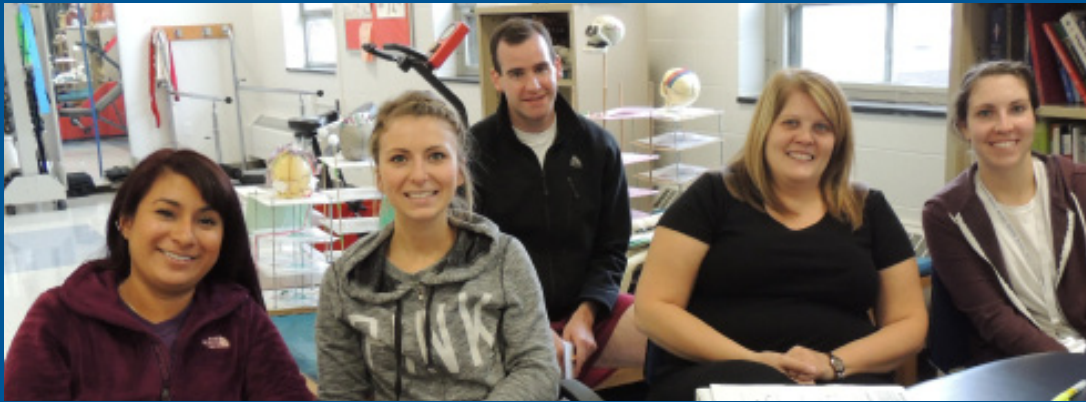


# RIVER VALLEY

Community College

Claremont • Keene • Lebanon • Online  
2016-2017



ENVISIONING THE FUTURE • OUR FUTURE BY DESIGN

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

# River Valley Community College

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## Course Catalog 2016-2017

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### MAIN CAMPUS

1 College Place  
Claremont, New Hampshire 03743  
(603) 542-7744 • 1-800-837-0658  
FAX (603) 543-1844



### KEENE

438 Washington Street  
Keene, NH 03431  
(603) 357-2142  
FAX (603) 357-0408

### LEBANON

15 Hanover Street  
Lebanon, NH 03766  
(603) 443-4200

## **Welcome to River Valley Community College**

*Whether you are a current or prospective student, starting a career in your chosen field, expanding your skills through training and development or planning to transfer to a four-year college or university, we are here to help you every step of the way! At River Valley, we strive to offer the right mix of courses and programs, at times and locations that best meet your needs.*

*With over 37 degrees and certificates being offered in Claremont, Keene, Lebanon and Online, getting a quality education at an affordable price has never been easier. Your career choices are limitless in a wide variety of fields with strong labor market demand.*

*We understand that college is a big decision and can be confusing at times, but at River Valley, you are not alone. You can count on us from start to finish. Financial aid and scholarships are available to those who apply and qualify.*

*If you are a current student, don't hesitate to ask for assistance if you need it in class. We have staff and resources to help you. Learn to manage your schedule to include study time. River Valley is your College - get involved, attend an activity, join a club and get to know the great faculty and staff that are dedicated to making you a success!*

*Whatever your interests may be, River Valley Community College is here to help you achieve your goals and live your dreams. Visit us through these pages and then call or come to see us.*

*We hope you will choose to enroll and make River Valley Community College a part of your life.*

*River Valley Community College  
Faculty, Staff and Administration*



# Mission Statement

## Community College System of New Hampshire

Our purpose is to provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

## River Valley Community College

As a premier learning organization, River Valley Community College changes lives and transforms society by preparing a diverse community to achieve goals of lifelong learning, academic transfer and professional advancement. Our institution exceeds expectations by championing accessibility, academic integrity, service and civility.

## 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 and life-long learning.
- Provides students with a full range of student development and academic support services
- Offers students the opportunity to contribute to the wellbeing 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, mathematics and quantitative literacy, the sciences, communication, and information 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

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-seven 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.

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.

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 offers courses at two other locations: 438 Washington Street in Keene, NH and 15 Hanover Street, Lebanon, NH. These locations offer increased access to postsec-ondary education to the residents of the Sullivan, Cheshire and Grafton counties. These external locations provide local access

and assistance in college admissions procedure, information regarding academic advising, support services and financial aid. They also provide a direct link to the main campus in Claremont. Students taking courses in Keene or in Lebanon may access full college services at the main campus.

RVCC at Keene and Lebanon are subject to all the policies and procedures 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  
3 Burlington Woods Dr., Suite 100  
Burlington, Massachusetts 01803  
781-425-7700 • Toll Free 855-886-3272  
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:
  - Medical Assisting Education Review Board (MAERB)
- \* Commission on Accreditation for Respiratory Care
- \* 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
- \* Accreditation Council of Business Schools and Programs
- \* Accreditation Commission for Education in Nursing
- \* Joint Review Committee on Education in Radiologic Technology

## 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 is available on our website ([www.rivervalley.edu](http://www.rivervalley.edu)), or obtained from the Admissions Offices in Claremont, Keene and Lebanon. All applications and support materials, including a \$20 application fee, should be mailed or forwarded to:

**Admissions Office**  
**River Valley Community College**  
**1 College Place**  
**Claremont, NH 03743-9707**

### General Admissions Requirements and Procedures:

1. Complete and submit an official River Valley Community College application to the Admissions Office. A \$20 application fee must be included. Checks or money orders should be made payable to Community College System of NH. When applying online at [www.rivervalley.edu](http://www.rivervalley.edu), the application fee must be paid with a valid credit card at time of submission. Applications received without the application fee will not be processed.
2. Submit evidence of graduation from high school (official transcript of courses and grades); or official documentation of a High School Equivalency scores. Official documents must be received directly from the granting institution in a sealed envelope. (NOTE: It is the applicant's responsibility to request that official transcripts of previous study be mailed directly to the Admissions Office.) The College accepts a transcript using an electronic transcript delivery network.

3. Submit official transcripts of all previous college work. Official documents must be received directly from the granting institution in a sealed envelope or an electronic transcript delivery network.
4. Additional requirements may be requested from the applicant for admission to specific programs of study. These requirements may include, but are not limited to, faculty interview, a program meeting, letters of reference, and pre-admission assessment testing such as the Accuplacer.
5. Notify the College of eligibility for Veterans Administration and other aid programs.

Criminal background checks may be required for some program work based experiences. See page 12 for complete policy.

Applicants are responsible for insuring that all documents 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.

Refer to academic program pages or description on the website for specific admission requirements and application deadlines.

## Accuplacer® Assessment

Most students who wish to register for credit bearing courses at the College will be required to take the Accuplacer®. The Accuplacer® is used to determine a student's level of proficiency in English, mathematics, and reading. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisors to place you in the appropriate college courses that meet your skill level.

Please note: In some cases, students who have taken college level courses at other accredited higher educational institutions may have their college transcripts evaluated and that course work may exempt students from taking sections of the Accuplacer® assessment. Please contact an academic advisor or academic program director at the College if you believe you may not need this testing to register for classes.

Schedule an appointment to take the Accuplacer® assessment by calling 603-542-7744 x 5499 or register online. The cost to take the assessment is \$20 and proof of identify (photo ID such as a driver's license) is required at the time of the test.

Individuals with documented disabilities who require accommodations to take the assessment must submit official documentation to the disabilities coordinator (603-524-7744 x5421) prior to scheduling the assessment. (See page 17).

For more information about the Accuplacer® assessment, contact the Student Success Center (603-542-7744 x5499).

## New Hampshire Transfer Connections A pathway to a four-year degree in NH

This program is designed for high school seniors who wish to study at River Valley Community College for one or two years and after graduation transfer to a bachelor's degree program at Granite State College, Keene State College, Plymouth

State University, or the University of New Hampshire. Students who successfully complete an approved selection of courses with the required minimum grade point average are guaranteed admission to these institutions. Visit [www.nhtransfer.org](http://www.nhtransfer.org) or contact the Office of Academic Affairs for more information.

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

Academic Amnesty forms can be found at [www.rivervalley.edu](http://www.rivervalley.edu)

## International Students

In addition to the general admission requirements and specific admission requirements for the desired program, international students requesting Form I-20 - Certification of Eligibility for Non-Immigrant Student Status and 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)) or by calling Admissions for an approved list;
2. Results for applicants whose native language is not English on test of English as a Foreign Language (TOEFL) with a score of 500 or better (113 or better on computer-based test); or 61 or better on the internet-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 Accuplacer Assessment. (see page 5)

3. Letter of support from the person(s) who will be financially responsible for the student; letter should be in English, should include student's name, intent to attend River Valley Community College, and the amount of money available, 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 requires applicants to present original and current passport and immigration documents including current visa and/or Duration of Status (D/S) card. Original documents are required and matched for authenticity; 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.*

6. Applicants are required to submit a \$100 non-refundable International Admission fee.

## Matriculated Student

A student who applies, 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 suspended/dismissed for academic or disciplinary reasons, upon graduation or has remained inactive for three consecutive semesters.

## Health Forms

Matriculated students in some programs are required to provide completed health forms, and/or submit proof of immunizations or proof of immunity to certain infectious diseases to the applicable program director.

# Expenses

## 2016-2017 Tuition and Fees

A \$100 tuition deposit is charged to 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:..... \$200/credit  
New England Regional Students: ..... \$300/credit  
Out-of-State Residents:..... \$455/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, supplies, or fees. **All charges are subject to change without notice.**

A member of the Armed Forces of the United States stationed in this state under military orders, or stationed in a contiguous state but temporarily living in NH, shall be entitled to classification for himself/herself, spouse and dependent children as in-state for tuition purposes so long as said orders remain in effect and residence in New Hampshire is continued. Furthermore, military personnel who are residents of another state but choose NH as their residence within 90 days of being discharged from the military will be considered NH residents and charged in-state tuition.

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

## Border State Tuition Reduction

River Valley Community College is offering in-state tuition to new students who are residents of Vermont and Massachusetts and live within a 50 mile radius of our Claremont, Keene or Lebanon locations. Please contact the Admissions Office to find out if your residency qualifies for the reduced tuition plan.

## Domicile – Change of Residency Status

A student's residency status determines the tuition rate assigned to their account. In-state tuition is available to those students who reside in New Hampshire for twelve (12) consecutive months or more immediately prior to registration for the term which in-state-tuition is claimed. Those domiciled elsewhere shall be invoiced at either the New England Regional Student Program (NERSP) rate or the out-of-state rate.

Matriculated students who establish in-state residency (from an out-of-state or NERSP status) are responsible for notifying the Admissions Office of their residency change by completing and submitting a Request for Change of Residency Status form, and producing an original driver's license or a non-driver Identification Card. To obtain a Request for Change of Residency Status form, visit <http://www.rivervalley.edu/>.

Note: International students who are attending RVCC on a Student Visa are not eligible to claim in-state or New England Regional Student Program status.



For the full CCSNH Board policy visit [www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees](http://www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees). Click on “Student Affairs Policies”.

## Tuition and Fees

Tuition and fees are due two weeks prior to the beginning of the semester. Tuition and fees may be paid online through the use of the e-cashier link located on our website [www.rivervalley.edu](http://www.rivervalley.edu) under **Business Office – E-Cashier**, or by mail or phone. If payment arrangements are not in place two weeks prior to the start of a semester, students run the risk of being unregistered from their classes.

When tuition and fees are not fully covered by financial aid (page 8) and/or a payment plan, it is the student’s responsibility to pay the difference two weeks prior to the start of classes. Students who have not accepted their financial aid award (the award letter needs to be signed and returned to financial aid), established a payment plan, or paid in full two weeks prior to the start of classes may be unregistered from classes.

## Billing (E-Bills)

River Valley Community College students are billed electronically (e-bill) through the Student Information System (SIS) and RVCC student email. **You will not receive paper bills.** Contact the Business Office (603-542-7744 x5304) for more information.

## 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 a 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 the CCSNH Board of Trustees. Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges.

## Refunds For Tuition

To receive a 100% refund of tuition, less non-refundable fees, students must submit a signed drop form to the Registrar’s Office by the end of the fourteenth (14th) calendar

day of the semester. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

This policy applies to all semester length and alternative semester formats. Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, the comprehensive student services fee. All Federal Title IV Funds (i.e. Pell, SEOG, Perkins Loans, Stafford Loans) are prorated and refunded according to the rules and regulations mandated by the US Department of Education. Students registered for workshops through System Divisions of Continuing Education or Office of Business & Industry Training must withdraw in writing at least three 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 or waiver to students on a “case-by case” basis. Tuition credit must be used within one calendar year from the date of authorization. In accordance with Federal regulations, refunds for an amount less than \$1 will be forfeited. \*NOTE: Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges.

**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 applies to all financial forms requiring student’s signature:

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

## 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 \$35, 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**

AHLT123R Kinesiology    2    3    3     $3 - 2 = 1 \times 60 = \$60$

This fee will be charged to all students with no exceptions.

## Nursing Clinical Fee

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$350.00 per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee.

## Orientation Fee

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

## Comprehensive Student Services Fee

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

## Graduation Fee

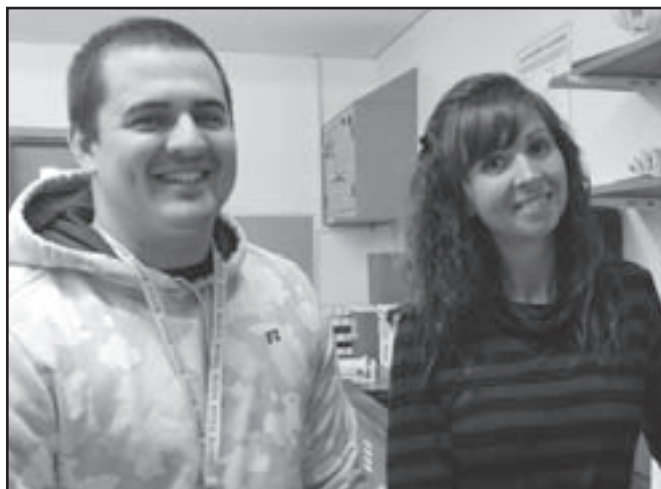
A graduation fee of \$125 is paid by all matriculated students (regardless if they attend graduation ceremonies) to defray the expenses for the graduation ceremony. Students who do not graduate will have this fee refunded.

## Additional Expenses to Consider

Allied Health Uniforms .....	\$50 - 200
Books, Supplies, Tools.....	\$500 - 1000
Nursing Admissions Exam.....	approx. \$75
ATI ASN Achievement Exams .....	approx. \$750/program
ATI NCLEX Review .....	\$350
Annual Liability Insurance for Nursing and Allied Health Students .....	\$25

All nursing and allied health work based learning experiences require students carry health insurance. Plan must be purchased by March 31st.

A **health insurance plan** for students is available. Contact Student Services or visit the College website ([www.rivervalley.edu](http://www.rivervalley.edu)) for more information.



# Financial Aid

## What is Financial Aid?

Few students can afford to pay for college without some form of education financing or assistance. Financial aid is money for direct (tuition and fees) and indirect (books, supplies, reasonable living expenses and transportation) college expenses. This money comes in four forms:

- Grants which **do not** need to be paid back
- Scholarships which **do not** need to be paid back
- Loans which **do** need to be paid back
- Part-time jobs from which the student earns an hourly wage also known as Federal Work Study

Students who are awarded financial aid may receive any or all of these forms of aid.

Financial Aid is assistance available only for students matriculated (formally accepted) in a financial aid-eligible degree or certificate program.

To be awarded financial aid, the student must:

- Complete the FAFSA (Free Application for Federal Financial Aid) [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is **007560**
- Demonstrate financial need as determined by federal or state guidelines
- Submit any additional documentation the college may request
- Eligibility for financial aid is based on the number of credits for which a student is enrolled in a particular semester. RVCC defines enrollment as:
  - Full time = 12 or more credits per semester
  - $\frac{3}{4}$  time = 9-11 credits per semester
  - Part time = 6-8 credits per semester
- Students not planning to enroll at least half-time (6 credits) should check with the Financial Aid Office to determine eligibility.

- Maintain satisfactory academic progress (See Standards of Satisfactory Progress at [www.rivervalley.edu/admissions/financial-aid](http://www.rivervalley.edu/admissions/financial-aid))
- Reapply for financial aid each academic year

A FAFSA must be filed each year. The financial aid year begins with the summer semester at River Valley Community College. The preferred filing date is April 1 for the upcoming aid year. Students who meet this filing date will be considered for all federal funds and state grants. Students who file after this date will be considered on a fund-available basis.

To receive aid in future semesters, a student must meet qualitative and quantitative standards for Satisfactory Academic Progress for Financial Aid (SAP). These standards are described below and in the College's Financial Aid Handbook, available online: [www.rivervalley.edu](http://www.rivervalley.edu).

**Satisfactory Academic Progress for Financial Aid (SAP):** Financial aid recipients must make Satisfactory Academic Progress for Financial Aid in their current matriculated eligible program to retain financial aid eligibility. The standards for SAP are specific to the financial aid program, and are both qualitative and quantitative. The standards measure a student's cumulative grade point average (CGPA) and his/her "incremental" progress in terms of completing a minimum amount of work at stated intervals. When a student is reviewed for SAP, all the student's enrollment periods at RVCC are included in the review. This includes enrollment periods during which the student did not receive financial aid and enrollment periods during which a student did receive financial aid. Satisfactory Academic Progress is reviewed by the Financial Aid Office at the end of each semester.

Students who meet SAP standards will retain eligibility for student financial aid for the following semester. Students who do not meet SAP standards will be placed on SAP warning for one semester. At the end of the warning semester, the student's record will be reviewed. If the students meet SAP standards, the student will once again be eligible for financial aid for the following semester. If the student is still unable to meet SAP standards, he/she will be ineligible to receive financial aid. The student may appeal the decision. Please contact the Financial Aid Office regarding the appeal process.

**Maximum Timeframe Component:** A student may receive student federal aid for any attempted credits toward 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.

Specific Satisfactory Academic Progress for Financial Aid and the Maximum Timeframe Component policy information is available through the Financial Aid Office and published in the Financial Aid Handbook at [www.rivervalley.edu](http://www.rivervalley.edu).

## Sources of Financial Aid

- Pell Grant is a federal grant for students who demonstrate exceptional financial need. The Pell Grant does not have to be paid back.
- Federal Supplemental Education Opportunity Grant (SEOG) is for students who demonstrate exceptional financial need. The SEOG does not have to be paid back.
- Federal Work-Study money is for educational expenses and is paid by the school for on-campus and community-based work. Students receive pay checks as work is completed.
- Federal Perkins Loan is a low interest loan.
- Federal Direct Loan Programs (DL) are low interest loans and include Federal Direct Subsidized (non interest accruing while in school), Federal Direct Unsubsidized (interest accruing while in school) and Federal Direct Parent Loans (PLUS).
- Alternative Loans are student loans made by private lending institutions.
- State Grant Programs
- Scholarships
  - [www.ccsnh.edu](http://www.ccsnh.edu)
  - [www.nhfc.org](http://www.nhfc.org)
  - [www.fastweb.com](http://www.fastweb.com)
  - [www.rivervalley.edu](http://www.rivervalley.edu)
  - [www.scholarshipexperts.com](http://www.scholarshipexperts.com)

Students who accept loans must complete loan counseling (Entrance Counseling) and sign a Master Promissory Note (MPN) on-line at [www.studentloans.gov](http://www.studentloans.gov).

