or permission of instructor.)



**SCIC105 Investigative Science****2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

Investigative 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 Anatomy and Physiology Essentials****4 CLASS HOURS/4 CREDITS**

This course is an overview of the structure and function of the human body including how the skeletal, muscular, nervous, cardiovascular, respiratory, immune, digestive, urinary and reproductive systems interact to sustain the human organism. Unifying conceptual threads are: science as a process, levels of organizations, homeostasis and feedback systems and the relationship of anatomical structures to basic physiological function. (Prerequisites: Reading score of 70 on Accuplacer or successful completion of Reading Strategies or permission of the instructor)

**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: Satisfactory placement test scores (Accuplacer) or successful completion of ISVC016, 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)

**SCIC162 Nutrition: The Science of Sustenance****3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course is designed to teach the scientific principles behind the biological importance of nutrition to health and well-being. It will establish a common understanding of nutrition basics and an appreciation of the importance for maintaining proper nutritional balance to maintain a healthy state. The course will focus on the study of the principles of food metabolism with an emphasis on the importance of nutrition to maintaining normal cellular physiological function. Specific nutrient functions will be discussed and personal diet and nutritional analysis completed. The laboratory component consists of food dissection, case studies and nutritional analysis which will foster scientific literacy, an appreciation and application of the scientific process.

**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 physiological 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. Upon completion of this course, the student will be able to use the concepts and principles of microbiology to explain the relationships of microorganisms with other microbes. (Prerequisite: SCIC101 or 201 or matriculation in CLT program)

**SOCIAL SCIENCES****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.

**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.

**PSYC114 Human Development 3 CLASS HOURS/3 CREDITS**

The course in normal human development shall take a look at developmental life sequences of humans from an 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.

**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, HSVC120 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.



## **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)

### **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 HOUR/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 minimum of 90 hours and will attend 15 hours of seminar class time. (Co/Prerequisite: HSVC101, HSVC123)

### **HSVC190 Fieldwork I**

**1 CLASS HOUR/3 CREDITS**

A lab course designed to provide comprehensive experience in application of knowledge and values learned in previous course work. Students will



select a program or facility which provides social services and will work at this site as a supervised intern. Regular meetings with the internship advisor and fellow interns will provide opportunities for discussion and evaluation of the fieldwork experience. This internship is focused on direct observation of professionals in human services. Educational and direct service activities will also be credited as part of the internship experience. Students will be able to continue on with the current internship placement for the following internship. Students will not be able to do all three field placements at the same agency. (Prerequisites: AHLC114, HSVC110, HSVC120, HSVC123, HSVC125, HSVC126)

### **HSVC200 Advanced Special Topics in Early Childhood Development/Special Needs**

**1 CLASS HOUR/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 HOUR/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 HOUR/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 constricted 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)

**MSTC193 Practicum I** **3 LAB HOURS/1 CREDIT**

During this course the student will begin to work with individual clients and will learn an intake process, how to determine if massage is appropriate and how to properly document each massage per the NH state standards. This first Practicum is approximately one third the number of hours (minimum of 125) required by NH for massage licensure. The student will be combining massages in the on-campus clinic with those that they complete independently. The campus clinic has a faculty supervisor on duty to assist students in the learning process. Students will meet with the faculty supervisor as needed throughout the semester for feedback and review. Students are required to show evidence of a liability policy additional to the college liability policy which covers them when they are conducting massages independently, i.e.

not directly supervised by a college faculty. Students and faculty will be encouraged to use the classroom format in all second semester massage courses for sharing practicum experiences to enhance the learning process. (Co/Prerequisites: AHLC123, MSTC101)

**MSTC194 Practicum II** **3 LAB HOURS/1 CREDIT**

This course is a continuation of Practicum I towards the completion of at least 125 hours required by NH for massage licensure. The student will continue to develop the competencies required in Practicum I and will now apply new learning to assess the needs of the client in order to develop a massage that meets the unique needs of that client. Some of the hours required in Practicum II will be on campus or at an approved clinic site and these will be combined with independent hours that are documented per NH documentation standards. Students will be required to maintain liability coverage in addition to the college liability policy which covers them when they are not directly supervised by college faculty. Students will be asked to write specific goals and objectives based on their Practicum I experience. The student and faculty will review the goals and objectives at the midpoint and the end of the semester. Students and faculty will be encouraged to use the classroom format in third semester massage courses for sharing practicum experiences to enhance the learning process. (Prerequisites: MSTC121, SCIC103, or SCIC111, SCIC201 and SCIC202)

**MSTC195 Practicum III** **3 LAB HOURS/1 CREDIT**

This course is a continuation of Practicum I and II and the completion of the NH state requirement of at least 125 hours of massage for licensure. The student will be integrating all prior learning to thoroughly assess client needs and design a massage treatment that is effective for each client. Hours will be a combination of either on campus clinic hours and/or approved practicum site and independent hours documented as required by NH standards. Students will be highly encouraged to access an approved site for the purpose of exploring a variety of settings in which massage is available such as, hospitals, clinics, spas and private practices. Students will be asked to write specific goals and objective based on their Practicum I & II experiences. The student and faculty will review the goals and objectives at the midpoint and the end of the semester. (Co/prerequisites: All MSTC core classes)