## Important Financial Aid Policies

**Return of Federal Title IV Funds:** Returns of Federal Title IV Funds (RT4) for financial aid students who withdraw, officially or unofficially, from all of their courses in a semester prior to the 60% point of the semester, are guided by special return policies formulated by the United State Department of Education. The exact amount required to be returned will vary depending on the amount of grant and loan funds the student received and at what point in the semester the student withdrew. In addition, the student will be liable for the balance owed the college for tuition and fees. Specific return policy information is available through the Financial Aid Office, and published in the Financial Aid Handbook at [www.rivervalley.edu](http://www.rivervalley.edu).

**Courses Covered:** Financial aid is available only for courses within a student's eligible program of study.

**Repeating Courses:** Financial Aid will cover a repeat courses when it is repeated to replace an unacceptable grade as determined by a specific course and/or major. For one time only it will also cover a repeated course previously passed (per previously passed course). For this purpose, passed means any grade higher than an "F". Only the most recent grade for a course that has been repeated will count towards a student's 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 timeframe components.

## Veterans Affairs

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 School Certifying Officer at River Valley Community College can also provide assistance to veterans regarding Veterans Affairs and the G.I. Bill.

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

A spouse of child using educational assistance benefits provided pursuant to Chapter 30 or 33 of Title 38 of the United States Code shall be charged in-state tuition while living in

New Hampshire and enrolled in any institution of the Community College System of New Hampshire.

**Prior Credit:** VA regulation states that all facilities approved under the GI Bill Program have to evaluate all prior credit. The NH State Approving Agency is requiring that all students using any form of GI Bill Education Benefits, enrolled on or after April 1, 2015, must complete the Credit for Prior Learning/Training Student Acknowledge Form. Remember the regulation states “**evaluate**” and not “**must grant credit for prior credit.**” Please see the RVCC School Certifying Officer for the form and further information.

## Project RISE

Project RISE offers 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.

# Academic Requirements

## Associate Degree

The minimum requirement for all Associate Degrees is 64 credit hours and completion of all specified course requirements. Specific requirements for Associate in Arts and Associate in Science degrees can be found on page 20.

## Certificate/Diploma

Certificate/Diploma programs emphasize specific skills and outcomes required for employment or for career advancement. A Diploma Program requires completion of a minimum of thirty-two (32) semester hours of credit to develop skills in an occupational field. Included in the 32 credits shall be a minimum of twelve (12) credits of General Education courses. The Diploma Program is designed to facilitate transfer into an Associate Degree if the student decides to continue.

Regardless of their duration or composition, certificate programs emphasize specific skills and outcomes required for employment or for career advancement. There are no specific general education requirements, except as required to meet stated competency requirements.

## Attendance Policy

Class attendance is considered essential to academic success. Since there are constant learning opportunities between faculty members and students, and between students and other students within the learning environment, 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 under what terms students may be permitted to make up work missed through absence or tardiness.

## Student Conduct and Discipline

A student's continued enrollment at the College is dependent on academic performance and 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 discredit 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 Presidents 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 Cumulative Grade Point Average (GPA) of 2.00 and meet all program requirements.



The reporting of student achievement 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). Is not calculated in 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. Is not calculated in 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, and for students who stop attending class. 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 are available for audit.** See full *Audit Policy page 13*.

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 demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. Does not affect GPA.

CG: Credit Granted: Indicates credit has been granted for prior learning through a College structured process.

NC: Non-credit: "NC" is used on transcripts to distinguish non-credit courses.

R: Repeat

T: Transfer

## Course Repeat Policy

When a student repeats a course at the same CCSNH institution, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but are not used in the calculation. Only those repeated courses completed at 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.

## Work Based Learning (WBL)

Work based learning (WBL) is an educational opportunity for students to apply learning to the professional workplace, strengthening skills and learning more about the requirements of the field and how best to perform. WBL is identified in different ways, but includes courses titled: clinical, affiliation, fieldwork, and practicum. Some WBL is incorporated into courses that are offered each semester, while others are scheduled independently. They may be scheduled for a few days a week, or for several consecutive full weeks. Each experience is completed in a workplace environment.

For all WBL experiences student knowledge, technical skills, attitude, attendance and behavior are evaluated based on pre-determined criteria that are provided to the students and the agency. It is the student's responsibility to understand the goals, objectives and evaluation criteria for the experience and to adhere to all policies, rules and procedures set forth by RVCC, the academic department/program and the assigned workplace.

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 department/program standards. A student will not be placed in, or will be removed from, a WBL experience if performance or behavior is deemed unsatisfac-



tory or unsafe as a result of a formal evaluation conducted by a faculty member/agency supervisor in accordance with published department/program, criteria and procedures. In such circumstances in which a removal from the WBL is indicated a grade of “AF” will be assigned.

The RVCC Student Handbook describes sanctions that can be taken if a student violates the College Code of Conduct while participating in a WBL experience. There are occasions when a violation is significant enough that a student will be recommended for immediate expulsion from the WBL experience or suspension from a program. In such instances:

- The faculty will make a recommendation to the Vice President of Academic Affairs that specifies the exact nature of the situation and the potential risks for continuation in the experience.
- The student will be notified of this recommendation in conference and a signature will be secured indicating the student understands that they must not return to the workplace setting.
- Upon review of the recommendation and supporting documentation, the VPAA will make a decision to support the faculty recommendation or will require a meeting with the student, college faculty and WBL supervisor to review the status and discuss possible options.

As with any academic decision, the student has the right to appeal as described in the RVCC Student Handbook.

## **Criminal Background Check Policy**

A criminal background check is required by many facilities prior to Work Based Learning (WBL) experiences. Failure to undergo a criminal background prior to an assigned work based learning experience may result in inability to progress in a program. Should an agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility for 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 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. RVCC currently works with Certified Background Check ([www.certifiedbackground-check.com](http://www.certifiedbackground-check.com)) to help students in this process. Students should work with their Program Directors for assistance. Note: Some agencies require a state and federal background check.

## **Grades/Schedules Online**

The College provides students electronic access to their academic information, such as grades and schedules, ([www.rivervalley.edu](http://www.rivervalley.edu)) using the Student Information System (SIS). Grades and schedules will be mailed to students only upon request.

## **Eligibility for Extracurricular Activities**

To participate in intercollegiate activities or hold office in student government/clubs, 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, or online by an electronic order through the Student Information System.

## **Transfer of Credit**

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution and earned a “C” or higher. 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. College courses for transfer credit beyond ten years will be evaluated by department chairs and/or the Vice President of Academic Affairs. 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 to guarantee acceptance of transfer credit.

Credits earned at another institution will be added to the total credits accumulated for graduation but are not included in GPA or CGPA calculation.

## **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 from the College Board directly to the College Admissions Office. More information can be found at College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number (609) 771-7300 ([www.collegeboard.com](http://www.collegeboard.com)). 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 RVCC

has acquired skill or knowledge equivalent to that acquired by students enrolled in a College course and has a CGPA of 2.0 or higher. 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.

The student shall apply to the Vice President of Academic Affairs or authorized person of the College by completing the appropriate RVCC CBE Request Form. Upon approval, the student will pay a non-refundable fee of \$25 per credit to the cashier. The date for an application for a credit-by-examination must be made within the first two weeks of a semester.

If successful, the appropriate credits earned are applied to the student's program. 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.

## 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 ([www.collegeboard.com](http://www.collegeboard.com)).

## Audit

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 auditing, 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.

## Dual Enrollment Programs

**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. 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 (\$150 per course registration), time to complete higher education requirements is reduced, and confidence in the transition to college is increased. High school graduates considering River Valley Community College are encouraged to enroll within one year to ensure that Running Start credits will be accepted into a current program.

**Catch The Wave:** The Dual Enrollment Program for high school juniors and seniors covered by the MOU – Catch The Wave, provides the opportunity for junior and senior high school students to take River Valley Community College (RVCC) courses at the following locations: RVCC's main campus and the Academic Centers in Keene and Lebanon. Students earn college credits that also meet high school graduation requirements. Seniors in high school may also apply for conditional early admissions to a program of choice at River Valley.

## 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 will be placed on Academic Probation when they meet the following criteria:

- 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 may be placed on Academic Suspension when they meet the following criteria:

- 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.

Requests must contain official healthcare professional documentation with a letter that includes the student's name, address and program. **Drop forms must be completed for the courses involved.**

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.

## Dual Admission Program with USNH

The Dual Admission program between River Valley Community College (RVCC) and the University System of New Hampshire (USNH) permits students to complete an associate degree at RVCC and transfer to one of the institution with the USNH (UNH, Plymouth State University, Keene State College or Granite State College). Students who opt into dual admission will enter with junior status by completing a single application (as long as the dual admission courses are the subset that will transfer into baccalaureate programs, the courses are completed with a grade of C or better and the student has a cumulative 2.5 grade point average). The program is aimed toward simplicity and affordability for participating students. To learn more and to get started on dual enrollment, contact the Admissions Office at 603-542-7744.

## RVCC/Granite State College Partnership

In celebration of their shared missions, River Valley Community College (RVCC) and Granite State College (GSC) have joined forces to provide a seamless pathway from a RVCC associate program to a GSC bachelor's degree. This innovative partnership provides the opportunity for RVCC graduates in specific degree programs to transfer all credits earned at RVCC into a designated GSC bachelor's program. Graduates from these bachelor programs may also pursue a master's degree in a related field. The two institutions will share space



and resources, and most importantly, create an opportunity for residents of the Connecticut River Valley to continue their education at one, single location that's convenient, comfortable, and located in the heart of their community.

As of Spring 2017, RVCC will no longer offer physical courses at GSC's Downtown Claremont Location.

## 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 include but are not limited to: • University of New Hampshire • Plymouth State University • Keene State College • University of Vermont • Granite State College • Franklin Pierce University • Franklin University of Ohio • SUNY – Up-State Medical University • Rivier University • University of New England • New England College • Springfield College • University of Wisconsin • NH Institute of Art • Colby Sawyer College • Regis University.

For more information, contact the Academic Affairs Office (603) 542-7744 x5423 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. The Student Handbook is online at [www.rivervalley.edu](http://www.rivervalley.edu)

## Housing

River Valley Community College does not offer on-campus housing. 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 the 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 and LEBANON - Vending machines are available in the Common Room for drinks and snacks. Microwave ovens are available at the Centers.

## Health Services

There is no formal health services system within the College, however, there are many resources available. 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.**

RVCC in Claremont is located approximately one mile from Valley Regional Hospital. This facility is utilized for any emergency medical problems occurring at the Claremont campus. RVCC at Keene is located approximately two miles from the Cheshire Medical Center, which is utilized for any emergency medical problems. RVCC at Lebanon is located approximately 2 miles from Alice Peck Day Memorial Hospital and Dartmouth Hitchcock Medical Center.

## Insurance

It is highly recommended that students carry medical health insurance of some kind while attending the College. All Allied Health and Nursing students are required to have medical health insurance. Any expense incurred as a result of injury or illness while attending clinical or classes will be the responsibility of the student. Student accident plans are available through the College. Information and application for the student medical plan can be obtained from the Student Services Office. Costs vary depending on the plan selected. Deadline for purchase is March 31<sup>st</sup>.



## 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

During the academic year, the Student Government Association and the Office of Student Life hosts a variety of student activities and events that are designed to provide entertainment and resources for students. Activities are open to students in Claremont, Keene and Lebanon locations.

## Student Government Association

The purpose of the Student Government Association shall be to support the student body through guidance and governance over student affairs which are extracurricular in nature nurturing a successful student experience. Information about SGA is sent electronically through email and Blackboard as well as posted on the Student Information Boards at the Claremont campus, Keene and Lebanon locations.

## 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, service and fellowship in two-year colleges. Invitations for membership are extended to (12 semester hours) associate degree students

who have accumulated 12 credit hours, 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.



## 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. The facility provides a comfortable and welcoming environment conducive to academic inquiry. The 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 16,000 books, 50 periodical subscriptions and 1,100 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 Library Staff at 603-542-7744 x5465 or email the Library Director at [jallen@ccsnh.edu](mailto:jallen@ccsnh.edu).

# Department of Instructional Services

## Student Success Center

The Department of Instructional Services provides a wide range of academic supports to all students at the College. Students are encouraged to utilize the staff and resources available to help them achieve their academic goals. Some of the services available in the Student Success Center at River Valley Community College include general academic advising, peer and master tutoring, and study skills workshops. The department also functions as a coordinating point for enrolled students who require support with disabilities. Students who have been away from an academic environment for an extended period of time or might come underprepared for the academic rigor at the college can also find support in the Student Success Center.

Developmental courses, which may be required or recommended, are coordinated through the Student Success Center and may extend the program of study.

Academic advising is available to discuss a variety of topics including:

- course placement,
- testing,
- Programs of Study (course sequence),
- strategies for college success.

Our efforts focus on empowering individuals to become independent, self-directed, and inspired life-long learners. We attempt to accomplish our goals with students by assisting students in making appropriate postsecondary educational choices and implementing appropriate plans to accomplish goals; assisting students in meeting the academic requirements of the College toward completion of certificates and degree programs; providing coordination of services for students with physical, language and/or learning difficulties to accomplish educational goals.

### Support Services for Students with Disabilities

River Valley Community College is committed to assuring that students with documented 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 evaluations 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. Students need to meet the academic and technical standards required for admission or for participation in the college's programs to be considered "otherwise qualified."

### Colleges and Universities are not required to:

- Reduce or adjust the essential requirements of a course or program
- Conduct testing and assessment of disabilities
- Provide personal attendants
- Provide personal or private tutors

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 their plans 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 542-7744 ext. 5421.

## 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 family, 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, to provide educational opportunities 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.

## WorkReadyNH

The WorkReadyNH job training program offers a 60-hour professional level Soft Skills course that includes Interviews, Communication, Team Building, Conflict Resolution, Problem Solving, Employer Expectations, Diversity, Critical Thinking, Ethics, Customer Service, and Safety. In addition, reading, math and locating information (charts, graphs) skills are assessed and documented through the nationally recognized ACT WorkKeys® National Career Ready Certificate® (NCRC®). Participants receive a certificate from the Community College System of NH. This program is tuition-free to NH residents.

## Online Learning

River Valley Community College offers many online courses to provide students easy access to higher education. This delivery system supports the mission of the Community College System of NH and River Valley Community College and ensures maximum access to higher education by utilizing instructional technology and effective pedagogy to eliminate 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. For more information, visit <http://www.ccsnh.edu/academics/online-learning-blackboard>.



# General Education

## Degree Requirements

All Associate Degrees 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 College outcomes and together create a coherent general education design.

### Regularly Scheduled Offerings

The following table provides a guideline for course offerings in General Education. Courses marked with an asterisk (\*) have prerequisites (see course descriptions). Courses may be offered during semesters and locations different to those published, and are subject to change.

#### ENGLISH

ENGL102R	College Composition	*
ENGL110R	Writing Workshop	*
ENGL122R	Professional Communications	*
ENGL200R	Grammar for Writing	*
ENGL201R	The Research Essay	*
ENGL202R	Meetinghouse Readings	*
ENGL203R	American Literature	*
ENGL206R	Creative Writing	*
ENGL231R	Reading Modern Poetry	*
ENGL232R	Reading Short Fiction	*
ENGL235R	Poetry Workshop	*
ENGL236R	Fiction Writing Workshop	*
ENGL237R	Advanced Poetry Workshop	*
ENGL239R	Advanced Fiction Writing Workshop	*
ENGL244R	World Literature	*
ENGL249R	Sarah Josepha Hale	*
ENGL280R	Nobel Laureates	*
ENGL286R	Children's Literature	*
ENGL290R	Creative Writing Capstone	*

#### FINE ARTS

ARTS101R	Introduction to Drawing
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#### HUMANITIES

HUMA102R	Art Appreciation	
HUMA109R	Intro to Philosophy	
HUMA110R	Humanities in Western Culture	
HUMA140R	Myth in US Culture	
HUMA142R	US History to 1877	
HUMA143R	US History: 1877 to Present	
HUMA201R	Making of the Modern World	*
HUMA204R	Topics in World Culture I	
HUMA205R	Topics in World Culture II	*
HUMA206R	Topics in World History I	
HUMA206R	Topics in World History II	*
HUMA210R	Filming the Vietnam War	
HUMA245R	Native People	*
HUMA250R	Searching for Leadership	

#### MATHEMATICS

MATH106R	Statistics I	*
MATH107R	Statistics II	*
MATH110R	Functions & Modeling I	*
MATH112R	Mathematical Investigations: Great Ideas in Mathematics	*
MATH114R	Mathematics for the Environment	*
MATH115R	Finite Mathematics	*
MATH120R	Functions & Modeling II	*
MATH210R	Calculus I	*
MATH211R	Calculus II	*
MATH212R	Multivariate Calculus	*
MATH215R	Linear Algebra	*
MATH216R	Math Language, Logic & Proof	*
MATH217R	Probability and Statistics	*
MATH220R	Ordinary Differential Equations with Linear Algebra	*

#### SCIENCE

SCI101R	Biology : Chemical and Cellular Basis of Life	*
SCI102R	Biology: Adaptation, Evolution and Ecosystems	*
SCI103R	Human Biology	*
SCI105R	Investigation in Natural Science	
SCI115R	Astronomy	
SCI116R	Field Botany	
SCI117R	Environmental Science	*
SCI130R	Physics I	*
SCI131R	Physics II	*
SCI140R	Chemistry I	*
SCI141R	Chemistry II	*
SCI162R	Nutrition: the Science of Sustenance	
SCI201R	Anatomy & Physiology I	*
SCI202R	Anatomy & Physiology II	*
SCI205R	Microbiology	*
SCI210R	Genetics	*
SCI212R	Topics in Biology	*
SCI220R	Biology Capstone	*
SCI231R	University Physics I	*
SCI232R	University Physics II	*

#### SOCIAL SCIENCE

ECON102R	Macroeconomics	
GEOG101R	Intro to Geography	
HIST134R	Topics in African History	
HIST224R	Reading and Writing History	*
HIST255R	Leadership: A Study of Presidential Leadership	*
POLS102R	Survey of American Govt	
PSYC101R	Introduction to Psychology	
PSYC114R	Human Development	
PSYC200R	Educational Psychology	*
PSYC210R	Abnormal Psychology	*
PSYC211R	Social Psychology	*
PSYC212R	Forensic Psychology	*
SOSC101R	Introduction to Sociology	
SOSC110R	Cultural Anthropology	
SOSC201R	Contemporary Social Problems	*

#### WORLD LANGUAGE

LANG105R	Spanish I	
LANG106R	Spanish II	*
LANG120R	Sign Language I	
LANG121R	Sign Language II	*
LANG220R	Sign Language III	*
LANG221R	Sign Language IV	*



# Associate Degree Requirements

All Associate in Arts Degree programs will have a minimum of sixty-four (64) credits from the following distribution:

English Composition .....	3-4 credits*
English Electives .....	3-4 credits
Humanities/Fine Arts/World Language.....	9 credits
Mathematics.....	6-8 credits
Lab Science.....	8 credits
Social Science.....	9 credits
Liberal Arts Electives .....	15 credits
Open Electives** .....	9-12 credits

The Associate Arts in Liberal Arts Degree program with specialization will have a minimum of sixty-four (64 credits) from the following distribution:

English Composition .....	3-4 credits*
English Electives .....	3-4 credits
Humanities/Fine Arts/World Language.....	9 credits
Mathematics.....	6-8 credits
Lab Science.....	8 credits
Social Science.....	9 credits

Specialized area electives .....	20 credits
Liberal Arts or Open Electives** .....	2-5 credits

\* Requirements for transfer students from other colleges or colleges within the CCSNH System can be met with a successfully completed 3-credit English Composition course

\*\* May include computer literacy course or competencies within the open elective area

At the beginning of the Associate in Science Section

All Associate in Science Degree programs will have a minimum of sixty-four (64) credits from the following distribution:

English Composition and Literature or Communication*** .....	6 credits
Social Science.....	3 credits
Mathematics.....	3-4 credits
Science.....	3-4 credits
Humanities/Fine Arts/World Language.....	3 credits
Liberal Arts Electives .....	6 credits – Minimum of two (2) courses and six (6) credits from categories 1-5

Program Specific Courses.....	32 credits
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\*\*\*Communication courses do not satisfy second English

## 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 that do not already have a degree offering.

- 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 GST102R 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. Students should work closely with an advisor to determine their program of study before completing 24 credits.

#### Required Courses

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

GST102R	Program Portfolio Design (Option #1 only).....	3 credits
ENGL102R	College Composition.....	3 credits
ENGLxxxR	English Elective .....	3 credits
XXXXxxxR	Humanities/Fine Arts/World Language Elective .....	3 credits
XXXXxxxR	Social Science Elective .....	3 credits
SCIxxxR	Science Elective .....	3/4 credits
MATHxxxR	Mathematics Elective .....	3/4 credits
XXXXxxxR	General Education Electives .....	6 credits
XXXXxxxR	Open Electives .....	6/8 credits
	Degree major courses.....	32 credits
		64 Credits

The following pages contain requirements for RVCC certificate, diploma and degree programs. Many include specific program of studies that are designed to provide sequential progression from foundational to advanced courses. These are provided to inform the student to plan accordingly. Taking courses out of the sequence that is provided may result in an extended timeline for the program.

### Key for Program of Studies

**CL** – class hours, **LAB** – lab hours

These numbers represent the number of meeting hours each week if course is held during a full 15-week semester. Shortened or lengthened semesters will have weekly meeting hours adjusted accordingly.

**CR** – credits assigned to the course

Check current schedule for offerings not coded.

For information related to Technical/Essential Standards and Program Outcomes, go to the College website, [www.rivervalley.edu](http://www.rivervalley.edu)

## Creative Writing

### ASSOCIATE IN ARTS

The Associate in Arts Degree with a concentration in Creative Writing provides students intensely interested in writing with a pathway of transfer to four-year Creative Writing programs while offering them a writing background that allows for a variety of career opportunities in related fields. Students who participate in the program will work to create ambitious, powerful literature, and read and respond to challenging texts as an exposure to literary choices and construction. They will join a community of dedicated and serious writers who grapple with the universal questions of meaning through both shared and solitary exchanges, inquiry and investigation.

Built on a sequence of cohesive courses that stress the relationship between writing and reading, the program design is based upon the Association of Writers and Writing Programs (AWP) hallmarks of effective two-year creative writing programs, including a rigorous and diverse curriculum, accomplished faculty, support for students and administrative support. Students will end their degree program with a 3-credit Capstone course culminating in the development of a polished portfolio of writing, one of the key tools in a transfer application.

In addition, students are given the chance to share their writing with the college community through Visions Unlimited, the student literary magazine, and through regular student readings. A Visiting Writer Reading Series brings recognized writers to the school to read and conduct workshops.

Sample Course Load for the Associate in Arts in Creative Writing

### ASSOCIATE DEGREE PROGRAM

#### FALL SEMESTER

		CL	LAB	CR
ENGL102R	College Composition#.....	3	0	3
XXXxxxR	Humanities/Fine Arts/World Language Elective.....	3	0	3
XXXxxxR	Social Science Elective .....	3	0	3
XXXxxxR	Humanities/Fine Arts/World Language Elective.....	4	0	4
SCIxxxR	Lab Science Elective .....	3	1	4

#### SPRING SEMESTER

ENGL203R	American Literature.....	3	0	3
ENGL206R	Creative Writing#.....	3	0	3
XXXxxxR	Social Science Elective .....	3	0	3
XXXxxxR	Humanities/Fine Arts/World Language Elective.....	3	0	3
MATHxxxR	Mathematic Elective.....	4	0	4

#### FALL SEMESTER

ENGL236R	Fiction Writing Workshop#.....	3	0	3
ENGL232R	Reading Short Fiction .....	3	0	3
ENGL234R	Creative Nonfiction Workshop.....	3	0	3
MATHxxxR	Mathematic Elective.....	4	0	4
XXXxxxR	Social Science Elective .....	3	0	3

#### SPRING SEMESTER

ENGL235R	Poetry Workshop#.....	3	0	3
ENGL232R	Reading Modern Poetry .....	3	0	3
ENGL239R	Advanced Fiction Writing Workshop.....	3	0	3
<b>OR</b>				
ENGL237R	Advanced Poetry Writing Workshop.....	3	0	3
ENGL244R	World Literature .....	3	0	3
ENGL290R	Creative Writing Capstone#.....	3	0	3
SCIxxxR	Lab Science Elective .....	3	1	4

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

# Liberal Arts

## ASSOCIATE IN ARTS

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. Students selecting the Liberal Arts degree should be dedicated to a major in one of the Liberal Arts disciplines. 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. 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 transferring students will guide some of their selections; the future plans and areas of interest for each student will also contribute to each student's program design.

Upon completion of the Liberal Arts program, students will have an academic platform sufficient to transfer into a bac-

calaureate degree program. The College has transfer agreements for Liberal Art students with Keene State College, New England College, Plymouth State University, Granite State College, and the University of New Hampshire. Associate in 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, Mount Holyoke College, New England College, Lyndon State College, Castleton State College, Elms College, LeMoyne College, Antioch New England and Daniel Webster College.

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

College Composition	3-4 credits
English Elective	3-4 credits
Humanities/Fine Arts/World Language	9 credits
Mathematics	6-8 credits
Lab Sciences	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. ([www.nhtransfer.org](http://www.nhtransfer.org)) This program is being re-designed for Fall 2017.

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 concentration 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.

Articulation agreements are in place for students transferring the Teacher Education Associate in Arts degree to Granite State College, Keene State College, Plymouth State University and New England College. RVCC graduates have also successfully transferred to other area colleges. Transfer colleges require the completion of the Praxis Core Academic Skills for Educators (reading, writing and mathematics) with a qualifying score. Students must receive a grade of "C" or better for course transfer to be considered. Colleges may require a cumulative GPA of 2.5 to 3.0.

Applicants seeking admission to the Teacher Education Program who believe they may have difficulty with a state registry and criminal records check are advised to contact the New Hampshire Department of Education prior to matriculation. Please see the full Criminal Background Check Policy in the Academic Requirements section of this catalog and the Student Handbook.

The Teacher Education Program Outcomes, Technical/Essential Standards and other program information can be found on the College website ([www.rivervalley.edu/academics/academic-programs/teacher-education](http://www.rivervalley.edu/academics/academic-programs/teacher-education)) and in the program's handbook.

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	2-5 Credits
	<hr/> 64 Credits

## ALTERNATIVE 4 CERTIFICATE FOR CAREER AND TECHNICAL EDUCATION

Alternative 4 is a certification process, overseen by the New Hampshire Department of Education, restricted to critical shortage areas, certain career and technical specialty areas and business administrators.

The Alternative 4 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.

The Alternative 4 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.

Comprised of eight courses for a total of twenty-four college credits, the Alternative 4 Certificate includes:

ED230	Essentials of Career and Technical Curriculum and Instruction
ED204 OR	Instructional Technology OR
BCPT101R	Introduction to Computer Application
HSV120R	Learning and Behavior
PSYC200R	Educational Psychology
TCHE101R	Foundations of Education
ECE102R	Growth and Development
ECE105R	Children with Special Needs and Their Families
ENGL102R	College Composition

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.

Many Alternative 4 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.



# 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 computer related courses include Introduction to Computer Applications, 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 are available in Claremont, at the Academic Centers in Lebanon and Keene, and online.



## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENGL102R	College Composition#	3	0	3
MATHxxxR	Mathematics Elective#	4	0	4
ACCT101R	Accounting I	3	0	3
BCPT101R	Introduction to Computer Applications	2	3	3
BUS101R	Introduction to Business	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
SClxxxR	Science Elective	3	3	4
XXXXxxxR	General Education Elective	3	0	3
ACCT102R	Accounting II#	3	0	3
ACCT105R	Spreadsheets#	2	3	3
ECON102R	Macroeconomics	3	0	3
BUS105R	Business Math	3	0	3

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENGL122R	Professional Communications#	3	0	3
ACCT203R	Accounting III#	3	0	3
ACCT215R	Cost Accounting#	3	0	3
ACCT216R	Computerized Accounting#	2	4	3
ACCT204R	Introduction to Finance#	3	0	3
BUS110R	Principles of Management#	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
XXXXxxxR	Humanities/Fine Arts/World Language Elective	3	0	3
ENGLxxxR	English Elective#	3	0	3
ACCT200R	Intermediate Accounting#	3	0	3
ACCT212R	Taxes	3	0	3
BUS240R	Business Law	3	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

The Business Degree Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Boulevard, Suite 420, Overland Park, Kansas 66211; 913-339-9356, [www.acbsp.org](http://www.acbsp.org).

Additionally, as the program is fully accredited by ACBSP, transfers to bachelor's degree programs are available for those who seek to further their education.

# Business Degree Program

The Business Degree program at River Valley Community College consists of concentrations in Business Management Healthcare Management and Sports Management. Either choice will allow the student the opportunity to enter the workforce, or continue their education and obtain a bachelor's degree or more. Both concentrations will provide the student a strong business background with an exposure to a wide variety of general education coursework. Courses are available in Claremont, at the Academic Centers in Lebanon and Keene and online.

The Business Degree Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Boulevard, Suite 420, Overland Park, Kansas 66211; 913-339-9356, [www.acbsp.org](http://www.acbsp.org).

Additionally, as the program is fully accredited by ACBSP, transfers to bachelor's degree programs are available for those who seek to further their education.

## Business Management Concentration

### (Day/Evening Program)

Many people currently working in the field of business choose the Business Management concentration to expand their potential for growth in the business workforce.

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 nonverbal 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.

Upon completion of the concentration, 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.

### ASSOCIATE DEGREE PROGRAM

#### FIRST YEAR

##### FALL SEMESTER

		CL	LAB	CR
ENGL102R	College Composition#	3	0	3
MATHxxxR	Mathematics Elective#	4	0	4
ACCT101R	Accounting I	3	0	3
BCPT101R	Introduction to Computer Applications	2	3	3
BUS101R	Introduction to Business	3	0	3

##### SPRING SEMESTER

		CL	LAB	CR
SCIxxxR	Science Elective	3	3	4
ECON102R	Macroeconomics	3	0	3
ACCT102R	Accounting II#	3	0	3
ACCT105R	Spreadsheets#	2	3	3
BUS105R	Business Math	3	0	3
BUS104R	Principles of Marketing#	3	0	3

#### SECOND YEAR

##### FALL SEMESTER

		CL	LAB	CR
XXXXxxxR	Humanities/Fine Arts/World Language Elective	3	0	3
ENGL122R	Professional Communications#	3	0	3
ACCT204R	Introduction to Finance#	3	0	3
ACCT2xxR	Accounting Elective	3	0	3
BUS110R	Principles of Management#	3	0	3

##### SPRING SEMESTER

		CL	LAB	CR
XXXXxxxR	General Education Elective	3	0	3
ENGLxxxR	English Elective#	3	0	3
BUS201R	Human Resources Management#	3	0	3
BUS204R	Small Business Management#	3	0	3
BUS240R	Business Law	3	0	3
ACCT2xxR	*Accounting Elective	3	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

\* Student has a choice of Computerized Accounting, Accounting III, Cost Accounting or Taxes. If taking Computerized Accounting, classes are 2 hours, lab is 4 hours and total credits are 3.

# Business Degree Program

## Health Care Management Concentration

The Health Care Management is offered as part of the Business Degree program. This program consists of 21 courses and the entire curriculum will be available online. Student will develop the basic knowledge, skills and competencies required to work in medical facilities, disaster preparedness and response, pharmaceutical companies or in developing nations around the globe. For those students who wish to continue their education for a bachelor's degree and more, they will have completed the basic components required for these degrees.

### ASSOCIATE DEGREE PROGRAM

#### FIRST YEAR

FALL SEMESTER		CL	LAB	CR
ENGL102R	College Composition#	3	0	3
MATHxxxR	Mathematics Elective	4	0	4
ACCT101R	Accounting 1	3	0	3
BCPT101R	Intro to Computer Applications	3	0	3
BUS101R	Intro to Business	3	0	3

#### SPRING SEMESTER

ECON102R	Macroeconomics	3	0	3
SCIxxxR	Science Elective	X	X	X
ACCT102R	Accounting II	3	0	3
ACCT105R	Spreadsheets	3	0	3
BUS240R	Business Law	3	0	3
BUS110R	Principles of Management	3	0	3

#### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
XXXXxxxR	Humanities/FineArts/World Lang	3	0	3
ENGL122R	Professional Communications	3	0	3
ACCT202R	Accounting for Healthcare#	3	0	3
ACCT204R	Introduction to Finance#	3	0	3
ALHT102R	Medical Terminology	3	0	3

#### SPRING SEMESTER

XXXXxxxR	General Education Elective	3	0	3
ENGLxxxR	English Elective	3	0	3
BUS201R	Human Resource Management#	3	0	3
BUS202R	Healthcare Management*	3	0	3
ALHT166R	Legal & Ethical Issue in Healthcare	3	0	3

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

## Accounting and Business Certificates

### (Day/Evening Program)

The Accounting Certificate programs will provide the student with the basic accounting skills required by the student for an entry level position in the accounting field or to improve the existing accounting skills of those individuals who seek promotional opportunities with their current employer. The program will also provide the student with a basic background in computers. Applicants to the Certificate Programs must meet the general admission requirements of the College. Graduates may transfer most credits into the Accounting Degree Program. Courses may also be taken at the Academic Center in Keene or online.

### Accounting

FALL SEMESTER		CL	LAB	CR
ACCT101R	Accounting I	3	0	3
BCPT101R	Introduction to Computer Applications	2	3	3
BUS105R	Business Math	3	0	3

SPRING SEMESTER		CL	LAB	CR
ACCT102R	Accounting II#	3	0	3
ACCT105R	Spreadsheets#	2	3	3
ACCT216R	Computerized Accounting#	2	4	3
BCPT104R	Word Processing#	2	3	3

Though not required, students are expected to be proficient in keyboarding. Students may take a keyboarding course through the Division of Continuing Education.

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

### Advanced Accounting

#### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
ACCT101R	Accounting I	3	0	3
BCPT101R	Introduction to Computer Applications	2	3	3
BUS105R	Business Math	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
ACCT102R	Accounting II#	3	0	3
ACCT105R	Spreadsheets#	2	3	3

#### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
*ACCT203R	Accounting III#	3	0	3
*ACCT215R	Cost Accounting#	3	0	3
ACCT204R	Introduction to Finance#	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
**ACCT200R	Intermediate Accounting#	3	0	3
**ACCT212R	Taxes	3	0	3
ACCT216R	Computerized Accounting#	2	4	3

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

# Accounting and Business Certificates

## Business Management Certificate

### (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 Certificate Program must meet the general admission requirements of the College. Graduates may transfer credits into the Accounting or Business Management Degree Program; in addition to Claremont, courses may be taken at the Academic Center in Keene or online.

### REQUIRED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	CL	LAB	CR
ACCT101R Accounting I.....	3	0	3
BCPT101R Introduction to Computer Applications.....	2	3	3
BUS101R Introduction to Business .....	3	0	3

##### SPRING SEMESTER

	CL	LAB	CR
ACCT102R Accounting II# .....	3	0	3
ACCT2xxR Accounting Elective# .....	3	0	3

#### SECOND YEAR

##### FALL SEMESTER

	CL	LAB	CR
BUS104R Principles of Marketing# .....	3	0	3
ACCT2xxxR Accounting Elective# .....	3	0	3
BUS240R Business Law .....	3	0	3
BUS110R Principles of Management# .....	3	0	3

##### SPRING SEMESTER

	CL	LAB	CR
BUS201R Human Resources Management# .....	3	0	3
BUS204R Small Business Management# .....	3	0	3

\* Student has a choice of Computerized Accounting, Accounting III, Cost Accounting or Taxes. If taking Computerized Accounting, classes are 2 hours, lab is 4 hours and total credits are 3.

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

## Sales Management Certificate

The Sales Management Certificate is designed to prepare students for an entry level position in the sales field. It is structured to provide the student with a general business and sales background in the fundamental areas of business management, business computer applications, communications, marketing and sales. Applicants to the Sales Management Certificate Program must meet the general admission requirements of the College.

##### FALL SEMESTER

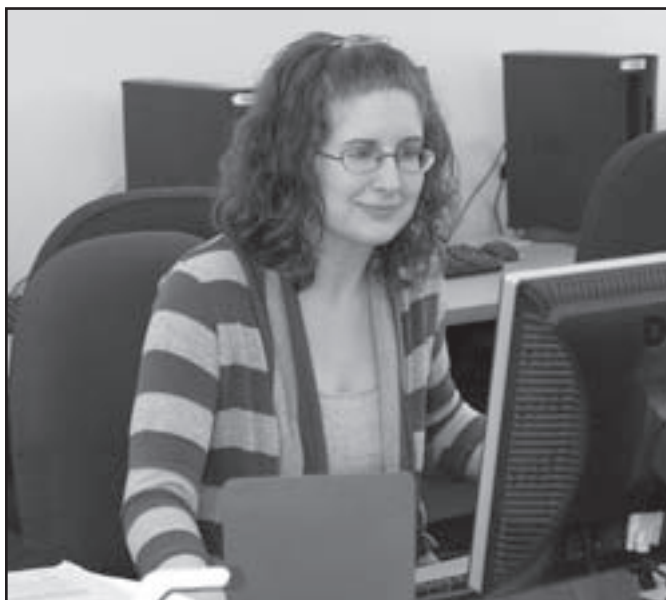
	CL	LAB	CR
BUS101R Introduction to Business .....	3	0	3
BCPT101R Introduction to Computer Applications.....	2	3	3
ENGL122R Professional Communications# .....	3	0	3

##### SPRING SEMESTER

	CL	LAB	CR
ACCT103R Fundamentals of Accounting# .....	3	0	3
BUSxxxR Introduction to Sales# .....	3	0	3
BUS104R* Principles of Marketing .....	3	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.





# Computer Technology

## Networking Option

### (Day/Evening Program)

The Networking Option of the Computer Technology program is both comprehensive and flexible, providing students with several career options and paths in the computer science field. The curriculum introduces students to networking systems while 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 enter the workforce prepared for such jobs as PC support specialist, help desk technician, network and server administrators, 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 (math at the level of Precalculus is preferred). All applicants to the program must satisfy the general requirements for admission to the College, possess high school or college credits in English, mathematics, two lab sciences and interview with Program Director. The evening degree option will take more than two years to complete.