## 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. (Prerequisite: ALHC121)

## **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 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**

**Current LNA Licensure required for acceptance.**

## **NRNC/K116 Nursing Care I**

**4 CLASS HOURS/6 LAB/CLINICAL HOURS/10 CREDITS**

This course introduces concepts basic to beginning nursing practice and entering the discipline of professional nursing. The student develops an understanding of the nursing process, communication process, teaching process, and helping process. Theoretical concepts of health, wellness continuum, therapeutic nutrition, pharmacology, lifespan development, and ethical - legal aspects related to the role of the registered nurse are emphasized throughout the nursing curriculum. Based on Patricia Benner's novice to expert nursing model of skill attainment, the student will develop critical thinking skill and basic knowledge of the nursing process. Nursing skills build upon the basic skill and knowledge of a nursing assistant. The roles of the associate degree nurse - provider, communicator, teacher, manager of care, and member of the profession are introduced. The roles of provider and the member of professional are emphasized. Clinical learning experiences in nursing lab and in long-term and sub-acute settings provide opportunity to integrate theory with nursing practice. (Co/Prerequisites: PSYC101, SCIC201, with grade of 'C' or better, BLS Certification, liability insurance, active NH Nurse Assistant Licensure)

## **NRNC/K117 Nursing Care II**

**4 CLASS HOURS/6 LAB/CLINICAL HOURS/10 CREDITS**

This course provides an opportunity to use the nursing process and implement the registered nurse role of provider, teacher and communicator to provide holistic nursing care to individuals with common mental health and medical surgical alterations in health. Theoretical concepts of health, wellness continuum, therapeutic nutrition, pharmacology, lifespan development, and ethical - legal aspects related to the role of the registered nurse are emphasized throughout the nursing curriculum. Based on Patricia Benner's novice to expert nursing model of skill attainment, the student will develop critical thinking skill, and begin to problem solve within the practice environment. Therapeutic interventions used within the nursing discipline will be emphasized. Clinical learning experiences in the nursing lab, peri-operative care areas, medical surgical and mental health settings, provide opportunity to integrate theory with nursing practice. (Co/Prerequisites: ENG102, SCIC202, mathematics elective, NRNC116 with grade of B-or better, BLS Certification, liability insurance, active NH Nurse Assistant Licensure)

## **NRNC/K197 Transition Course PN to RN 3 CLASS HOURS /3CREDITS**

This course expands on the concepts, knowledge and skills associated with practical nursing education. Emphasis is on the legal and ethical role and responsibility and the scope of practice of an associate degree registered nurse. Using Maslow's Hierarchy of Needs theory and a self – care need framework, the student will use of the nursing process to discuss the care of individuals with behavioral health alternations throughout the life span. Based on Patricia Benner's novice to expert nursing model of skill attainment, the student will develop critical thinking skill and advance their use of the nursing process. Theoretical concepts of health, wellness continuum, pharmacology, and ethical - legal aspects related to the role of the registered nurse are emphasized. The course provides opportunity to apply theory with nursing practice. (Prerequisites: SCIC202, Math Elective, English Composition, Humanities/Fine Art/ Language Elective with grade of "C" or higher, NRNC117 with "C" or higher, Health Care Provider BLS/CPR, liability insurance)

## **NRNC/K220 Nursing Care Across the Life Span**

**4 CLASS HOURS/6 LAB/CLINICAL HOURS/10 CREDITS**

This course introduces delivery of nursing care to the expanding family, including mothers, infants, children and families and concepts related to the nursing care of individuals experiencing alternations in mental health functioning. Nursing care management of individuals with chronic mental health disorders is emphasized. This course expands on the nursing care required for those experiencing alterations in the



gastrointestinal, hepatobiliary, respiratory, and circulatory systems, as well as disorders related fluids and electrolytes. Based on Patricia Benner's novice to expert nursing model of skill attainment, the student will develop critical thinking skill and use the nursing process to provide and evaluate holistic nursing care for individuals, families and groups across the lifespan. Theoretical concepts of health, wellness continuum, therapeutic nutrition, pharmacology, lifespan development, and ethical - legal aspects related to the role of the registered nurse as provider and communicator with patients across the lifespan are integrated. Learning experiences in the community and inpatient mental health and medical surgical patient areas will provide opportunities to integrate theory with clinical practice. (Co/Prerequisites: HUMCxxx, SCIC205, NRNC117 or matriculation in Advanced Placement Option, BLS Certification, liability insurance)