Students must earn a grade of C or higher in all required CSCI courses to progress within the program and graduate.

Students who are unable to pass a criminal background check may find it difficult to obtain or stay employed in the Computer Technology industry. These students are advised to seek an alternate education program. Students will be required to sign a program code of conduct that has a zero tolerance policy. Violation of the code of conduct will be grounds for removal from the program.

### ASSOCIATE DEGREE PROGRAM

#### FIRST YEAR

##### FALL SEMESTER

	CL	LAB	CR
ENGL102R College Composition# .....	3	0	3
MATH110R Functions & Modeling I# .....	4	0	4
CSCI186R Introduction to Operating Systems.....	2	2	3
CSCI101R PC Assembly/Soft Skills.....	2	2	3
CSCI110R Networking I.....	2	2	3
CSCI109R IT Ethics .....	3	0	3

##### SPRING SEMESTER

	CL	LAB	CR
ENGLxxxR English Elective .....	3	0	3
MATH106R Statistics# .....	4	0	4
CSCI175R Introduction to C++#.....	3	2	4
CSCI106R Communication Infrastructure.....	2	2	3
CSCI120R Networking II# .....	2	2	3

#### SECOND YEAR

##### FALL SEMESTER

	CL	LAB	CR
XXXXxxxR General Education Elective.....	3	0	3
SCIxxxR Science Elective.....	3	3	4
CSCI203R Introduction to Unix# .....	2	2	3
CSCI204R Administering Windows Servers# .....	2	2	3
CSCI235R Networking III# .....	2	2	3

##### SPRING SEMESTER

	CL	LAB	CR
SOSCxxxR Social Science Elective.....	3	0	3
HUMAxRxR Humanities/Fine Arts/World Language .....	3	0	3
CSCI212R Computer Network Security# .....	2	2	3
CSCI240R Networking IV# .....	2	2	3
CSCI296R Computer Technology Capstone#.....	3	0	3
CSCI220R Storage Networks and Virtualization# .....	2	2	3

We also offer a certificate in Computer Networking that explores the integration of hardware and software in computer technology; networking. Students who complete the course of study will gain practical skills in the development, installation, service, support and administration of computer networks operating systems.

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 may find employment as computer help desk or service technicians, network support or computer systems specialist, or customer support representatives. Students may also transfer credits into the Associate Degree Computer Technology Program.

#### CERTIFICATE

	CL	LAB	CR
CSCI101R PC Assembly/Soft Skills.....	2	2	3
CSCI109R IT Ethics.....	3	0	3
CSCI110R Networking I.....	2	2	3
CSCI120R Networking II# .....	2	2	3
CSCI235R Networking III# .....	2	2	3
CSCI240R Networking IV# .....	2	2	3
CSCI212R Computer Network Security# .....	2	2	3
CSCI204R Administering Windows Servers#.....	2	2	3
CSCI203R Intro to Unix#.....	2	2	3
CSCI175R Introduction to C++#.....	3	2	4

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

# Computer Technology

## Web Site Design Option

### (Day/Evening Program)

The Web Site Design Option of the Computer Technology Degree Program is both comprehensive and flexible, providing students with several career options and paths in the computer science field. The curriculum introduces students to Internet and Web Site Design as well as programming while integrating these courses with a relevant core of general education electives.

Graduates who successfully complete the program will be awarded an Associates Degree in Computer Technology and can enter the workforce prepared for such jobs as Web Site 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. All applicants to the program must satisfy the general requirements for admission to the College, possess high school or college credits in English, mathematics and two lab sciences and interview with Program Director. The evening degree option will take more than two years to complete.

Students must earn a grade of C or higher in all CSCI courses required for graduation to progress within the program and graduate.

Students who are unable to pass a criminal background check may find it difficult to obtain or stay employed in the Computer Technology industry. These students are advised to seek an alternate education program. Students will be required to sign a program code of conduct that has a zero tolerance policy. Violation of the code of conduct will be grounds for removal from the program.

### ASSOCIATE DEGREE PROGRAM

#### FIRST YEAR

##### FALL SEMESTER

		CL	LAB	CR
XXXXxxxR	General Education Elective.....	3	0	3
ENGL102R	College Composition# .....	3	0	3
CSCI125R	Application Programming# .....	2	3	3
CSCI101R	PC Assembly/Soft Skills.....	2	2	3
CSCI203R	Intro to Unix#.....	2	2	3
CSCI109R	IT Ethics.....	3	0	3

##### SPRING SEMESTER

		CL	LAB	CR
ENGLxxxR	English Elective .....	3	0	3
MATH120R	Functions & Modeling II#.....	4	0	4
CSCI175R	Introduction to C++#.....	3	2	4
CSCI103R	Web Site Design# .....	2	2	3
CSCI150R	Data Structures and Algorithms#.....	2	2	3

#### SECOND YEAR

##### FALL SEMESTER

		CL	LAB	CR
MATH210R	Calculus 1# .....	4	0	4
SCIxxxR	Science Elective.....	3	3	4
CSCI185R	Introduction to Java#.....	2	2	3
CSCI213R	Computer Graphics.....	2	2	3
CSCI197R	Relational Database Design with SQL# .....	2	2	3

##### SPRING SEMESTER

		CL	LAB	CR
SOSCxxxR	Social Science Elective.....	3	0	3
HUMAxR	Humanities/Fine Arts/World Language .....	3	0	3
CSCI217R	Web Database Programming# .....	2	2	3
CSCI214R	Web Animation- Adobe II# .....	2	2	3
CSCI223R	Advanced Programming Seminar#.....	2	2	3

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. Students may also transfer credits into the Associate Degree Computer Technology Program.

#### CERTIFICATE

		CL	LAB	CR
CSCI103R	Web Site Design# .....	2	2	3
CSCI185R	Introduction to Java#.....	2	2	3
CSCI197R	Relational Database Design with SQL# .....	2	2	3
CSCI203R	Intro to Unix#.....	2	2	3
CSCI217R	Web Database Programming# .....	2	2	3
CSCI213R	Computer Graphics - Adobe I .....	2	2	3
CSCI214R	Web Animation - Adobe II.....	2	2	3
CSCI109R	IT Ethics.....	3	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.



# Cybersecurity and Healthcare IT

## Computer Technology

The Cybersecurity and Healthcare IT program meets the need for healthcare providers and associated businesses to be confident that every aspect of their operation is electronically secure. As the functions of health care, including scheduling, storage of images, filling prescriptions, billing and more are handled and stored using information technology, the need to build electronic and data transfer systems to support these functions, and to protect the information, has dramatically increased. With this shift, the vulnerability of healthcare records has also increased through errors, acts of negligence and malice. The workforce responsible for this electronic information must be skilled in assuring confidentiality, integrity and availability of IT systems and networks. This unique program focuses on the integration of the technology with the needs of healthcare.

Cybersecurity is the practice of protecting computer systems against unauthorized access or attack and maintaining the smooth functioning of information systems at all levels. At present, programs that provide such Cybersecurity training are not widely available, and the concentration on healthcare is a unique aspect of this program.

Applicants to Cybersecurity and Healthcare IT must meet the general admission requirements to the College and interview with Program Director. It is expected that applicants already have a basic knowledge of computer hardware and software. Applicants who do not possess this knowledge may be required to take additional courses to meet this need.

### ASSOCIATE DEGREE PROGRAM

#### FIRST YEAR

##### FALL SEMESTER

		CL	LAB	CR
ENGL102R	College Composition#.....	3	0	3
MATH106R	Statistics#.....	4	0	4
CYBS101R	Principles of Information Assurance#.....	2	2	3
CYBS110R	Topics in Healthcare Information Technology	2	2	3
CYBS120R	Network Security#.....	2	2	3
CSCI197R	Relational Database w/SQL#.....	2	2	3

##### SPRING SEMESTER

		CL	LAB	CR
ENGLxxxR	English Elective.....	3	0	3
HUMAxRxR	Humanities/Fine Arts/World Language.....	3	0	3
CYBS130R	Enterprise Security Management#.....	2	2	3
CYBS140R	Secure Electronic Commerce#.....	2	2	3
CYBS125R	Fundamentals of Computer Networking.....	2	2	3
CSCI175R	Introduction to C++#.....	3	2	4

#### SECOND YEAR

##### FALL SEMESTER

		CL	LAB	CR
XXXXxxxR	General Education Elective.....	3	0	3
CSCI109R	IT Ethics.....	3	0	3
CSCI185R	Intro to Java#.....	2	2	3
CSCI203R	Intro to Unix#.....	2	2	3
CSCI204R	Administering Windows Servers#.....	2	2	3
CYBS250R	Digital Forensics #.....	2	2	3

##### SPRING SEMESTER

		CL	LAB	CR
SOSCxxxR	Social Science Elective.....	3	0	3
SCIxxxR	Science Elective.....	3	1	4
XXXXxxxR	General Education Elective.....	3	0	3
CYBS200R	EMRS/IACAP#.....	2	2	3
CSCI296R	Computer Technology Capstone#.....	3	0	3

The certificate program provides a stepping stone for graduates who can incorporate the certificate, through transfer of credits, into other two-year associate degree programs in computer science.

### CERTIFICATE

#### FIRST YEAR

##### FALL SEMESTER

		CL	LAB	CR
CYBS101R	Principles of Information Assurance#.....	2	2	3
CYBS110R	Topics in Healthcare Information Technology	3	0	3
CYBS120R	Network Security#.....	2	2	3

##### SPRING SEMESTER

		CL	LAB	CR
CYBS130R	Enterprise Security Management#.....	2	2	3
CYBS140R	Secure Electronic Commerce#.....	2	2	3

#### SECOND YEAR

##### FALL SEMESTER

		CL	LAB	CR
CYBS250R	Digital Forensics#.....	2	2	3
CSCI109R	IT Ethics.....	3	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

Students must earn a grade of "C" or higher in all CYBS/CSCI courses required for graduation to progress within the program and graduate.

Students will be required to become a member of Infragard as a prerequisite for the Digital Forensics course. Students with known criminal background or legal actions may not be able to become a member of Infragard and may be denied enrollment and/or progression in the program. These students are advised to seek an alternate education program. Students will be required to sign a program code of conduct that has a zero tolerance policy. Violation of the code of conduct will be grounds for removal from the program. Students who are unable to pass a criminal background check may find it difficult to obtain or stay employed in the Cybersecurity industry.

# Criminal Justice

## (Day/Evening Program)

The Criminal Justice degree is designed to prepare students for careers in police work, corrections and the courts, 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. Criminal Justice classes are offered in the classroom and online. General education requirements may be taken online or in the traditional classroom.

## 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
ENGL102R College Composition# .....	3	0	3
PSYC101R Introduction to Psychology.....	3	0	3
BCPT101R Intro to Computer Applications .....	2	3	3
CRMJ101R Introduction to Criminal Justice.....	3	0	3
CRMJ212R Criminal Justice Communication# .....	3	0	3
CRMJ111R Criminal Law .....	3	0	3

#### SPRING SEMESTER

	CL	LAB	CR
ENGLxxxR English Elective .....	3	0	3
SOSC101R Introduction to Sociology .....	3	0	3
CRMJ102R Criminal Procedure .....	3	0	3
CRMJ112R Introduction to Juvenile Justice System.....	3	0	3
CRMJ210R Drugs and the Law.....	3	0	3

### SECOND YEAR

#### FALL SEMESTER

	CL	LAB	CR
SOSC201R Contemporary Social Problems#.....	3	0	3
SCI105R Science Elective.....	3	3	4
CRMJ201R Criminology .....	3	0	3
CRMJ204R Crisis Intervention in Criminal Justice# .....	3	0	3

#### SPRING SEMESTER

	CL	LAB	CR
MATHxxxR Mathematics Electives#.....	4	0	4
HUMCxxxR Humanities/Fine Arts/World Language Elective.	3	0	3
CRMJ205R Forensic & Scientific Aspects of Evidence.....	3	0	3
<b>OR</b>			
PSYC212R Forensic Psychology# .....	3	0	3
CRMJ211R Justice and the Community .....	3	0	3
CRMJ290R* Criminal Justice Internship# .....	0	0	3
<b>OR</b>			
CRMJ291R* Senior Project .....	3	0	3
XXXxxxR Free Elective.....	3	0	3

\* Students must take either CRMJ290R or CRMJ291R. Please see advisor prior to registration

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.



# 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 uses 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 professional liability 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 and the Student Handbook.

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
ENGL102R	College Composition# .....	3	0	3
SClxxxR	Science Elective# .....	3/4	0	3/4
ECE101R	Foundations of Early Childhood Education....	3	0	3
ECE102R	The Growth & Development of the Young Child .....	3	0	3
HSV120R	Learning and Behavior.....	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
MATHxxxR	Mathematics Elective# .....	3/4	0	3/4
PSYC101R	Introduction to Psychology.....	3	0	3
XXXxxxR	General Education Elective.....	3	0	3
ECE103R	Health, Safety & Nutrition for the Young Child .....	3	0	3
ECE104R	Curriculum for Early Childhood Care & Education# .....	3	0	3
ECE105R	Children with Special Needs and Their Families# .....	3	0	3

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
XXXxxxR	General Education Elective.....	3	0	3
HUMA110R	The Humanities in Western Culture.....	3	0	3
ECE203R	Early Language & Literacy Development# .....	3	0	3
ECE190R	Practicum I# .....	1	0	3
<b>OR</b>				
ECE191R	Work Experience Practicum I# .....	1	0	3
HSV123R	Supportive Communication Skills.....	3	0	3

#### SPRING SEMESTER

		CL	LAB	CR
XXXxxxR	Open Elective .....	3	0	3
ENGL286R	Children's Literature# .....	3	0	3
ECE200R	Developmentally Appropriate Programs For Infants and Toddlers# .....	3	0	3
<b>OR</b>				
ECE206R	Developmentally Appropriate Programs for the School Age Child.....	3	0	3
ECE201R	Organization & Management in Early Childhood Education.....	3	0	3
ECE220R	Practicum Seminar# .....	2	0	2
ECE290R	Practicum II# .....	0	0	3
<b>OR</b>				
ECE291R	Work Experience Practicum II# .....	0	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

The Early Childhood Education Program Technical Standards are located on the College's website and in the programs's handbook.

# Early Childhood Education

## LEVEL I CERTIFICATE PROGRAM

(Day/Evening Program)

### FALL SEMESTER

		CL	LAB	CR
ECE101R	Foundations of Early Childhood Education.....	3	0	3
ECE102R	The Growth & Development of the Young Child.....	3	0	3

### SPRING SEMESTER

		CL	LAB	CR
ECE103R	Health, Safety and Nutrition for the Young Child.....	3	0	3
ECE104R	Curriculum for Early Childhood Care and Education# .....	3	0	3

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

## LEVEL II CERTIFICATE PROGRAM

(Day/Evening Program)

### FALL SEMESTER

		CL	LAB	CR
ECE101R	Foundations of Early Childhood Education.....	3	0	3
ECE102R	The Growth & Development of the Young Child .....	3	0	3
HSV120R	Learning and Behavior.....	3	0	3
PSYC101R	Introduction to Psychology.....	3	0	3

### SPRING SEMESTER

		CL	LAB	CR
ECE103R	Health, Safety and Nutrition for the Young Child .....	3	0	3
ECE104R	Curriculum for Early Childhood Care and Education# .....	3	0	3
ECE105R	Children with Special Needs and Their Families#.....	3	0	3
ECE190R	Practicum I# .....	1	0	3

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.



# 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 Granite State College, Franklin Pierce University, New England College, Rivier College and Springfield College School of Human Services. Graduates have also successfully transferred to other area colleges.

The College offers a Certificate in Human Services, 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. This program is being redesigned for Fall 2017

The Human Services Program Outcomes, Technical/Essential Standards and other program information can be found on the College's website ([www.rivervalley.edu/academics/academic-programs/human-services](http://www.rivervalley.edu/academics/academic-programs/human-services)) and in the program's handbook.

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 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
ENGL102R College Composition# .....	3	0	3
HSV110R Introduction to Human Services .....	3	0	3
HSV120R Learning and Behavior.....	3	0	3
HSV123R Supportive Communication Skills.....	3	0	3
PSYC114R Human Development .....	3	0	3

#### SPRING SEMESTER

	CL	LAB	CR
HSV125R Individual Assessment and Planning# .....	3	0	3
HSV126R Issues in Mental Health and Developmental Disabilities# .....	3	0	3
MATHxxxR Mathematics Elective# .....	3/4	0	3/4
PSYC101R Introduction to Psychology.....	3	0	3
Program Elective .....	3	0	3

#### FALL SEMESTER

	CL	LAB	CR
ENGLxxxR English Elective .....	3	0	3
HSV190R Fieldwork I for Human Services# .....	1	0	3
HUMA110R Humanities in Western Culture .....	3	0	3
SCIxxxR Science Elective.....	3/4	0	3/4
SOSC101R Introduction to Sociology .....	3	0	3
Program Elective .....	3	0	3

#### SPRING SEMESTER

	CL	LAB	CR
XXXxxxR General Education Elective.....	3/4	0	3/4
HSV290R Fieldwork II for Human Services# .....	1	0	3
Program Elective .....	3	0	3
Program Elective .....	3	0	3
Open Elective .....	3	0	3

## Human Services Program Electives

12 credits 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.

## HUMAN SERVICES - CERTIFICATE

#### FALL SEMESTER

	CL	LAB	CR
HSV110R Introduction to Human Services.....	3	0	3
HSV120R Learning and Behavior.....	3	0	3
HSV123R Supportive Communication Skills.....	3	0	3
PSYC114R Human Development .....	3	0	3

#### SPRING SEMESTER

	CL	LAB	CR
HSV125R Individual Assessment and Planning# .....	3	0	3
HSV126R Issues in Mental Health and Developmental Disabilities# .....	3	0	3
HSV190R Fieldwork I for Human Services# .....	1	0	3
HSV290R Fieldwork II for Human Services# .....	1	0	3

# Massage Therapy

## (Afternoon/Evening Program) Lebanon & Keene

### Massage Therapy: Healing Hands with Heart

The Massage Therapy Certificate program prepares graduates for rewarding careers as licensed massage therapists in private practice, hospitals, chiropractic offices, wellness centers, cruise ships, spas, resorts and fitness centers. The program, which can be completed in as little as 15 months or at your own pace, prepares students to enter the field with a broad background and the ability to work with a diverse group of clients and health care providers.

**Massage Therapists are in demand! According to a US Department of Labor estimate\*, employment for massage therapist is increasing much faster than average for all occupations. In addition, it was reported that the average annual income for a massage therapist in 2010 (including tips and a 15 hour work week) was \$31,980.**

\*<http://www.bls.gov/ooh/healthcare/massage-therapists.htm>

*Our mission is to develop and advance the art, science and practice of massage therapy in a caring, professional and ethical manner.*

### Admission Requirements:

1. Meet the college requirements of admissions.
2. Complete the admission forms.
3. Request transcripts from high school and/or college and have directly sent to RVCC.
4. Schedule an interview with the Massage Therapy Program Director. (sprasch@ccsnh.edu)
5. Take the Accuplacer test. (Minimum score of 70 in Reading Comprehension is required to register for Anatomy and Physiology Essentials)
6. File for financial aid if applicable at: <https://fafsa.ed.gov/>

**Program Start Dates:** September or January.

**Curriculum Flexibility:** The Massage Therapy Program can be completed in as little as 15 months, or at your own pace. Each student meets with the program director to design a schedule to meet their needs.