### **NRNC/K230 Managing Nursing Care**

**4 CLASS HOURS/6 LAB/CLINICAL HOURS/10 CREDITS**

This course expands on concepts related to the holistic nursing care of patients across the lifespan. Complex acute health alternations in the endocrine, neurosensory, orthopedic, immune, renal, genital- urinary systems are discussed. Concepts involved in caring for patients at the end of life are addressed. Theoretical concepts of the health, wellness continuum, therapeutic nutrition, pharmacology, lifespan development, and ethical - legal aspects are applied to the provision of nursing care. Based on Patricia Benner's model of skill attainment, the student will use leadership concepts and advanced nursing care skills to manage patients with complex, multisystem needs. The course discussed the reality of workplace transition, including delegation, supervision, collaboration, clinical decision-making, working with others and communication skills. Emphasis is on the leadership role of the nurse in structured nursing care settings. (Prerequisites: NRNC220, BLS Certification, liability insurance)

## **NURSING ASSISTANT PROGRAM**

### **NURC101 Skill Training for Nursing Assistants**

**3 CLASS HOURS/6 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 will be acquired. This program is 144 hours in total. A direct care clinical rotation of 72 hours to integrate knowledge and skills in the role of Nurse Assistant. Clinical laboratory experiences will provide the opportunity for mastering skills prior to a supervised clinical rotation. (Co/Prerequisite: Provider level CPR (AHA/ARC) liability insurance, Matriculation in NA program, Acceptable Accuplacer Assessment Scores)

## **PRACTICAL NURSING**

### **NURC110 Self-Care Nursing I**

**3 CLASS HOURS/3 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/5 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/5 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 HOUR/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 HOUR/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 in 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) (Total 24 days/192 hour minimum)

#### **OTAC212 Developmental Disabilities in Occupational Therapy 1 CLASS HOUR/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 HOUR/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) (320 hours)

#### **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) (320 hours)

## **PARALEGAL**

#### **PLGL101 Introduction to Paralegal Studies**

**3 CLASS HOURS/3 CREDITS**

This course provides an overview of the paralegal profession as it has developed in the modern American legal system. The course focuses on the functions of the paralegal professionals and clarifies how paralegal skills provide an essential complement to the role of lawyers in American jurisprudence. Topics will include: the nature, meaning, and source of law; the various fields of law; the history of Anglo-American law; the organization and structure of the modern legal system; legal ethics, legal terminology and research, including the use of the (online) law library; interviewing and taking depositions, and managing the law office.

#### **PLGL102 Critical Thinking and Legal Writing**

**3 CLASS HOURS/3 CREDITS**

This course provides instruction in the protocols of both verbal and written legal communication. The course focuses on teaching the paralegal professional to speak and write skillfully and properly in legal terms to various audiences, including: attorneys, clients, legal office staff, judges, legislators, etc. The paralegal student also gains practice in careful critical analysis and systematic interpretation of legal documents.

#### **PLGL103 Legal Research 3 CLASS HOURS/3 CREDITS**

This course teaches the paralegal student how to read and interpret the diverse written records and works of law with accuracy, speed, and efficiency. The paralegal student learns the specific procedures of legal research through focused, hands-on practice in locating, annotating, and synthesizing information in primary and secondary sources of law: congressional records, judicial reports, citation forms, case findings, federal, state, and supreme digests, annotated law reports, published statutory policies of governmental agencies and legal periodicals.

#### **PLGL104 Real Property and Real Estate Transactions 3 CLASS HOURS/3 CREDITS**

This course teaches the paralegal student how to assist attorneys and clients in the legal procedures of real estate transactions. These procedures involve a wide range of specific, interrelated tasks that a paralegal professional can help perform: obtaining and recording basic information from the principals (buyer and seller); conducting a title search; supervising the purchase of title insurance; assisting in obtaining mortgage financing, reviewing mortgage applications, assisting in the proper recording of mortgages; assembling tax receipts; allocating property taxes for closing; recording capital gains or losses; researching and applying the latest tax laws; drafting the preliminary abstract of the title, the property tax return, and the purchase and sales agreement; arranging the closing date; recording the minutes of the closing; and notarizing documents at the closing.

**PLGL105 Family Law 3 CLASS HOURS/3 CREDITS**

This course focuses on the statutes and procedures pertaining to family law, with particular emphasis on the legal formalities of divorce. The student studies the history and nature of the law regarding the legal rights and obligations of individuals within family relationships. Among the interrelated legal issues covered by this course are: marriage, divorce, annulment, support and custody, alimony, gender rights, rights of children, adoption, domestic violence, rights and obligations of paternity and maternity, and prenuptial agreements.

**PLGL106 Estate Planning, Probate, and Taxation 3 CLASS HOURS/3 CREDITS**

This course focuses on the preparation of legal documents essential to estate planning. The paralegal student learns how to assist attorneys and clients in the diverse range of legal procedures regarding estates: collection of assets, maintenance of estate records, notification of the beneficiaries, preparation of will and trusts, completion of federal and state tax returns, application of income principal rules to estates, drafting of court forms, from account records, transfer of securities to individuals entitled to them, preparation of periodic statements for estates, trusts and individuals, facilitation of collection and delivery of estate income, and preparation of checks for executor signature.