**Internship Experiences for Real World Learning:** In the final semester of the program, the student meets with the program director to choose an internship site that aligns with future career goals. Under the supervision of a Licensed Massage Therapist, Chiropractor, Physical Therapist, Physician or other health care provider, the student gains valuable real world experience. (see page 84 to see a list of current internship sites)

**Learning Expectation:** Knowledge translates to success. Therefore, a minimum grade of "C" on a 7 point scale (C=80) is required to progress within the massage therapy program and to graduate.

### Associate Degree and Dual Degree options:

There are several options for students to complete additional coursework to earn an Associate Degree along with the Massage Therapy Certificate. Some options include: General Studies, Liberal Arts, or dual majors with Occupation Therapy Assistant or Physical Therapy Assistant program.

### Additional Information

Upon completion of the program, the student is responsible for completing First Aid and CPR certification and completing the application for the licensure exam and New Hampshire Massage Therapy License.

## CERTIFICATE PROGRAM

You will work with the program director to design your learning experience.

### SAMPLE FIRST SEMESTER

		CL	LAB	CR
SCI103R	Human Biology or equivalent#	3	3	4
MASS101R	Basic Massage Theory and Application#	2	3	3
MASS141R	Oriental Theory	3	0	3
MASS134R	Self-Care and Stress Management	2	0	2

### SAMPLE SECOND SEMESTER

		CL	LAB	CR
MASS121R	Intermediate Massage Theory and Application#	2	3	3
AHLT123R	Functional Kinesiology#	2	3	3
MASS131R	Pathology#	3	0	3
MASS193R	Massage Clinical Experience I#	0	3	1

### SAMPLE THIRD SEMESTER

		CL	LAB	CR
MASS194R	Massage Clinical Experience II#	0	3	1
MASS106R	Introduction to Massage Specialties#	6	0	6

### SAMPLE FOURTH SEMESTER

		CL	LAB	CR
MASS119R	Massage Business Practices	3	0	3
MASS126R	Massage Rules and Ethics	1	0	1
MASS130R	Advanced Massage Theory and Application#	2	3	3
MASS140R	Massage Capstone#	2	3	3
MASS195R	Massage Practicum#	0	3	1

\* courses are offered fall, spring and summer. See director for details.



*Our teachers are educators as well as practicing massage therapists, creating a powerful learning experience that produces Licensed Massage Therapists of the highest caliber.*



# Medical Assistant

## (Evening Program)

**What is a Medical Assistant?** The Medical Assistant (MA) is an essential link between the physician and patient, providing support services in a variety of skill areas. The Medical Assisting program includes instruction in patient care procedures, basic laboratory techniques, and administrative skills. A medical assistant is an integral member of the health care delivery team. The many different roles that are assumed in the medical assisting profession assure a fast-moving and challenging career.

**What is a CMA (AAMA)?** The CMA (AAMA) credential designates a medical assistant who has achieved certification through the Certifying Board of the American Association of Medical Assistants (AAMA).

The CMA (AAMA) is becoming the allied health professional of choice for ambulatory health care delivery settings. Many employers of allied health personnel prefer, or even insist, that their medical assistants are CMA (AAMA) certified.

**CMA (AAMA) Education - The CMA (AAMA) is the only medical assisting certification that requires graduation from a postsecondary medical assisting program accredited by an accrediting body recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).**

**CAAHEP or ABHES Accreditation - Only graduates of medical assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) are eligible to take the CMA (AAMA) Certification Examination.**

**In Demand -** Medical assisting is one of the nation's fastest growing careers, according to the United States Bureau of Labor Statistics, attributing job growth to the following:

- Predicted surge in the number of physicians' offices and outpatient care facilities
- Technological advancements
- Growing number of elderly Americans who need medical treatment

Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. For more information on Employment and Wages- <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

**Job Responsibilities-** Medical assistants are cross-trained to perform administrative (refer to Medical Administrative Assistant Program) and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law.

**Clinical Duties** (may include, but not limited to):

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination

- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

## Admission Requirements

- Meet the college requirements for admission
- Minimum Accuplacer score for course registration: SCI103 Human Biology - Reading Score 70

## Program Requirements

1. Have manual dexterity, hearing, and visual abilities, to meet technical standards for a medical assisting career.
2. Participate in a personal interview with the Program Director.
3. Students will be required to submit a criminal background check and a drug screening to attend the MA Practicum.

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)) 25400 US Highway 19 North Suite 158, Clearwater, FL 33756 (727) 210-2350, upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Individuals who have been found guilty of a felony, pleaded guilty to a felony, or had a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board are not eligible for the CMA (AAMA) Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances. Applicants must submit a Request for Waiver form. <http://www.aama-ntl.org/>

Students must earn a minimum grade of "C" in all required courses to progress within the program, register for Practicum, and graduate.

The MA Practicum is an unpaid, supervised on-site work experience consisting of a 160 hour clinical rotation in an ambulatory healthcare setting, performing psychomotor and affective competencies. Transportation to the site is the student's responsibility.

Medical Assistant students may choose a dual enrollment in the Medical Administrative Assistant Program. The MA curriculum may also be applied towards earning an Associates in Science Degree.

# Medical Assistant

## CERTIFICATE PROGRAM

The Medical Assistant Program may begin any semester and be completed on a full or part time schedule.

The Curriculum must be completed within 3 years of matriculation date.

### SPRING SEMESTER

		CL	LAB	CR
ALHT102R	Medical Terminology.....	3	0	3
ALHT166R	Legal and Ethical Issues in Health Care.....	3	0	3
PSYC101R	Introduction to Psychology.....	3	0	3

### SUMMER SEMESTER

		CL	LAB	CR
BCPT104R	Word Processing#.....	2	3	3
SCI103R	Human Biology.....	4	0	4

### FALL SEMESTER

		CL	LAB	CR
BUS102R	Business Correspondence.....	3	0	3
ALHT110R	Pharmacology#.....	3	0	3
ALHT121R	Medical Office Practice I#.....	2	3	3
ALHT130R	MA Clinical Procedures I#.....	3	3	4

### SPRING SEMESTER

		CL	LAB	CR
ALHT126R	**Introduction to Laboratory Procedures#.....	2	3	3
ALHT124R	Medical Office Practice II#.....	2	3	3
ALHT135R	MA Clinical Procedures II#.....	3	0	3
ALHT190R	MA Practicum I (160 hours)#.....	0	0	3
ALHTxxxR	MA Senior Seminar.....	0	0	1

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

\* Matriculation in MLT program, PHBC110R or MA program with ALHT130R, ALHT135R or POI

\*\* Students who have completed PHBC or a certified Phlebotomy course, or sufficient experience as a Phlebotomist and have the permission of the instructor and their program director, may take the Introduction to Lab Procedures (Bridge - ALHT127R) in lieu of Introduction to Laboratory Procedures – ALHT126R. Speak to your Program Director directly for advising.

# Medical Administrative Assistant

(Day/Evening Program)

Are you looking for a career that you can enter quickly with a challenging work environment? You may want to consider becoming a Medical Administrative Assistant.

The Medical Administrative Assistant program is designed to prepare you for an entry-level position as a medical administrative assistant in a variety of health care settings. The Medical Administrative Assistant performs administrative functions for a hospital or clinic through their knowledge of medical terminology and applications. They can work in a variety of roles and locations with job titles ranging from unit secretary, medical office specialist, or patient coordinator.

Administrative responsibilities include a wide range of tasks to ensure the medical office functions smoothly and efficiently. These tasks can vary by location but typically include:

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

Applicants to the program must meet the general admission requirement for the college. The program may be started during any semester.

Students must earn a minimum grade of “C” in all ALHT courses to progress within the program. Students have the option of a dual major with the Medical Assistant Certificate Program (MAC). All MAC courses require a minimum grade of “C” to apply towards graduation.

Students must earn a grade of “C” or higher in all ALHT courses to progress within the program. **Students have the option of a dual major with the Medical Assistant Certificate Program (MAC).** All MAC courses require a minimum grade of “C” to apply towards graduation.

Current Occupational Employment and Wages are available at: <http://www.bls.gov/oes/current/oes436013.htm>

### FALL SEMESTER

		CL	LAB	CR
ALHT102R	Medical Terminology.....	3	0	3
ALHT121R	Medical Office Practice I#.....	2	3	3
BUS102R	Business Correspondence.....	3	0	3
BCPT101R	Introduction to Computer Applications.....	2	3	3

### SPRING SEMESTER

		CL	LAB	CR
ACCT103R	Fundamentals of Accounting.....	3	0	3
ALHT124R	Medical Office Practice II#.....	2	3	3
BCPT104R	Word Processing#.....	2	3	3
ALHT166R	Legal & Ethical Issues in Health Care.....	3	0	3
SCI103R	Human Biology#.....	4	0	4

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

# Medical Laboratory Technician

## (Day Program)

Medical Laboratory Technicians (MLT's) play a critical role in the detection, diagnosis, and treatment of disease. MLTs perform highly complex laboratory procedures ranging from detailed manual techniques to sophisticated computerized technology. The continued growth of the laboratory science profession is producing an increased demand for educated and motivated laboratory professionals. Opportunities for employment for the MLT include: hospital and reference laboratories, physician offices, clinics, forensic laboratories, pharmaceutical companies, and research facilities.

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

## Admission Requirements

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

Students health status must be compatible with the tasks and duties of a MLT 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, proof of immunity to infectious disease, and Criminal Background Check before being scheduled for clinical affiliations.

Upon completion of the MLT program, students are qualified for immediate employment and are eligible to sit for the certification examination offered by the ASCP Board of Certification (BOC).

This two-year Associate Degree program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018; [www.nacls.org](http://www.nacls.org); (773) 714-8880

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENGL102R	College Composition#	3	0	3
SCI103R	Human Biology or equivalent#	3	3	4
SCI140R	Chemistry I	3	3	4
**SCI201R	Anatomy and Physiology I#	(3)	(3)	(4)
SCI205R	Microbiology#	3	3	4
ALHT126R	Intro to Laboratory Procedures	2	3	3

"Students who have completed PHBC110R, or a certified Phlebotomy course, or sufficient experience as a Phlebotomist and have the permission of the instructor and their program director may take introduction to Lab Procedures (Bridge) ALHT127R in lieu of *Introduction to Laboratory Procedures* – ALHT126R. Speak to your Program Director directly for advising."

#### SPRING SEMESTER

		CL	LAB	CR
MATHxxxR	Mathematics Elective#	3/4	0	3/4
**SCI202R	Anatomy and Physiology II#	(3)	(3)	(4)
XXXXxxxR	Social Science Elective	3	0	3
MLTC110R	Pathogenic Microbiology#	3	3	4
MLTC111R	Urinalysis#	1	3	2
MLTC112R	Serology#	1	3	2

#### SUMMER SEMESTER

		CL	LAB	CR
*MLTC120R	Affiliation Microbiology (6 wks)#	0	0	5
*MLTC121R	Affiliation Urinalysis and Special Diagnostics (1wk)#	0	0	1

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENGLxxxR	English Elective#	3	0	3
XXXXxxxR	Humanities/Fine Arts/World Language	3	0	3
MLTC201R	Hematology#	3	3	4
MLTC202R	Immunohematology#	3	3	4
MLTC203R	Clinical Chemistry#	3	3	4

#### SPRING SEMESTER

		CL	LAB	CR
*MLTC211R	Affiliation Hematology (5wks)#	0	0	4
*MLTC212R	Affiliation Blood Bank (4wks)#	0	0	3
*MLTC213R	Affiliation Chemistry (4wks)#	0	0	3
*MLTC220R	MLT Senior Seminar (4-8 hr seminars)#	2	0	2

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

\* All Affiliation courses require a grade of "C" or better in the prerequisite course and a passing grade of "C" must be obtained in both lecture and laboratory components of the prerequisite MLT program courses to attend the clinical affiliation for that discipline.

All Affiliation courses require a final grade of "C" or better for course completion.

\*\* A&P I and A&P II are optional choices for students intending to continue their education towards a bachelor's degree. These would be taken in place of SCI103R. See program director for advising. All MLTC courses require matriculation in the program, or permission of instructor for registration.

# Nursing – Associate of Science Degree in Nursing

Applications will not be reviewed until they are complete. Students are strongly advised to apply early and complete all application requirements on or before the established deadline of December 31<sup>st</sup>. Students are notified of acceptance by March 1<sup>st</sup>. Student selection for available seats is competitive and is based on a point system selection policy. Once accepted, students must be prepared to start the nursing sequence in fall semester.

The selection process includes a review of all requirements submitted in the application and the ATI TEAS scores. There are no substitutes or exceptions for the required TEAS assessment. TEAS scores are valid for 24 months and remediation and permission from nursing department is required for retakes. TEAS may be taken 3 times in a calendar year, with 6 weeks between attempts. Registration dates and fees for the TEAS can be found on the website: [www.atitesting.com](http://www.atitesting.com)

Students may request a transfer of credits from courses taken at other accredited colleges and universities. The Vice President of Academic Affairs makes final determination of transfer credits. In order to transfer, science and liberal arts courses must be completed with a minimum grade of “C” and science courses (Anatomy and Physiology I and II, Microbiology), Introduction to Psychology and Human Development must be current within the last eight (8) years. Applicants are required to have official sealed transcripts mailed to the Office of Admissions at RVCC.

## Additional Requirements:

- **Licensure** – Students must show proof of current NH licensure as a Nurse Assistant for admission to ASN or as a Practical Nurse for the Advanced Placement (AP) program
- NH Licensure must be kept current throughout program. Certificate of completion from a NH Board of Nursing approved NA course may be required.
- **CPR** – Students must show proof of Cardiopulmonary Resuscitation HealthCare Provider Certification by the American Heart Association (AHA) or Provider Level Certification by the American Red Cross (ARC), that is valid for the duration of the nursing program, no later than July 1. Only AHA or ARC courses with *skill check by a qualified instructor* are accepted for recertification. Initial CPR must be a full 6 hour course with skill check.
- **CORI** – Criminal Offense Record Investigations may be conducted, as well as any other requirements including drug testing requested by clinical sites 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. Documentation must be submitted to nursing no later than July 1.
- **MEDICAL DOCUMENTATION** – Upon acceptance, students must show proof of medical history and physical

exam, current within two (2) years of entrance and proof of immunity to Measles, Mumps, Rubella, and Varicella. Also, students must show proof of Tetanus, Diphtheria, and Pertussis (Tdap) within ten (10) years of admission to the nursing program and immunity to Hepatitis B or a signed waiver. Each Fall, students must show proof of influenza vaccine. A two step Tuberculosis screening indicating non-exposure is required no later than July 1, prior to starting the nursing program. A one-step tuberculosis screening is required before the start of the second year.

- **TECHNOLOGY** – Students must be familiar with Microsoft word, PowerPoint, and web navigation.

## Associate of Science in Nursing (ASN) Degree Option – Keene

The Associate of Science in Nursing Program is also available at the RVCC Academic Center in Keene. Admission to the Keene program occurs every other year depending on sufficient number of qualified applicants, instructors, and clinical sites. Admission requirements to the nursing program at the Keene site are identical to those at Claremont. At the Academic Center in Keene, students can also access a full range of college services. The student services include financial aid, academic advisement, *Accuplacer Assessment*, admission counseling, computer labs, college library databases and tutoring.

## ASSOCIATE OF SCIENCE IN NURSING - PROGRAM OF STUDY

Program Pre-Requisite Requirements: Licensure as a Nurse Assistant in NH, BLS/CPR Program Pre- Requisite Courses: High School English, Algebra, and Chemistry

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB/CLIN	CR
SCI 201R	Anatomy & Physiology I.....	3	3	4
PSYC101R	Introduction to Psychology.....	3	0	3
ENGL102R	College Composition# .....	3	0	3
ADNR116R	Nursing Care I .....	3	2 lab 10 clinical	7
ADNR105R	Nursing Seminar I .....	1	0	1

#### SPRING SEMESTER

PSYC114R	Human Development .....	3	0	3
SCI202R	Anatomy & Physiology II#.....	3	3	4
ADNR117R	Nursing Care II .....	4	2 lab 13 clinical	9

### SECOND YEAR

#### FALL SEMESTER

MATHxxxR	Mathematics Elective .....	3 - 4	0	3 - 4
SCI205R	Microbiology.....	3	3	4
ADNR215R	Nursing Seminar II.....	1	0	1
ADNR220R	Nursing Care III.....	4	2 lab 13 clinical	9

#### SPRING SEMESTER

ENGLxxxR	200 Elective .....	3	0	3
	Elective (Humanities/Fine art/ Language) .....	3	0	3
ADNR225R	Nursing Seminar III .....	1	0	1
ADNR230R	Nursing Care IV .....	4	2 lab 16 clinical	10

\* MATH elective option – It is highly recommended if you are planning to continue your education in a RN to BSN program that you take MATH 106R – Statistics I



# Nursing – Associate of Science Degree in Nursing

The Associate of Science Degree in Nursing (ASN) Program prepares the student for beginning level of practice and for National Council Licensure Examination (NCLEX) for Registered Nurses (RN). Graduates are prepared to enter the nursing profession as safe and effective health care professionals who contribute to the health and wellness of their communities. Upon graduation, students are qualified for immediate employment in a variety of healthcare settings that include hospitals, long-term care facilities, and clinics.

The nursing curriculum provides a contemporary and quality education and is approved by the New Hampshire Board of Nursing. Questions on State Board of Nursing requirements can be addressed to <http://www.nh.gov/nursing>. The ASN Program achieved Candidacy status from the Accreditation Commission for Education in Nursing (ACEN) [www.acenursing.org](http://www.acenursing.org) in January 2015 and is actively working toward full national accreditation.

## NURSING PROGRAM MISSION

The Associate Degree Nursing program advances the mission of River Valley Community College through excellence and access to a pre-licensure registered nurse program. The associate degree nursing program facilitates students' achievement of personal and professional goals and assists them in becoming responsible and contributing members of the nursing profession and their communities. The program prepares students to take the national council licensing examination, begin employment and practice as registered nurses. Concepts of life-long learning, individual integrity, collaboration and professionalism are emphasized throughout the program.

## Nursing Program Outcomes

- Eighty percent (80%) of students will graduate from the River Valley Community College Nursing Program within three years of the initial admission into the program.
- The first-time pass rate for River Valley Community College nursing graduates is equivalent to, or exceeds the national pass rate for first-time test takers who are graduates of associate degree nursing programs.
- Within six months of graduation from the River Valley Community College Nursing Program, ninety percent (90%) of the graduates will be employed as Registered Professional Nurses.
- Eighty-five percent (85%) of graduates will express overall satisfaction with the River Valley Community College Nursing Program at the time of graduation and one year following graduation.
- One year from graduation, ninety percent (90%) of employers will express satisfaction with River Valley Community College graduate nurses performance.