**PLGL107 Business Formation and Organization 3 CLASS HOURS/3 CREDITS**

This course offers a comprehensive overview of the formation of business entities. Learners receive training in legal procedures essential to the creation and structuring of business organizations, including special types of business vehicles, such as sole proprietorship, partnerships, limited partnerships, corporations, trusts, and limited liability corporations. Learners also receive instruction in preparing the documents necessary to the legal organization and operation of each type of business.

**PLGL108 Personal Property, Contracts and Credit Transactions 3 CLASS HOURS/3 CREDITS**

This course provides a study of the laws of personal property, with a focus on the role of contracts in relationship to the laws of sales and civic agreements. A survey of the Uniform Commercial Code is central to the course material, as well as instruction in drafting the legal documents pertaining to personal property and credit transactions: purchase and sales agreements, bills of sale, promissory notes, security agreements, and Uniform Commercial Code finance statements.

**PLGL109 Civil Trial Practice and Procedure 3 CLASS HOURS/3 CREDITS**

This course provides the knowledge and training that enables the paralegal student to assist in the process of civil litigation. The course features an overview of the principles and philosophy of civil law. The learner also receives instruction in a number of key areas critical to the preparation and conduct of civil trials: constructing case profiles, checking attorney briefs against case for accuracy, organizing and indexing case documents, tracing and verifying physical evidence, examining public records (police reports, medical files etc.), interviewing witnesses, writing drafts of interrogatories, depositions, and pleadings, arranging for client interviews and court appearances of witnesses, interpreting and summarizing deposition transcripts and trial testimony, conducting legal research, and preparing briefs, memos and bibliographies of source material.

**PLGL110 Criminal Trial Practice and Procedure 3 CLASS HOURS/3 CREDITS**

This course provides instruction for the paralegal student to assist in the criminal trial process. The course features an overview of the principles and philosophies of criminal law focusing primarily on New Hampshire statutes, court rules, and case precedents. Specific topics include: Miranda rights, confessions, and identification procedures, constitutional right to an attorney, criminal complaints, indictments, and the bail system, pretrial discovery procedures, pleas negotiations, guilty pleas, and the defense of insanity, motor vehicle violations, the New Hampshire juvenile system, and the laws pertaining to domestic violence and felonious sexual assault.

**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 data collection (goniometry, manual muscle testing, length, girth, volume and body composition) therapeutic massage, gait training and treatment following reconstructive surgery of the extremities. This course will also cover theory and basic techniques for peripheral joint mobilization, and an introduction to patient education and community service. There will continue an emphasis on professionalism in behavior, appearance and rapport. (Prerequisites: PTAC112, AHLC123)

**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)

**PTAC201 Introduction to Personal Training and Fitness****2 CLASSES HOUR/1 CREDIT**

This course is designed to introduce the student to the fitness industry and the profession of personal training. Topics of discussion will include current trends and the personal trainer's role, employment opportunities and personal trainer certification options. The foundational knowledge and skills needed for an entry level personal training certificate will also be covered which includes health screening, physical fitness and body composition assessments and fitness program design. Course competencies will be based on current research and industry standards. (Prerequisite: PTA Program matriculation, A&P I, Kinesiology, Therapeutic Exercise, or permission from instructor.)

**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.)

**RSPC111 Introduction to Mechanical Ventilation****1 CLASS HOUR/1 CREDIT**

This course begins the topic of mechanical ventilation. Topics include: the difference between negative pressure and positive pressure breath-

ing, hazards of mechanical ventilation, indications, set-up and monitoring, modes of ventilation, Positive End Expiratory Pressure (PEEP) use, and weaning overview. (Prerequisites: SCIC201, RSPC121)

**RSPC115 Microbiology for Respiratory Care (Online)****1 CLASS HOUR/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. (Co/Prerequisites: RSPC110, RSPC121, SCIC201)

**RSPC132 Pulmonary Evaluation I****1 CLASS HOUR/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 Introduction to Clinical Laboratory****1 CREDIT**

The course is an introduction to respiratory techniques in the hospital setting. Included are: review of medical records, patient assessment, gas therapy, incentive spirometry, and other respiratory therapeutic modalities in a hospital setting supervised by college faculty. (Prerequisites: RSPC110, RSPC121)

**RSPC180 Clinical Lab I****3 CREDITS**

This course is a continuation of respiratory techniques in the hospital setting. Included are: review of medical records, patient assessment, gas therapy, incentive spirometry, mucus clearance techniques, aerosol therapy and other respiratory therapeutic modalities in a hospital setting. (Prerequisites: RSPC110, RSPC161)

**RSPC190 Clinical Lab II****5 CREDITS**

The 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. (Prerequisites: SCIC202, RSPC122, RSPC132, RSPC161, RSPC214)

**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 HOUR/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****1 CLASS HOUR/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)

**RSPC233 Pulmonary Evaluation II****2 CLASS HOURS/2 CREDITS**

This course covers the concepts and application of acid-base balance and electrolytes 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)