## Program Information

The Associate of Science Degree in Nursing Program offers four sequential clinical nursing courses which students complete over two years. Each course integrates classroom learning with simulation laboratory activities and faculty supervised clinical experiences to prepare students to provide holistic nursing care to individuals, families, and groups. The nursing

program follows Patricia Benner's novice to expert model of skill acquisition with faculty guiding students to develop the ability to provide increasingly complex nursing care.

Students integrate nursing knowledge with liberal arts courses that focus on life and social sciences, humanities, mathematics, and English to grow personally and professionally. Many students complete the general education courses prior to admission into the nursing program. Students must successfully complete 68-69 college credits to meet graduation requirements for the Associate of Science Degree in Nursing.

Learning experiences take place in a variety of settings that include classrooms, nursing skills laboratory, hospitals\*, healthcare agencies, long-term facilities and community settings. Students are responsible for their own transportation to these facilities. The program adheres to NH Board of Nursing educational standards for clinical supervision. Each faculty teaching in the classroom, skills laboratory, and clinical setting holds a Master's degree in Nursing (MSN). Each group of eight (8) students is supervised by a nursing faculty in clinical.

\* Clinical Affiliation sites are subject to availability

Students must earn a grade of B- (80%) or higher and pass clinical for each nursing course to progress within the program. The sequence of nursing courses must be completed within five (5) years of the date of entry into the first nursing course. Students who receive a failing grade in a nursing course or Unsatisfactory in clinical cannot progress further in the nursing program. One opportunity for re-enrollment in the program is offered. Re-enrollment depends upon space availability and changes in nursing curriculum or clinical requirements. Complete reenrollment policy is found in the Nursing Student Handbook.

Students will be required to pass a med-math exam at the beginning of each semester. A student who does not earn a 100% on this exam by the third attempt cannot progress in the program. Students participate in mandatory ATI assessments each semester and NCLEX Readiness Examinations while in the program. At the end of the nursing program all students will attend a NCLEX review course. A fee is assessed for this testing and review course through tuition charges.

After acceptance in the program, students are eligible for RN to BSN options through agreements with a number of colleges and universities. Currently, the RVCC Nursing Program has affiliation agreements with the Granite State College, Southern New Hampshire University and several other colleges. More information on the RN to BSN options can be obtained from the Nursing Department Chairperson.

## Admission Requirements

- Complete the College Application and fee
- Provide evidence of high school or college credits in algebra, chemistry and English with grades of "C" or better
- Meet minimum score requirements in all four sections on a single Assessment Technologies Inc. (ATI) Test of Essential Academic Skills (TEAS) assessment.
- Submit two Professional References on forms provided by the College

# Technical Standards for 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, stretcher or patient bed 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/BEHAVIORAL

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 one's 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 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.



# Advanced Placement (AP) Nursing Associate of Science Degree in Nursing

## Advanced Placement Option for Licensed Practical Nurses (LPN)

The Advanced Placement (AP) option is designed to expand upon the previous education of the Practical Nurse. Applicants must have a current Practical Nurse license. The application process is the same as for the Associate of Science Degree in Nursing except a NH State Police Criminal background check is required of any applicant who holds a PN license other than a NH LPN. Instructions for the criminal background check are available in the nursing office. The results of this background check must be submitted to the ASN Department Chairperson who will determine the applicant's eligibility for admission to the ASN Program. Admission is on a space available basis. In addition to the above requirements, AP applicants are required to meet minimum score requirements on the Test of Essential Academic Skills (TEAS) Assessment and achieve a Proficiency Level II on both the ATI Fundamentals of Nursing Assessment and Nutrition Assessment.

Applications and completed application requirements must be received in the Office of Admissions by February 28 for the application to be placed in the applicant pool for consideration. Students are notified of acceptance by March 31.



Equivalent nursing credits of "B-" (80%) or higher, from a regionally accredited nursing school may be transferred from the applicants' basic practical nursing program. Equivalency of credits will be determined by the ASN Department Chairperson when transcripts and course descriptions are submitted. Students from non-regionally accredited programs who achieved credits with a "B-" or higher, should contact the ASN Department Chairperson to determine eligibility for possible recognition of previous academic work.

## ADVANCED PLACEMENT (AP) Pre-Requisites

The following Pre-Requisites must be completed (with a grade of C or better) to meet admission requirements of the PN to RN advanced placement (AP) option:

Anatomy & Physiology I .....	4 Semester Credits
Anatomy & Physiology II.....	4 Semester Credits
Introduction to Psychology.....	3 Semester Credits
Human Development.....	3 Semester Credits
Mathematics Elective.....	3 or 4 Semester Credits
Elective (Humanities/Fine Arts/Language)...	3 Semester Credits
College Composition.....	3 Semester Credits

As an AP student, 17 credits for the first level ASN courses are applied to the transcript. AP students enter in the second year of the ASN Program after successfully completing the 2 credit Transition PN to RN course (ADNR197R).

## ADVANCED PLACEMENT PROGRAM OF STUDY

### SUMMER SEMESTER

#### EFFECTIVE 2017

	CL	LAB/CLIN	CR
ADNR197R Transition PN to RN.....	2	0	2

### FALL SEMESTER

	CL	LAB/CLIN	CR
SCI205R Microbiology.....	3	3	4
ADNR215R Nursing Seminar II.....	1	0	1
ADNR220R Nursing Care III.....	4	2 lab 13 clinical	9

### SPRING SEMESTER

	CL	LAB/CLIN	CR
ENGLxxxR 200 Elective .....	3	0	3
ADNR225R Nursing Seminar III .....	1	0	1
ADNR230R Nursing Care IV .....	4	2 lab 16 clinical	10

Program of Study is subject to change.

# Occupational Therapy Assistant

## (Day Program)

### Occupational therapy: “Living Life to its Fullest”

Occupational therapy is the profession for individuals who 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: (all located in the OTA Admission Packet):

- Successful completion of A+P I with a “C” or better (prior to admission)
- 2-4 hour Fieldwork observations
- High School chemistry, college level Chemistry I or Intro to Chemical Principles
- One letter of recommendation
- Essential Skills Agreement
- Licensure/Liability Agreement
- CPR for allied health professionals or a course including child, adult and AED training
- Criminal background checks and fingerprinting (required for FW placement and may be completed in the first year of matriculation) \*the cost of these are the responsibility of the student
- An interview with the Program Director after all program and college application materials are submitted.
- Accuplacer scores (as listed below) unless waived by Program Director

## Accuplacer (Sentence Skills)

- Sentence Skills at least 78 and Reading skills at least 70 or RVCC course Introduction to College Comp (minimum C grade) or RVCC course English Composition I (passed) or Transferring in English Composition I or equivalent (minimum grade C)

## Accuplacer (Mathematics)

- Elementary Algebra score at least 78 or RVCC course: Fundamentals of Mathematical Literacy I and II (or equivalent from elsewhere) passed with at least a C grade or RVCC college level math or Transferring in college level math

## Curriculum Grading and Progression Through Program

The student must pass all OCTA and AHLT and Liberal Arts courses with a minimum grade of “C”. All OCTA and AHLT 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.

## Curriculum Flexibility

The curriculum may be completed in two, to three years. Each curriculum plan is individualize for each student and done so with the OTA academic advisor. All students must complete the curriculum within a four year period from the date of their matriculation.

## Program accreditation

The RVCC Occupational Therapy Assistant program is accredited by Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), ACOTE c/o AOTA, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. The web site is [www.aota.org](http://www.aota.org). Questions about ACOTE accreditation can be directed via the ACOTE web site [www.acoteonline.org](http://www.acoteonline.org). For up to date passing rates of first time test takers please proceed to the following link <https://secure.nbcot.org/data/schoolstats.aspx> 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. For up to date passing rates of first time test takers, please proceed to the following link: <https://secure.nbcot.org/data/schoolstats.aspx>

### NBCOT examination pass rates

Year	Total Number of New Graduates Testing	Total Number of New Graduates Passing	Total Number of New Graduates Failing	RVCC Percentage Passing Rate of New Graduates
2015	13	11	2	84%
2014	18	13	5	72%
2013	4	4	0	100%
Total 3-year	35	28	7	80%

*Occupational Therapy Assistant continued on page 44*



# Occupational Therapy Assistant

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
SCI201R	Anatomy and Physiology I#.....	3	3	4
PSYC101R	Introduction to Psychology.....	3	0	3
PSYC114R	Human Development .....	3	0	3
AHLT104R	Introduction to Occupational Therapy/Physical Therapy (First 8 weeks)# .....	1	0	1
AHLT112R*	Clinical Conditions for OT/PT/MT# .....	3	0	3
AHLT135R*	Activities of Daily Living# .....	2	3	3
OCTA110R*	Fundamentals in Occupational Therapy (Second 8 weeks)# .....	0	3	1

#### SPRING SEMESTER

		CL	LAB	CR
ENGL102R	College Composition# .....	3	0	3
MATHxxx	Mathematics Elective# .....	4	0	4
SCI202R	Anatomy and Physiology II#.....	3	3	4
AHLT123R	Functional Kinesiology# .....	2	3	3
OCTA125R*	Therapeutic Principles# .....	1	5	3
OCTA212R*	Developmental Disabilities in Occupational Therapy# .....	1	4-3	2

#### SUMMER SEMESTER

		CL	LAB	CR
OCTA190R	OTA Level I Fieldwork .....	0	0	4
OCTA191R	OTA Level I Fieldwork Seminar .....	2	0	2

### SECOND YEAR

#### FALL SEMESTER

		CL	LAB	CR
ENGLxxx	English Elective# .....	3	0	3
XXXXxxxR	Humanities/Fine Arts/World Language .....	3	0	3
AHLT220R*	Clinical Neurology# .....	3	0	3
AHLT210R*	Physical Therapy/Occupational Therapy Management# .....	2	0	2
OCTA213R*	Psychosocial Disabilities in Occupational Therapy# .....	2	2	3
OCTA214R*	Physical Disabilities in Occupational Therapy# .....	1	3	2

#### SPRING SEMESTER

		CL	LAB	CR
OCTA220R*	Seminar in Occupational Therapy# .....	1	0	1
OCTA290R*	OTA Level IIA Fieldwork Experience (8 wks)# .....	0	0	6
OCTA291R*	OTA Level IIB Fieldwork Experience (8 wks)# .....	0	0	6

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

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.



# Phlebotomy

A career as a Phlebotomy Technician is a rewarding path for someone who desires to work directly with patients. 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. Phlebotomists use care and skill to obtain blood specimens from patients for analysis in the clinical laboratory. Technologists and physicians depend upon the phlebotomist to collect quality patient specimens in order to produce quality laboratory results. Phlebotomy technicians are trained to create an atmosphere of trust and confidence in patients while drawing blood specimens in a skillful and safe manner. 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 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.

Employment opportunities include, but are not limited to, hospitals, clinics, physicians' offices, laboratories, and blood banks.

Clinical experience will be arranged through the Medical Laboratory Science Department.

## CERTIFICATE PROGRAM

### FALL SEMESTER

	CL	LAB	CR
PHBC110R Phlebotomy .....	3	0	3

### SPRING SEMESTER

	CL	LAB	CR
PHBC190R Phlebotomy Internship (PHBC110R) (120 hours) .....	0	0	3

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

To register for PHBC190R, Phlebotomy Internship, all of the following must be provided by December 15th.

- 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.
- Completion of PHBC110R or ALHT126R with a "C" or better.
- Criminal Background Check.

All internship courses require a final grade of "C" or better for course completion.





# Physical Therapist Assistant

This Physical Therapist Assistant (PTA) program at River Valley Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

The PTA program prepares students to work with injured, ill or debilitated patients in various settings under the direction and supervision of a licensed physical therapist. The program also prepares students for the PTA licensure examination in the student's respective state of jurisdiction.

Job opportunities exist for PTAs across the United States in a variety of settings. The most common job settings for the PTA include a PT's out-patient private practice and a skilled care/long term care facility. Graduates report an increase in the part-time job market at this time.

**Application deadlines:** April 1 and June 15 for the following fall. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. (See website for details of the application deadlines, application process, and PTA program application packet: [www.rivervalley.edu/academics/academic-programs/physical-therapist-assistant](http://www.rivervalley.edu/academics/academic-programs/physical-therapist-assistant))

**Requirements for application consideration:** Applicants must meet certain academic standards. For specific details refer to the PTA program application packet (see website directions above) or the Admissions office.

There are **Technical Standards** for applicants and students in the PTA program. These standards of motor, sensory, communication, behavior and critical thinking skills reflect reasonable expectations for performance of common physical therapy functions. Applicants are directed to the PTA section of the college website, or the PTA Program Application Packet for more information.

**Transfer options:** The PTA degree is considered a terminal degree and is not a stepping stone to the Doctorate in Physical Therapy (DPT) degree. A transfer agreement is in place with Franklin Pierce University that allows PTA graduates to transfer in credits towards the Bachelor degree. PTA graduates may also consider continuing their education in health fields such as massage therapy or athletic training. Consult with your academic advisor.

**Special requirements:** All technical courses are only offered at the main campus in Claremont, NH. The liberal arts courses often have day, evening, on-line options at the main campus or the Academic Centers. Applicants must meet all requirements for consideration before entering the program. PTA students are required to keep pace with the class and must take courses in sequential order. Students must meet technical standards, dress code standards, grade standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check and/or drug test. The student will be responsible for those expenses.

All courses in the PTA program must be passed with a grade of "C" in order to progress. All PTAC and AHLT 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.

The PTA program combines classroom and laboratory work at the college with two full-time (8 weeks and 10 weeks) 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 an estimated 90 minutes one way. A car is required for personal transportation to all clinical education experience assignments.

Once matriculated into the PTA program, all courses 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. Please see the PTA program Student Handbook online for more information (following directions noted above. Click on PTA Student Handbook).

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.

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
SCI201R	Anatomy and Physiology I#	3	3	4
AHLT104R	Introduction to Occupational Therapy/ Physical Therapy#	1	0	1
AHLT112R	Clinical Conditions for OT/PT/MT#	3	0	3
PSYC114R	Human Development	3	0	3
AHLT135R	Activities of Daily Living#	2	3	3
PTAC112R*	Physical Therapy Procedures I	2	3	3

#### SPRING SEMESTER

ENGL102R	College Composition#	3	0	3
MATHxxxR	Mathematics Elective#	3/4	0	3/4
SCI202R	Anatomy and Physiology II#	3	3	4
AHLT123R	Functional Kinesiology#	2	3	3
PTAC115R*	Therapeutic Exercise#	2	3	3
PTAC122R*	Physical Therapy Procedures II#	2	3	3

#### SUMMER SEMESTER

PTAC190R*	PTA Clinical Education Practicum I (8 wks) 304 hours#	0	0	6
PTAC192R*	PTA Clinical Education Practicum I Seminar# (two 8 hour days)	1	0	1

### SECOND YEAR

#### FALL SEMESTER

ENGLxxxR	English Elective	3	0	3
XXXXxxxR	Humanities/Fine Arts/World Language	3	0	3
PSYC101R	Introduction to Psychology	3	0	3
AHLT210R*	PT/OT Management#	2	0	2
AHLT220R*	Clinical Neurology	3	0	3
PTAC211R*	Physical Therapy Procedures III#	2	3	3

#### SPRING SEMESTER

PTAC250R*	PTA Clinical Education Seminar# (eight 8 hour days)	4	0	4
PTAC292R*	PTA Clinical Education Practicum II# (10 wks) 400 hours	0	0	8

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

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

# Radiography

The acquisition of medical imaging is usually carried out by the radiographer, often known as a radiologic technologist. Candidates and R.T.s are held to stringent ethics standards in order to be eligible for certification and registration.

X-rays were discovered by Wilhelm Conrad Roentgen on November 8, 1895. Since the initial discovery, technology has evolved rapidly. Radiography includes diagnostic radiography as well as additional imaging modalities such as mammography, computed tomography (CT), magnetic resonance imaging (MRI), PET-CT, PET-MRI, cardiac-interventional radiography, vascular-interventional radiography, quality management (QM), bone densitometry, nuclear medicine (NM), radiation therapy, and sonography. Radiography has been an indispensable diagnostic tool of modern medicine. Broken bones can be aligned, ulcers can be detected, and many other injuries and conditions can be treated when the exact nature is known to the physician.

## What is Radiography?

Radiography is a medical specialty that uses imaging to diagnose and treat disease seen within the body by providing images of the tissues, organs, bones, and vessels that comprise the human body. These images may be recorded on film or as a computerized image. Radiologists, physicians who have had special training in interpreting diagnostic images, read or diagnose these images. Treatment of a patient depends on the accurate and precise production of radiographic images, commonly referred to as “x-rays”.

## What does a Radiographer do?

A radiographer is an important member of the allied health care team. They are responsible for producing high quality medical images that assist medical specialists and doctors to diagnose or monitor a patient's injury or illness. The body part of the patient must be accurately positioned, and only the amount of radiation necessary to produce a quality diagnostic image must be applied. Exams and procedures are performed on patients of all ages, including pediatric and geriatric patients. The radiographer works in many areas outside of the radiology department, including surgery, the emergency room, cardiac care, intensive care, and patient rooms. Through the River Valley Community College Radiography program the student radiographer will learn the appropriate use of technology, and care needed for all levels of patients in the health care environment.

## Radiography Program Mission Statement:

The mission of the River Valley Community College Radiography Program is to educate students to become competent radiographers who provide quality imaging services to healthcare facilities.

## Student Learning Outcomes:

- Students will perform as competent radiographers.
- Students will demonstrate problem solving and critical thinking skills.
- Students will communicate effectively with didactic instructors, patients, and healthcare team.
- Students exhibit professional development consistent with the qualifications of an entry-level technologist.

Upon completion of the program, graduates are eligible to sit for the certification examination conducted by the American Registry of Radiologic Technologists to practice as a Registered Radiologic Technologist.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program effectiveness data may be found at [www.jrcert.org](http://www.jrcert.org). Exam pass rates for the Radiography Program at RVCC can be found on our college web site [www.rivervalley.edu](http://www.rivervalley.edu). The class of 2015 retention rate was 100%.

## Admission Requirements

1. High school or college physics within the last ten years with a “C” or better
2. High school or college chemistry within the last ten years with a “C” or better
3. Personal interview will be arranged with the applicant by the Radiography Program Director
4. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for the Healthcare/Professional Rescuer before program matriculation.
5. Completion of the River Valley Community College Application
6. Criminal background checks and fingerprinting may be required for clinical placement and may be completed in the first year of matriculation) \*the cost of these are the responsibility of the student
7. One (4) hour observation/shadow experience in a Radiology department.

## Additional Testing Criteria

Accuplacer Testing: Sentence Skills at least 78 and Reading skills at least 70 or RVCC course Introduction to College Comp (minimum C grade) or RVCC course English Composition I (passed) or Transferring in English Composition I or equivalent (minimum grade C). Elementary Algebra score at least 78 or RVCC course: Fundamentals of Mathematical Literacy I and II (or equivalent from elsewhere) passed with at least a C grade or RVCC college level math or transferring in college level math.

## Curriculum Grading and Progression Through Program

The student must pass all courses within the curriculum with a minimum grade of “C”. All Radiography Program courses are based on a 7-point scale (C=80).