**RSPC280 Clinical Lab III****5 CREDITS**

This clinical experience conducted at various facilities is designed to enable the student to apply the principles of mechanical ventilation, the relationship of proper control to achieve desired parameters, and to monitor the physiological and cardiopulmonary effects on the patient. Also included is the assembling of circuits, setting up and monitoring of the ventilator, troubleshooting of malfunctions and calibrations and administration of medicine through a circuit. Knowledge and techniques regarding airway care to include nasotracheal and endotracheal suctioning, assisting intubation and extubation will also be assessed. Evaluation by monitoring EKG, vital signs, hemodynamics and chest x-rays will be applied. (Prerequisites: All previous RT courses, RSPC 226, RSPC227)

**RSPC281 Clinical Lab IV****8 CREDITS**

This clinical experience conducted at various facilities is designed to enable the student to apply the principles of mechanical ventilation, the relationship of proper control to achieve desired parameters, and to monitor the physiological and cardiopulmonary effects on the patient. Also included is the assembling of circuits, setting up and monitoring of the ventilator, troubleshooting of malfunctions and calibrations and administration of medicine through a circuit. Knowledge and techniques regarding airway care to include nasotracheal and endotracheal suctioning, assisting intubation and extubation. Evaluation by monitoring EKG, vital signs, hemodynamics and chest x-rays will be applied. will also be assessed. Included will be rotations on pulmonary rehabilitation, PFT's and sleep lab. (Prerequisites: All previous RT courses, RSPC213, RSPC219)

**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.



**Fatima Orogi**  
**Student – Teacher Education Program**  
**President – Phi Theta Kappa**  
**2009 NH New Century Scholar**

*Everyone at River Valley Community College has a genuine desire to help and support all students. There is a true diversity and a feeling of flexibility within the college community. Offering its students an excellent education is the core philosophy of River Valley because faculty, staff and administration believe in the individual student's ambitions and dreams.*

*Throughout my two years as a Teacher Education major at River Valley, I have been inspired to seek out knowledge, to better myself as an individual, and most importantly I have been encouraged to contribute to society—I believe that one person can make a difference in this world and I continue to strive to do so.*

*River Valley Community College offers opportunity, one-on-one commitment from its faculty and staff, and a close-knit caring atmosphere that is integral to learning along side of each other so that students can realize academic success and develop into contributing and good citizens.*



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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

**Carole Putnam**

*Professor – Associate Degree Nursing*  
B.S.N., Alverno College; M.S.N., Marquette  
University

**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 – Psychology/Liberal Arts*  
B.S., M.Ed., Bridgewater State College;  
C.A.G.S., University of Massachusetts-  
Amherst; Ph.D., The Union Institute

**Robin Saunders**

*Associate Professor – Clinical Laboratory  
Technician*  
B.S., University of New Hampshire;  
M.S., St Joseph's University

**Jennifer J. Saylor**

*Professor – Occupational Therapy Assistant*  
B.S., Boston University; M.Ed., Plymouth  
State University

**Carole L. Schuschu**

*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

**Denise Steele**

*Associate Professor – Science/Liberal Arts*  
B.A., Amherst College; M.S., Dartmouth  
College

**Susan Welsh**

*Professor – Massage Therapy*  
A.S., NH Community Technical College;  
B.S., University of Connecticut; M.Ed.,  
Boston University

**ADJUNCT FACULTY****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

**K. Jerry Appell**

*Liberal Arts*  
B.A., Monclair State College; M.A.,  
University of Vermont

**Christopher Arnold**

*Machine Tool*  
B.S., Keene State College

**Robert Baum**

*English*  
B.A., Catholic University;  
M.A., Dartmouth College

**John Bennett**

*Liberal Arts*  
B.Ed., Keene State College

**Joanna Bitter**

*Liberal Arts*  
B.S., M.S., University of Massachusetts

**Edwin Bourassa**

*Criminal Justice*  
M.B.A., Franklin Pierce University

**Mary Brown**

*Phlebotomy*  
A.A.S., New Hampshire Technical College –  
Claremont

**Lawrence Carle**

*Liberal Arts*  
B.A., Hobart & William Smith College;  
M.Ed., Boston University

**Joseph Collins**

*Criminal Justice*  
B.A., M.B.A., Franklin Pierce University

**Kevin Comeau**

*Massage Therapy*  
B.A., Dartmouth College; LMT

**Micaiah Cormier**

*Machine Tool*

**Jeff Cornish***Machine Tool*

B.S., Granite State College

**Sallie R. Dobson-Brassard***Nursing*

B.S.N., University of Rhode Island

**Evan Ellerson***Department of Instructional Services*

B.A., University of Vermont;

M.Ed., University of New England

**Rebecca Ferland***Liberal Arts*

B.S., Keene State College;

M.Ed., Plymouth State University

**Gail Fletcher***Computer Technology*

B.S., Keene State College; M.A.T. Marlboro

College Graduate Center

**Debra Grant***Health & Human Services*

B.A., Norwich University;