## Curriculum Flexibility

The curriculum may be completed in two to three years. Each curriculum plan is individualize for each student and

*Radiography continued on page 48*



# Radiography

done so with the Radiography academic advisor. All students must complete the curriculum within a four year period from the date of their matriculation.

## Clinical Placement

The Program Clinical Coordinator will place all students and arrange all contractual agreements between clinical placements. Clinical placement is executed by the Program Clinical Coordinator in consultation with the student. The student should expect to commute up to but not limited to one hour or more for clinical placement(s). This commute is expected due to the rural nature of our college location and site availability. Liability insurance is available through RVCC at a minimal cost to the student and is required to engage in clinical placements. Immunizations, health records and health insurance may also be required by some clinical placements. Obtaining these records and any additional costs therein is the responsibility of the student. Students will be required to purchase uniforms according to RVCC Radiography Clinical dress code. During the clinical experience students will perform exams and demonstrate competency. Students must demonstrate competence in all 31 procedures identified as mandatory and 15 of the 35 elective procedures required by the ARRT (American Registry of Radiologic Technologists) prior to graduation.

## Essential Skills for Entry into the Program

It is expected that all student matriculated in the Radiography Program will act in a professional and ethical manner. In addition, specific motor and sensory skills are also required to assure optimal performance in the field and to assure patient safety.

**Motor:** The candidate should have sufficient gross and fine motor capabilities to execute the movements and skills required to provide safe and effective care. This includes, but is not limited to:

1. Sufficient coordination, speed, strength and agility to assist and guard (protect) patients who are walking, exercising or performing other activities.
2. Ability to adjust, move and position patients and equipment which involves bending, twisting, pushing and pulling, and reaching in order to guide, transfer and lift equipment and individuals.
3. Ability to guide, resist, and assist patients, and to provide emergency care, which involves activities including standing, kneeling, sitting, walking and crawling.
4. Sufficient endurance to move about a classroom or clinical environment steadily throughout the day, including movement across distances, movement from one floor to another, and negotiation of small spaces.

**Sensory:** Candidate should have sufficient sensory abilities to assess and monitor patients, observe physical movement,

participate in physical measures, and recognize and respond to patient needs and unsafe situations. Candidate should have the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation and other measures, and requires abilities including, but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, to observe patient performance in radiography, to read or set parameters on radiography equipment, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to verbal directions and requests, to be aware of safety mechanisms in the environment, and for effective communication between patients/families/co-workers.

## FIRST YEAR

### FALL SEMESTER

		CL	LAB	CR
SCI201R	Anatomy and Physiology I# .....	3	3	4
RADT115R	Radiography Position and Procedures1#.....	2	2	3
RADT110R	Patient Care and Ethics in Radiology# .....	2	0	2
RADT101R	Intro to Radiology and Medical Terminology # .....	2	0	2
ENGL102R	College Composition# .....	3	0	3
HUMAxRxR	Humanities Elective .....	3	0	3

### SPRING SEMESTER

RADT121R	Radiography Clinical 1# .....	0	0	5
RADT120R	Radiation Physics and Imaging Equipment# .	3	0	3
RADT215R	Radiographic Position and Procedures 2#.....	2	2	3
SCI202R	Anatomy/Physiology II# .....	3	3	4
MATHxxxR	Mathematics Elective .....	3	0	3

### SUMMER SEMESTER

RADT122R	Radiography Clinical II# .....	0	0	9
RADT123R	Radiography Clinical III# .....	0	0	2
RADT132R	Radiographic Image Production .....	2	2	3
RADT114R	Radiology Pathology and Film Critique#.....	1	0	1
RADT113R	Pharmacology and Venipuncture in Radiology# .....	2	0	2
CSClxxxR	Computer Science Elective .....	2	2	3

## SECOND YEAR

### FALL SEMESTER

		CL	LAB	CR
RADT224R	Radiography Clinical IV#.....	0	0	5
RADT228R	Radiation Biology and Protection#.....	2	2	3
RADT218R	Radiography Positions & Procedures 3# .....	2	2	3

### SPRING SEMESTER

ENGL112R	Professional Communications.....	3	0	3
RADT225R	Radiography Clinical V#.....	0	0	8
RADT230R	Registry Review# .....	1	0	1
RADT240R	Intro to Computed Tomography# .....	2	0	2
SOSCxxxR	Social Science Elective .....	3	0	3

# - Co/prerequisites Required. See Course Descriptions  
Program of Study is subject to change.

# Respiratory Therapy

## (Day Program: Claremont)

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

Working under the supervision of a physician, and alongside other health care professionals, the Respiratory Therapist will use oxygen, medications and various procedures to help the lungs to function adequately. Some disorders that Respiratory Therapists treat include: asthma, emphysema, pneumonia, lung injuries, cystic fibrosis, and bronchitis. Therapists can be found in all areas of acute care hospitals as well as long term care facilities and in homecare settings.

The program goals are to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapist (RRTs).

### Admission requirements:

- Satisfy the general requirements for admission to the college.
- Obtain credits in High School Algebra, English and Chemistry.
- Interview with the Respiratory Therapy faculty.

The Respiratory Therapy application process is competitive. The class will be chosen in 2 stages. Early admissions will be examined and scored on **February 1<sup>st</sup>** and part of the class will be chosen at this time. The remaining class seats will be chosen by **June 15<sup>th</sup>**. If the class still has seats remaining, a final review and selection will take place by **August 1<sup>st</sup>**. All applicants not selected that year will be advised and placed on a waiting list for the following year.

### Special requirements:

Applicants must meet all requirements for consideration before entering the program. RT students are required to keep pace with the class and must take courses in sequential mode where required (please refer to the Respiratory curriculum design). Students must meet technical standards and additional requirements including immunizations, CPR certification, liability and health insurance and a Criminal/Sexual Offender Records Information (CORI/SORI) check.

All courses in the RT program require a grade of "C" or better, in order to progress through the curriculum. All RT courses are based on a 7-point scale (C= 80). The Director of Clinical Education works with each student to assign appropriate clinical sites. Clinical assignments depend on the availability of clinical sites, and students may be required to travel long distances. A car is required for personal transportation to all clinical education experience assignments.

All courses in the RT program must be successfully completed within 3 years unless special permission has been obtained from the program director to continue a fourth year.

## Technical standards:

The technical standards for applicant/students in the RT program include motor, sensory, communication, behavior and critical thinking skills reflective of reasonable expectations for performance of common Respiratory Therapy functions.

The Respiratory Therapy program is fully accredited by the Commission on Accreditation for Respiratory Care (COARC) and has full accreditation through 2017. Commission on Accreditation for Respiratory Care (COARC). 1248 Harwood Rd., Bedford, TX 76021-4255 (817) 283-2835.

Program Outcomes: [www.coarc.com/47.html](http://www.coarc.com/47.html)

## ASSOCIATE DEGREE PROGRAM

### FIRST YEAR

#### FALL SEMESTER

	CL	LAB	CR
ENGL102R College Composition#.....	3	0	3
*MATHxxxR Mathematics Elective# .....	4	0	4
SCI201R Anatomy and Physiology I#.....	3	3	4
RSPT110R Respiratory Care I# .....	3	2	4
RSPT121R Respiratory Physiology# .....	4	0	4
RSPT132R Pulmonary Evaluation I#.....	2	2	3

#### SPRING SEMESTER

	CL	LAB	CR
HUMAxRxxR Humanities/Fine Arts/World Language Elective .....	3	0	3
SCI202R Anatomy and Physiology II# .....	3	3	4
RSPT122R Respiratory Care II# .....	2	2	3
RSPT228R Cardiopulmonary Disease I#.....	3	2	4
RSPT140R Respiratory Care Pharmacology I .....	3	0	3
RSPT115R Microbiology for Respiratory Care (Online)# ..	2	0	2

#### SUMMER SEMESTER

	CL	LAB	CR
RSPT191R Clinical Practicum I# .....	0	0	4

### SECOND YEAR

#### FALL SEMESTER

	CL	LAB	CR
SOSCxxxR Social Science Elective .....	3	0	3
RSPT211R Critical Care Respiratory Therapy# .....	2	2	3
RSPT229R Cardiopulmonary Disease II#.....	3	2	4
RSPT240R Advanced EKGs for Healthcare Providers#...	3	0	3
RSPT281R Clinical Lab II# .....	0	0	4

#### SPRING SEMESTER

	CL	LAB	CR
ENGLxxxR English Elective# .....	3	0	3
XXXxxx Liberal Arts Elective .....	3	0	3
RSPT213R Neonatal and Pediatric Respiratory Care# ....	2	2	3
RSPT219R Advanced Care Seminar#.....	0	0	1
RSPT282R Clinical Lab III# .....	0	0	4

#Prerequisites & Co-requisites required.  
See Course Descriptions.

Students must pass all Respiratory Therapy courses with a grade of "C" or better to progress in the program

\* Math Elective must be the equivalent of MATH110R-Functions and Modeling I - or higher. Please discuss this with the Program Director or your advisor.

# STEM

## Science, Technology, Engineering, Mathematics

The Associate in Science in Mathematics and Science will provide a pathway of transfers to STEM (Science, Technology, Engineering, and Mathematics) majors at four-year institutions while offering them a background that allows for a variety of career opportunities in related fields. This program will allow students to concentrate in any of the following areas:

- Biological Science
- Engineering/Engineering Technology

Students who participate in the program will learn to think critically, reason logically, appreciate the nature and practice of science, and understand and evaluate quantitative and qualitative research.

Built on a cohesive program of study that stresses the connections between the STEM majors, the program design is based upon national standards for majors in mathematics and science. It includes a rigorous and diverse curriculum, accomplished faculty, support for students, and administrative support.

## Biological Science

The Biological Science Concentration will provide a pathway of transfer for students who wish to pursue baccalaureate studies in the biological sciences while offering them a mathematics and science background that allows for a variety of career opportunities in the related fields. Furthermore, upon graduation with an Associate of Science degree in Mathematics and Science, RVCC students will be prepared to enter the workforce in positions such as laboratory and field technicians. Students who participate in the program will learn to think critically, reason logically, appreciate the nature and practice of science, and understand and evaluate quantitative and qualitative research.

Built on a cohesive program of study that stresses the connections between STEM majors (science, technology, engineering, and mathematics), the program design is based upon national standards for majors in Biological science. It includes rigorous and diverse curriculum, accomplished faculty, support for the students and administrative support. Some additional highlights of the program include: biomedical research and biomedical technology embedded into several of the core biological science laboratory curricula; an annual RVCC Science symposium where students present data from their own hypothesis-based research; "Science talks" - seminars presented by active scientists; Science club run by the Biological science students and faculty; extracurricular opportunities/trips to increase exposure to the scientific community; and an active research laboratory.

The Biological Science Concentration emulates the first two years of a four-year college and university degree. All students are required to take at least 64 credits to complete the degree of Associates in Science. Of these credits, 32 are general education requirements, and an additional 32 are specific to concentration requirements.

Suggested course sequencing for this concentration are as follows:

### FIRST YEAR

#### FALL SEMESTER

		CL	LAB	CR
SCI101R	Biology: Chemical & Cellular Basis of Life# ...	3	3	4
SCI140R	Chemistry I# .....	3	3	4
MATH110R	Functions and Modeling I*# .....	4	0	4
ENGL102R	College Composition# .....	3	0	3
				<b>15 credits</b>

#### SPRING SEMESTER

SCI102R	Biology: Adaptation, Evolution and Ecosystems# .....	3	3	4
SCI141R	Chemistry II# .....	3	3	4
MATH120R	Functions and Modeling II*# .....	4	0	4
ENGLxxxR	English Elective .....	3	0	3
				<b>15 credits</b>

#### SUMMER SEMESTER

XXXxxxR	Humanities/Fine Arts/ World Language elective .....	3	0	3
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### SECOND YEAR

#### FALL SEMESTER

SCI130R	Physics I# .....	3	3	4
MATH210R	Calculus I# .....	4	0	4
SCI2xxR	Biological Science Elective# .....	3	3	4
				(Anatomy & Physiology I or Microbiology)
MATH106R	Statistics I# .....	4	0	4
				<b>16 credits</b>

#### SPRING SEMESTER

SCI2xxR	Biological Science Elective# .....	3	3	4
				(Anatomy & Physiology II or Genetics)
SCIxxxR	Biological Science or Mathematics Elective# .....	3	3	4
				(Microbiology or Statistics II)
SCIxxxR	Biological Science Capstone .....	3	3	4
XXXxxxR	Social Science elective .....	3	0	3
				<b>15 credits</b>

\* Functions and Modeling courses are prerequisites for Calculus I. A student who enters the program with the equivalent prerequisites can start with Calculus I in the Fall semester and would be advised to continue their mathematics education with Calculus II in the Spring and Differential equations with linear algebra in the following fall semester.

# - Co/prerequisites Required. See Course Descriptions

Program of Study is subject to change.

# STEM

## Science, Technology, Engineering, Mathematics

The Engineering Concentration is designed as a transfer option and students pursue this program of study with the intent to continue their education in Engineering at a 4-year baccalaureate granting institution. Courses are aligned for transfer with programs such as the Sustainable Product Design and Innovation (SPDI) program at Keene State College and the Mechanical Engineering program at the University of New Hampshire.

The proposed Engineering Technology Concentration is intended as terminal and graduates would enter or return to employment in industry as an Engineering Technician.

## Engineering

### FALL SEMESTER

	CL	LAB	CR
ENGR110R Computer Aided Graphics for Engineers .....	2	3	3
MATH210R Calculus I .....	4	0	4
SCI140R Chemistry I .....	3	3	4
ENGL102R College Comp I .....	3	0	3
HUMAxXR Humanities/Fine Arts/Language .....	3	0	3

### SPRING SEMESTER

ENGR101R Engineering Fundamentals .....	3	0	3
MATH211R Calculus II .....	4	0	4
SCI231R Physics I (calculus-based) .....	3	3	4
CSCI175R Intro to C++ .....	3	2	4
ENGL2xxR English Elective .....	3	0	3

### FALL SEMESTER

ENGR201R Introduction to Engineering Design and Analysis .....	3	0	3
MATH212R Multivariable Calculus .....	4	0	4
SCI232R Physics II (calculus-based) .....	3	3	4
ENGR240R Statics .....	3	0	3
SOSCxxR Social Science Elective .....	3	0	3

### SPRING SEMESTER

ENGR210R Engineering Thermodynamics .....	3	0	3
MATH220R Differential Equations with Linear Algebra .....	4	0	4
ENGR245R Mechanics of Materials .....	3	0	3
ENGR230R Introduction to Electrical Engineering .....	3	3	4

Total: 66

## Engineering Technology

### Proposed NEW Concentration - Pending Approval

	CL	LAB	CR
ENGL102R College Comp I .....	3	0	3
ENGL2xxR English Elective .....	3	0	3
ENGR101R Engineering Fundamentals .....	3	0	3
ENGR110R Computer Aided Graphics for Engineers .....	2	3	3
ENGR201R Introduction to Engineering Design and Analysis .....	3	0	3
ENGR205R Engineering Capstone .....	3	0	3
ENGR220R Statics and Strength of Materials .....	3	0	3
ENGR230R Introduction to Electrical Engineering .....	3	3	4
HUMAxXR Humanities/Fine Arts/Language .....	3	0	3
MATH110R Functions and Modeling I .....	4	0	4
MATH120R Functions and Modeling II .....	4	0	4
MATH210R Calculus I .....	4	0	4
MTTN101R CNC I G&M Code Programming .....	2	3	3
MTTN105R Introduction to Inspection .....	2	2	3
MTTN106R Machining Process I .....	3	2	4
MTTN201R CNC II CNC Operations, CAM .....	3	2	4
SCI140R Chemistry I .....	3	3	4
SCI231R Physics I (calculus-based) .....	3	3	4
SOSCxxR Social Science Elective .....	3	0	3

Total: 65

## Advanced Manufacturing Technology

(Minimum enrollment of 10 for program to run)

The Advanced Manufacturing 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.

Graduates from this certificate program are encouraged to continue their studies by pursuing an Associate Degree in Manufacturing Engineering Technology as outlined above. For details on this Associate Degree please contact the Program Director for consultation.

### CERTIFICATE PROGRAM

	CL	LAB	CR
MTTN101R CNC I – G & M Code Programming (MTTN106R or POI) .....	2	3	3
MTTN102R Blueprint Reading with GD & T .....	2	2	3
MTTN104R Machine Tool Math .....	3	0	3
MTTN105R Introduction to Inspection .....	2	2	3
MTTN106R Machining Processes I .....	3	2	4
MTTN201R CNCII – CNC Operations, CAM (MTTN101R) .....	3	2	4
MTTN204R Machining Processes II (MTTN106R) .....	3	2	4

Prerequisites and corequisites are listed in parentheses.



# Course Descriptions

## ADVANCED MANUFACTURING TECHNOLOGY

### MTTN101R 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: MTTN106R or permission of instructor.)

### MTTN102R 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.

### MTTN104R 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.

### MTTN105R 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.

### MTTN106R 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.

### MTTN108R 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: MTTN101R, MTTN106R)

### MTTN201R 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: MTTN101R)

### MTTN204R 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: MTTN106R)

### MTTN205R 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: MTTN105R)

### MTTN207R 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: MTTN108R)

### MTTN208R 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: MTTN101R, MTTN106R)

## ALLIED HEALTH CORE COURSES

### AHLT103R 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.

**AHLT104R 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 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 in practice case studies, practice models, medical abbreviations, safety issues, current issues, trends, and ethical and legal practice. (Prerequisite: Minimum Accuplacer Sentence Skills Score of 78 and Reading scores of 70 or ENGL102R or equivalent.)

**AHLT106R Introduction to Healthcare Research 3 CLASS HOURS/3 CREDITS**

This course is geared for the student or health care professional who wants to become involved with healthcare research. Basic concepts are presented along with real-world examples. This course will address selected topics and statistical procedures that are common to medical research in general and specifically to allied health care. It is a goal of this course to aid the student to become an "educated consumer" of healthcare research. (Prerequisites: ACCUPLACER Sentence Score 78 (or above) and ACCUPLACER Reading Comprehension Score 70 (or above), or Permission of Instructor)

**AHLT112R Clinical Conditions for Occupational/  
Physical 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. This course is designed to give a background on clinical conditions the PTA & OTA student will encounter during clinical education experiences/fieldwork. (Co/Prerequisites: SCI201R)

**AHLT123R 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: SCI201R, Matriculation in OTA, PTA; or SCI111R and MASS101R and Matriculation in Massage Therapy)

**AHLT135R 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 shall have the opportunity with other classmates to experience and demonstrate 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: AHLT104R, AHLT112R (exceptions require the approval of the Professors and the Program Director)

**AHLT139R 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.

**AHLT200R 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 occasionally-offered 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, Achille's 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: AHLT123R or currently licensed PT/PTA or permission of instructor.)