M.Ed., Antioch 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

**Wendy Pelton Hall***Massage Therapy*

B.S., Keene State College

**Andrew Harrison***Criminal Justice*

B.A., Lenoir-Rhyne College;

M.A., University of Connecticut

**Phyllis Hayward***Business*

B.S., Castleton State College;

M.Ed., Trinity College

**E. Thomas Hemmings***Science*

B.A., University of Rochester;

M.A., Ph.D., University of Arizona

**Rob Hemmings***Anthropology*

B.A., UCLA; M.Ed., National University

**Robert Hennig***Mathematics*

B.A., Fordham University;

M.S., Naval Postgraduate School

**William Hofmann***Mathematics*

A.B., Vassar College;

M.B.A., University of Vermont

**Linda Hurley***Nursing*

B.S., University of Massachusetts;

M.S., Russell Sage College

**Gary Hutchins***Machine Tool*

New Hampshire Community Technical

College -Manchester

**Joy Hutchins***Instructional Services*

B.A., University of New Hampshire;

M.Ed., Plymouth State University

**Lyndel Jackman***Phlebotomy*

B.S., University of New Hampshire

**Michelle Johnson***Health Safety & Nutrition*

B.S., College for Lifelong Learning;

M.Ed., Antioch University

**Lynne Lagasse***Health and Human Services*

B.S., Granite State College

**Jessica Leavitt***Massage Therapy*

B.S., M.Ed., Keene State 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

**LeRoy Martelle***Business*

B.A., College of St. Joseph

**Leigh Marthe***Instructional Services*

B.A., State University of Minnesota-Morris;

M.S., Cardinal Stritch University

**Laurel Martin-Brandley***Allied Health*

B.A., Keene State College;

D.C., Sherman College

**Nancy McCullough***Nursing*

B.S.N., Vermont College of Norwich

University; M.S., New England College

**Gary McKenney***Business*

B.S., Salem State College;

M.Ed., Castleton State College

**Charles McMahon***Machine Tool***Linda Merrill***Business*

B.S., Keene State College;

M.Ed., Antioch New England

**Susan Michelson***Business*

B.A.C., Mount Wachusett Community

College; B.A., Keene State College;

M.B.A., Plymouth State University

**Roy Pang***Science*

B.S., Hong Kong University;

Ph.D., Virginia Commonwealth University

**Kent Phillips***Science*

B.S., M.S., Ph.D., Purdue University

**Melanie Podolec***Psychology*

B.F.A., Syracuse University; M.A., Rider

College; C.A.G.S., Assumption College

**Scott Pope***Machine Tool*

B.S., University of Southern Colorado

**Susan Prasch***Massage Therapy*

A.S., College for Lifelong Learning;

Certificate, New Hampshire Community

Technical College

**Greg Ramsay***Computer Technology*

B.S., Upper Iowa University;

M.A., Webster University;

Ph.D., LaSalle University

**Alexander Remolador***Criminal Justice*

B.A., Divine Word College of Tagbilaran

City; M.S., The School for International

Training

**Barbara Richards***Business*

B.S., M.B.A., New Hampshire College

**Chris Rosinski***Sign Language*

B.S., Granite State College

**Kathleen Rowan***Science*

B.A., M.A., Smith College

**G. Michael Sanborn***Department of Instructional Services*

B.A., Saint Michael's College; M.B.A.,

Pepperdine University; M.S., Antioch NE

Graduate School

**Alexander Scott***Criminal Justice*

B.A., Norwich University;

J.D., Franklin Pierce Law Center

**Anthony Shepherd***Criminal Justice*

B.A., University of California,

J.D., Tulsa University College of Law

**Julie Silver***Massage Therapy*

B.S., Granite State College

**David Stevens***Machine Tool*

B.S., University of Maine

**Thomas Stewart***Business*

B.S., Plymouth State College;

M.Ed., Keene State College

**Tricia Taylor***Teacher Education*

B.A., University of New Hampshire

**William Thurlow***Liberal Arts*

B.A., M.A., American International College

**Vicky Trombly***Business*

B.S., Castleton State College

**Charen Urban***Liberal Arts*

B.A., B.S., University of New Hampshire

**Julie Ware***Allied Health & Human Services*

B.S., University of Vermont;

M.Ed., Southern New Hampshire University

**Helen Ware***Nursing*

B.S. University of Toronto

**William Warnken***English*

B.A., Fairfield University;

M.A., Penn State University

**Kathleen Whitfield***Instructional Services & Liberal Arts*

B.A., Lewis University;

M.A.T., M.Ed., Ed.S.,  
University of South Carolina**Tanya Wilke***Allied Health & Human Services*

B.S., Syracuse University;

M.Ed., Notre Dame

**Shannon Wood***Early Childhood Education*

M.S., Wheelock College

**Dawn Zombeck***Massage Therapy*

Certificate, MT Bancroft School of

Massage Therapy; Certificate,

Prenatal Massage Therapist

**STAFF**Michael Belanger ..... Building Maintenance  
Supervisor

John Blake..... Building Service Worker II

Richard Boutilier.....Stock Clerk

Diane Carroll.....Administrative Secretary

Susan Cass.....Nursing Secretary

Megan Coleman ..... Library Assistant



Marie Couitt .....Tech Support Specialist

Jean Dale.....Secretary Typist

Skip Davis.....Plant Maintenance Engineer

Ivy Downing ..... Secretary-Keene

Deborah DuClos..... Receptionist

Edwin Ellis..... Bursar

Andrew Erisman.....Building Service  
Worker III

Christopher Fleming..... Clerk I

Diana Gauthier.....Admissions Assistant

Diane Greer..... Library Technician

Laura Hanson ..... Assistant Registrar

Patricia Labrecque..... Program  
Assistant - Financial AidDeborah Lafko ..... Administrative Assistant/  
HR Representative

Stan Lafko..... Building Service Worker II

Marlene Lewis..... Liberal Arts Secretary

Michelle Lockwood.....Cashier

Robert Luppold .... Building Service Worker II

Valerie MacIntosh ..... Running Start  
Coordinator

Paul Matteau .....Building Service Supervisor

Susan Michelson ..... Running Start  
Coordinator

Gloria Oakes ..... Library Associate

Jacob Perron.....Technical Support  
Specialist I

Michelle Premo .....Program Assistant II

Beth Quimby .....DCE Program Assistant

Krystal Riley .....Program Assistant II

Mark Rowell .....Technical Support  
Specialist II

Barbara Rozwadowski.....Receptionist

Violet Small .....Account Technician

Richard Springer .....Building Service  
Worker II

Jean Stribling ..... Admissions Secretary I

Mary Anna Ward ..... Allied Health/  
Health & Human Services  
Secretary II**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

**Nancy Lozer**  
Springfield Medical Laboratory  
Springfield, VT 05156

**Barbara Devoy**  
**Lisa Decoteau**  
Valley Regional Hospital  
Claremont, NH 03743

**Paul Connor**  
**David Saikin**  
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**  
**Stephanie Payeur**  
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

**Paula Sweeney**  
St. Joseph Hospital  
Nashua, NH

## MEDICAL ASSISTANT PROGRAM

Approved Affiliates

**Chester Family Medicine**  
Chester, VT 05143

**Claremont Family Practice**  
Claremont, NH 03743

**Family Health Center**  
Lebanon, NH 03766

**Mt. Ascutney Hospital**  
Windsor, VT 05089

**New London Hospital**  
New London, NH 03257

**Valley Regional Hospital**  
Claremont, NH 03743

**Valley Family Physicians**  
Claremont, NH 03743

**White River Family Practice**  
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**  
Lebanon, NH 03766

**Valley Regional Hospital**  
Claremont, NH 03743

**Elm Wood Center at Claremont**  
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

**Kendall at Hanover**  
Hanover, NH 03755

**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 Center**  
White River Jct., VT 05009

**Lebanon Center Genesis Health Center**  
Lebanon, NH 03766

**Elm Wood Center at Claremont**  
Claremont, NH 03743

**Cedar Hill Health Care Center**  
Windsor, VT 05089

**Good Beginnings**  
Claremont, NH 03743

**Valley Regional Hospital**  
Claremont, NH 03743

**CT Valley Homecare**  
Claremont, NH 03743

**Lake Sunapee Region VNA**  
New London, NH 03257

## NURSING ASSISTANT

**Valley Regional Hospital**  
Claremont, NH 03743

**Elm Wood Center at Claremont**  
Claremont, NH 03743

**Veteran's Administration Medical Center**  
White River Jct., VT 05009

## 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

**Linda Zoellen McKibben, PTA**  
Alice Peck Day Hospital  
Lebanon, NH 03766

**Sheril Cass, PT**  
The Farnum Rehab Center &  
Monadnock Sports  
Keene, NH 03467

**Cindy Largess, PTA**  
Valley Regional Hospital  
Claremont, NH 03743

**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

**Diane Kitchen, PT**  
Rehab 3 / Frisbee Memorial Hospital  
Rochester, NH 03867

**Belinda Decker, PT**  
Therapeutic Connections  
Claremont, NH 03743

**Steve Schofield**  
Androscoggin Valley Hospital  
Berlin, NH 03570

**Dan Wyand, PT**  
Northeast VT Regional Hospital  
St. Johnsbury, VT 05819

**Darren Gerber, PT, MPT**  
Keene PT & Sports Medicine  
Keene, NH 03431

**Eric Adams, DPT**  
Adams Physical Therapy & Sports Medicine  
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

**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

**Doug Hall, RRT**  
Concord Hospital  
Concord, NH 03301



# College Calendar

**RIVER VALLEY COMMUNITY COLLEGE**  
**Claremont, New Hampshire 03743-9707**

**2009 - 2010**

**Two 16-Week Semesters**

## **FALL SEMESTER**

August 26 ..... New Student Orientation  
August 31 ..... Fall Semester Classes Begin  
October 7 ..... Open House  
November 4 ..... Discovery Day  
November 11 ..... Veterans Day – No Day/Evening Classes  
November 26-28 ..... Thanksgiving Holiday  
December 18 ..... Last Day of Fall Semester  
December 19-January 18 ..... Holiday/Winter Break

## **SPRING SEMESTER**

January 18 ..... Civil Rights Day Holiday – No Day/Evening Classes  
January 19 ..... Spring Semester Classes Begin  
February 15 ..... President's Day – No Day/Evening Classes  
March 15 - 21 ..... Spring Break  
May 6 ..... Last Day of Spring Semester  
May 12 ..... Convocation & Barbeque  
May 14 ..... Graduation  
May 20 ..... Quick Admit Day – Keene  
May 22 ..... Quick Admit Day – Claremont

## **SUMMER SEMESTER**

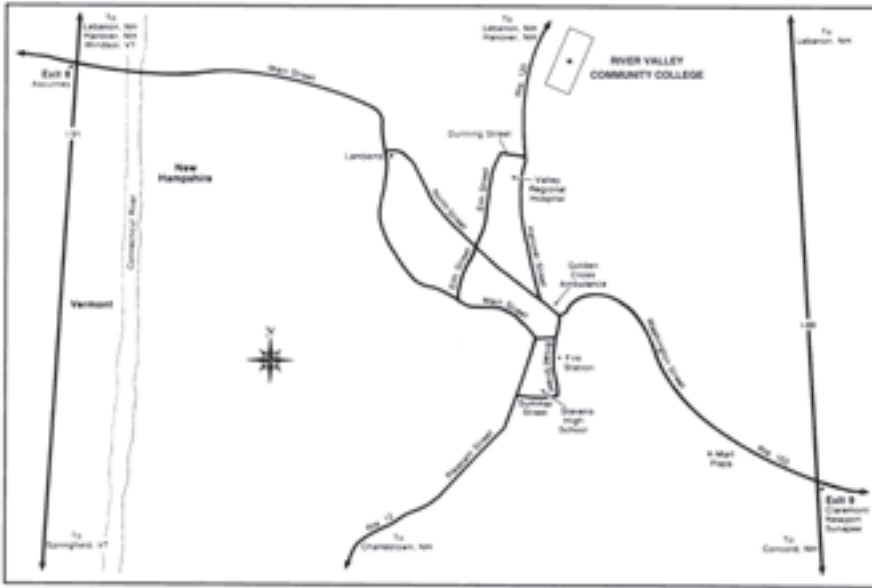
**8 - 12 Weeks**

May 24 ..... Summer Semester Classes Begin  
August 12 ..... Last day of Summer Semester

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### **Non-Discrimination Policy**

River Valley Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of NH 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, River Valley Community College, (603) 542-7744; Lisa Hayward-Wyzik, Keene Academic Center, (603) 357-2142; or to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 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. RVCC has TDD capability.



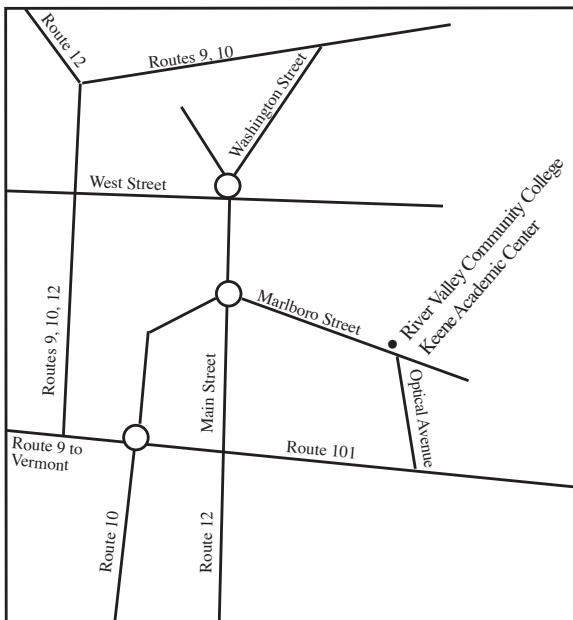
## DIRECTIONS TO CLAREMONT CAMPUS

**River Valley Community College** 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 RVCC 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.

## River Valley Community College

CLAREMONT

KEENE



## DIRECTIONS TO KEENE ACADEMIC CENTER

**FROM THE NORTH OR WEST OF KEENE:** At intersection (rotary) West Street, Court Street, and Washington Street, head South onto Main Street for .3 miles. At next rotary intersection of Winchester Street, Lower Main Street and Marlboro Street, go around the rotary and turn right onto Marlboro Street. Drive .6 miles-red brick building on the left.

**FROM THE SOUTH OR EAST OF KEENE:** From 101, turn right onto Optical Avenue (before lights), drive .6 miles. Turn left at stop sign onto Marlboro Street and drive .3 miles to 310-red brick building on the right.



RIVER VALLEY  
Community College  
One College Drive  
Claremont, NH 03743