**AHLT201R Aquatic Therapy 3 LAB HOURS/1 CREDIT**

This course focuses on the use of water as a therapeutic environment alternative to land based 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)

**AHLT210R 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: OCTA190R or PTAC190R)

**AHLT220R 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: SCI201R, SCI202R)

## BUSINESS DEPARTMENT

**ACCT101R 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.

**ACCT102R Accounting II 3 CLASS HOURS/3 CREDITS**

This course is designed to strengthen the student's accounting ability. It covers receivables and temporary investments, cash control, inventories, plant and intangible assets, payroll and payroll taxes, and contingent liabilities. (Co/Prerequisite: ACCT101R)

**ACCT103R 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.

**ACCT105R 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: BCPT101R)

**ACCT200R Intermediate Accounting 3 CLASS HOURS/3 CREDITS**

This course will cover 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, and the cash flow statement. (Co/Prerequisite: ACCT203R)

**ACCT201R Accounting for Nonprofit Organizations****3 CLASS HOURS/3 CREDITS**

This course will teach students basic information of not-for-profit accounting and its primary users: federal, state and local governments; hospitals; non-profit organizations and schools. Upon successful completion of the course, the student should be able to describe the primary funds and accounting groups, assist in the budget process, and practice variances among the major nonprofit organizations according to their authoritative pronouncements. (Prerequisites: ACCT102R or Permission of Instructor)

**ACCT202R Accounting for Healthcare 3 CLASS HOURS/3 CREDITS**

Accounting for Healthcare begins with an introduction to healthcare finance and a description of the current financial environment in which healthcare organizations function. It then will explore the basics of financial and managerial accounting, presenting concepts that are critical to making sound financial decisions to better the cost-effectiveness of the organization. (Prerequisites: ACCT102R or Permission of Instructor)

**ACCT203R 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: ACCT102R)

**ACCT204R 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: ACCT102R, BUS101R, BUS105R)

**ACCT212R 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.

**ACCT215R 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: ACCT102R)

**ACCT216R Computerized Accounting****2 CLASS HOURS/4 LAB HOURS/3 CREDITS**

This course covers small business accounting using QuickBooks Pro and Peachtree 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: ACCT101R)

**BCPT101R 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 Windows operating system, Microsoft Office Suite (Word, Excel, Access, PowerPoint), and the Internet.

**BCPT104R 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: BUS106R)

**BUSxxxR Introduction to Sales 3 CLASS HOURS/3 CREDITS**

This course is a study of the selling process as it relates to training professional sales people and the basic elements of the persuasion process. A systematic approach will be used to develop techniques to adjust to individual styles. Students will also study the tasks of the sales manager and techniques which are used to hire, train, and compensate the sales force.

**BUS101R 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.

**BUS102R Business Correspondence 3 CLASS HOURS/3 CREDITS**

This course will develop and refine the punctuation, grammar, business writing, and effective communication skills necessary to create quality business documents and presentations. Discussions will include the communication skills necessary to develop and maintain effective internal and external public relations.

**BUS104R Principles of Marketing 3 CLASS HOURS/3 CREDITS**

The course examines the principles incorporated in the "market concept" as it relates to the performance of business activities directed toward and incident to, the flow of goods and services to customer or user. The course will introduce the student to the "marketing mix" which is composed of product, price, place, and promotion. Emphasis will also included planning, research and the organization of the marketing function. Environments included are consumer, industrial, profit, non-profit and global. (Prerequisite: BUS101R or Permission of Instructor)

**BUS105R 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.

**BUS106R 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.



**BUS110R 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, decision making motivation, and team development. Executing managerial responsibilities in both the profit and non-profit environments. (Prerequisite: BUS101R or Permission of Instructor)

**BUS111R Leadership Training for Business Managers****3 CLASS HOURS/3 CREDITS**

This course addresses leadership from three vantage points: the executive-level, the mid-level manager and the individual contributor or team leader. Each vantage point calls for competencies in the following leadership areas: Leadership Styles, Leadership influences on employee motivation, drive and commitment, Group Communication, Operational Leadership, Organizational Behavior, Managing Organizational change, Strategic Leadership, and performance management.

**BUS201R 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. Examine the human resource function in implementing the overall strategy of the organization. (Co/Prerequisite: BUS110R or Permission of Instructor)

**BUS202R Healthcare Management 3 CLASS HOURS/3 CREDITS**

This course provides an overview of concepts and issues related to healthcare leadership and management. Through examination of management topics and healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse and every changing healthcare environment. Topics will include healthcare leadership, organizational design as it relates to the unique nature of healthcare organizations, managing professionals, performance improvement, teambuilding and teamwork, and diversity in the workplace. (Prerequisites: BUS110R or Permission of Instructor)

**BUS204R 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: BUSC101R, BUSC104R, BUSC110R or Permission of Instructor)

**BUS240R 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.

**COMPUTER TECHNOLOGY****CSCI101R 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.

**CSCI103R 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. (Prerequisites: BCPT101R or Permission of Instructor and Knowledge of Windows)

**CSCI106R Communication Infrastructure****2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course provides a hands-on guide to planning, designing, installing and maintaining the communication infrastructure media used to support voice and data communications which includes copper cabling, fiber optical cabling, and wireless media. The subject matter corresponds to that of industry wide structured cabling standards and the Certified Wireless Network Administrator (CWNA) certification. This course covers network and telecommunications cabling standards and procedures with particular emphasis on copper and 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. The course also 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.

**CSCI109R IT Ethics****3 CLASS HOURS/3 CREDITS**

The concept of ethics is a very diverse and complicated subject area. Individuals in the IT field are faced with a plethora of ethical dilemmas and without a solid foundation, handling these dilemmas could become overwhelming. This course provides students with the fundamentals skills needed to operate in the IT field in an ethical manner. Students will learn their legal responsibilities as IT professionals, as well as, the ramifications associated with failing to follow the guidelines of industry accepted ethical behavior. Students will learn how IT Ethics are integrated throughout the Global E-World. Students will gain an understanding of how and why ethics are important, especially in the field of Information Technology. This course examines a variety of topics ranging from Intellectual property and privacy rights through censorship and pornography.

**CSCI110R Networking I 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. Students will learn entry level home network installation technician skills. 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.

**CSCI120R Networking II 2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course is a continuation of Networking I, with increased focus on the installation and configuration of local and wide area networks in a small to medium business environment or Internet Service Provider (ISP). Topics include an introduction to routing using the Cisco IOS,



expanded OSI model, Help Desk, Network Upgrades, expanded IP sub-netting and the purpose and responsibilities of the Internet Service Provider (ISP). (Prerequisites: CSCI110R)

#### **CSCI125R Application Programming**

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

This course provides students with the skills and knowledge to plan, enter, refine, and debug programs that solve typical business problems. The finished programs are compiled and packaged into stand-alone applications, which are then installed on personal computers for use by office workers who may have minimal computer skills. Although Visual Basic is used exclusively in the course, as students build complete, real-life, multiple-form applications, they learn fundamental programming concepts and techniques used in all programming languages. This is an introductory course and as such assumes no prior programming experience. (Prerequisite: BCPT101R or Permission of Instructor)

#### **CSCI150R Data Structures and Algorithms**

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

This course provides a hands-on guide to understanding and implementing data structures and algorithms in a computer programming environment. Theories learned in this course will provide the foundation for understanding and working with future programming languages in a professional programming environment. Concepts are theoretical but will be applied through hands on implementation. (Prerequisites: CSCI125R)

#### **CSCI175R Introduction to C++**

**3 CLASS HOURS/2 LAB HOURS/4 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. (Prerequisites: Accuplacer Sentence Skills Score of 78 and CSCI125R for Website Design students or permission of program director)

#### **CSCI185R Introduction to Java**

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

The Java programming language opens the doors to a cross platform Web-based programming. The students will reinforce their basic programming skills and apply them to the Internet environment. The students will learn how to develop applications and applets, how to add active content to their Web pages and how to respond to user initiated events. They will learn how to develop Web user interfaces in a dynamic and responsive way. They will examine client server programming. All this will be accomplished in an Object Oriented Programming environment using Java SDK. (Prerequisites: CSCI175R and Accuplacer Sentence Skills Score of 78 or Permission of Instructor)

#### **CSCI186R 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.

#### **CSCI197R Relational Database Design with SQL**

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

This course provides a conceptual base for creating and utilizing relational databases. Students initially learn how to divide raw data parameters

into tables and columns according to accepted rules of Third Normal database analysis. The students will create a multi-table computerized database suitable for standalone or web implementation. Both graphical and command line SQL methods of creating relational databases will be used. (Prerequisites: BCPT101R or Permission of Instructor)

#### **CSCI203R 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 and editor, executing commands and managing processes. The student will also learn to customize the work environment, use UNIX utilities and learn simple scripting. (Prerequisite: BCPT101R, knowledge of Windows, or Permission of Instructor)

#### **CSCI204R 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 Server 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. (Prerequisite: CSCI110R for CSCI students or CYBS125R for CYBC students.)

#### **CSCI212R 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: CSCI110R or Permission of Instructor)

#### **CSCI213R 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 is assumed, and no mathematics beyond the high school freshman level is required.

#### **CSCI214R Web Animation – Adobe II**

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

In Illustrator Essential Training, students learn the basics of this application to new and experienced users alike. Then delve into Illustrator 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 Essential Training covers each aspect of this popular vector graphics application. Exercise files accompany the training. In Flash Professional Essential Training, students delve into the key aspects of working with Flash 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.

#### **CSCI217R Web Database Programming**

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

The student is introduced to programming using internet scripting technology in a server environment. This course focuses on the funda-

mentals of scripting and how to program applets and applications for use on the Internet as well as database connectivity to the Internet. (Prerequisites: CSCI103R and CSCI175R)

#### **CSCI220R Storage and Virtualization**

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

This course provides students with the foundations of storing, managing and protecting digital data. Students are also introduced to the concepts associated with server and storage virtualization. Emphasis is placed on understanding how to design, implement and manage virtual servers and local, remote and virtual storage networks. (Prerequisites: CSCI204R)

#### **CSCI223R Advanced Programming Seminar**

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

This course enhances the student's understanding and skill in the use of compiled and structured programming languages such as Visual Basic, Java and C++. This course introduces students to legacy programming languages such as COBOL and FORTRAN. Techniques such as data structures, library files and extended functions are covered in accordance with modular programming principles. Object-oriented programming theory and skills are applied with particular emphasis on classes, members, functions, and inheritance. Database dataset access and Web integration are covered to increase the student's ability to manipulate data through programming. (Prerequisites: CSCI125R, CSCI175R, CSCI185R and CSCI197R)

#### **CSCI235R Networking III**

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

This course is a continuation of Networking II, 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. Classful and classless routing protocols like RIP v1, RIP v2, single area OSPF, and EIGRP will be thoroughly covered. 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: CSCI120R)

#### **CSCI240R Networking IV**

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

Network Technicians are responsible for evaluating the computer network needs of new and existing customers. The information gathered is then used to design and propose a network solution suited to the customer's needs. This course is designed to teach students how to analyze a client's computer network needs and then design a suitable end product. Furthermore, students will learn how to properly create a project proposal. (Prerequisite: CSCI235R)

#### **CSCI296R Capstone Course**

**3 CREDITS**

This course is designed to have students completely integrate every aspect of their prior learning into a final cumulative project. Each student will design, implement and present a project that falls within the specialty area of their matriculated degree path- Computer Networking or Website Design. Each project will be of the utmost quality and demonstrate a significant knowledge in the student's specialty area. (Prerequisite: Degree specific: All CSCI, CYBS or Cybersecurity and Healthcare IT courses associated with the Web Design or Computer Networking Technology or Permission of Instructor.)

## **CYBERSECURITY AND HEALTHCARE IT**

#### **CYBS101R Principles of Information Assurance**

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

Students will be introduced to basic security principles, giving the student an understanding of the current threats and vulnerabilities of the cyber landscape, plus other topics relating to the information assurance field. (Prerequisites: CSCI101R or POI)

#### **CYBS110R Topics in Healthcare Information**

**Technology**

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

Healthcare organizations have unique Information Technology requirements that require uniquely qualified IT professional to ensure the security of the Healthcare IT systems. This course provides the IT professional with the required knowledge to adequately traverse the vastness of the Healthcare IT environment.

#### **CYBS120R Network Security**

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

Students will learn about network communications from a security standpoint and perform laboratory assignments in securing networks and Operating Systems. Introduces Cisco and other networking systems and related importance to Healthcare IT. (Prerequisite: CYBS101R)

#### **CYBS125R Fundamentals of Computer**

**Networking**

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

Cybersecurity specialists are required to have a solid foundation in computer networking. This course provides a high level examination of computer networking through the introduction of the Open Systems Interconnection (OSI) model, the TCP/IP protocol suite, routing and switching protocols, Wide Area Network services, and network design & implementation. This course is designed to teach students how a network works, and how the network, and its services, impacts the security architecture of an organization.

#### **CYBS130R Enterprise Security Management**

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

Students will understand the principles of risk management, security architectures, incident handling, disaster recovery, and secure systems administration. (Co/prerequisite: CYBS120R)

#### **CYBS140R Secure Electronic Commerce**

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

Students will learn about the history, present, and future of electronic commerce in the world. The student will also learn about the threats, vulnerabilities, and policies when dealing with commerce in the electronic age. (Co/prerequisite: CYBS130R)

#### **CYBS200R Electronic Medical Records Systems & Information Assurance Certification and Accreditation Process (EMRS/IACAP)**

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

Cybersecurity specialists working in the Healthcare field must have a thorough knowledge of the Electronic Medical Record System (EMRS) and the Information Assurance Certification and Accreditation Process (IACAP). As medical records continue to transition into electronic forms, the Healthcare IT profession needs to be aware of how the data is used and stored by software. Additionally, the Healthcare IT professional needs to be able to assess the entire IT system and ensure that the system is hardened against attack while meeting industry accreditation and certification standards. (Prerequisite: CYBS110R)

#### **CYBS250R Digital Forensics**

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

Students will learn procedures on tracking, analyzing, and patching security holes after an incident has occurred. This will include seizure of equipment, analysis of confiscated materials and follow up procedures relating to the incident. (Prerequisites: CYBS140R and Membership in Infragard, an FBI sponsored organization)

## **CRIMINAL JUSTICE**

#### **CRMJ101R Introduction to Criminal Justice**

**3 CLASS HOURS/3 CREDITS**

This course provides an overview of the American criminal justice system including its roles and expectations of criminal justice professionals, theories of crime causation, crime and punishment philosophy, ethics, and multicultural awareness.

**CRMJ102R Criminal Procedure 3 CLASS HOURS/3 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.

**CRMJ111R Criminal Law 3 CLASS HOURS/3 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.

**CRMJ112R Introduction to the Juvenile Justice System 3 CLASS HOURS/3 CREDITS**

The nature and extent of juvenile crime, delinquency causation theories, juvenile offender typologies, the juvenile justice process from petition through termination, and institutional and community-based treatment options are examined in the course.

**CRMJ201R 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.

**CRMJ204R 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: PSYC101R)

**CRMJ205R Forensic and Scientific Aspects of Evidence 3 CLASS HOURS/3 CREDITS**

This course emphasizes the interdisciplinary relationship among forensic experts in the pursuit of justice, which includes the investigation and prosecution of criminal cases, as well as the exoneration of wrongfully convicted innocent persons. Behavioral, natural, and physical sciences and their role in achieving due process and just results in the court room will be examined.

**CRMJ210R Drugs and the Law 3 CLASS HOURS/3 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.

**CRMJ211R 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.

**CRMJ212R Criminal Justice Communication 3 CLASS HOURS/3 CREDITS**

This course provides students with the foundation skills, knowledge and abilities required to present effective criminal justice reports, proffer testimony at pre-trial, trial, and post conviction hearings, and prepare APA compliant research documents. (Prerequisites: CRMJ101R, or Permission of Instructor)

**CRMJ290R 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.)

**CRMJ291R Criminal Justice Senior Project 3 CLASS HOURS/3 CREDITS**

In this course, through on-going and individualized contact with the supervising instructor, the student develops a topic pre-approved through a prospectus presented to the instructor. The student may develop any topic raised in any major class and is not limited by category. Empirical studies, surveys, literature reviews are among the acceptable categories of research. The final grade is determined by a review of the final product and the extent to which the student has followed the course outlines. (Pre/Co-requisites: completion or enrollment in all other CJ courses.)

**DEPARTMENT OF INSTRUCTIONAL SERVICES****\*INSV101R 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: Minimum Accuplacer Reading score of 38 or written permission of Instructor)

**\*INSV011R 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: One of the following: Minimum Accuplacer Reading score of 38, Sentence Skills score of 42, or written permission of instructor)

**\*INSV017R Fundamentals of Mathematical Literacy I 2 Class Hours/2 Credits**

Fundamentals of Mathematical Literacy I is a course that develops students' problem-solving and logical reasoning skills to prepare them for Fundamentals of Mathematical Literacy II. Topics addressed include numeracy, proportional reasoning, geometry and measurement, and equality. Upon completing Fundamentals of Mathematical Literacy I and II, students will be prepared to enter Statistics I, Mathematical Investigations, or other introductory Liberal Arts mathematics courses. The course is student centered and focuses on developing quantitative literacy skills through activity-based instruction that integrates technology (e.g., graphing technology, manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Much of the course will focus on the misconceptions that students have developed over their mathematical careers. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations. (Prerequisites: At least limited proficiency in Computations with Integers and Fractions on the diagnostic arithmetic Accuplacer exam; OR written permission of instructor or authorized Department of Instructional Services staff or mathematics coordinator.)

**\*INSV018R Fundamentals of Mathematical Literacy II 2 CLASS HOURS/2 CREDITS**

Fundamentals of Mathematical Literacy II is a course that develops students' problem-solving and logical reasoning skills to prepare them for credit-bearing mathematics courses. Topics addressed include algebraic reasoning, graphing, linear equations and introductory statistical topics. Upon completing Fundamentals of Mathematical Literacy I and II, students will be prepared to enter Statistics I, Mathematical Investigations, or other introductory Liberal Arts mathematics courses. The course is student centered and focuses on developing quantitative literacy skills through activity-based instruction that integrates technology (e.g., graphing technology, manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied.



Much of the course will focus on the misconceptions that students have developed over their mathematical careers. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations. (Prerequisites: Proficiency in Computation with Integers and Fractions, Computation with Decimal Numbers, Problems involving Percent, AND at least limited proficiency in Estimation, Ordering, and Number Sense on the diagnostic arithmetic Accuplacer exam; OR successful completion of INSV017R Fundamentals of Mathematical Literacy I (C or higher); OR written permission of instructor or authorized Department of Instructional Services staff or mathematics coordinator.)

**\*INSV019R Fundamentals of Mathematical Literacy for STEM fields 4 CLASS HOURS/4 CREDITS**

(STEM – Science/Technology/Engineering/Mathematics)  
Fundamentals of Mathematical Literacy for STEM fields is a developmental mathematics course that develops students' problem-solving and logical reasoning skills to prepare them for credit-bearing mathematics courses needed for STEM fields. Topics addressed include introduction to functions, polynomials, linear and quadratic functions and equations, basic geometric topics, and introductory statistical concepts. Upon completing Fundamentals of Mathematical Literacy for STEM, students will be prepared to enter Functions and Modeling I (college-algebra and trigonometry course), or other introductory Liberal Arts mathematics courses. The course is student centered and focuses on developing quantitative literacy skills through activity-based instruction that integrates technology (e.g., graphing technology, manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Much of the course will focus on the misconceptions that students have developed over their mathematical careers. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations. (Prerequisites: At least a 53 on the elementary algebra Accuplacer exam AND a composite score of 50 or higher on the diagnostic arithmetic Accuplacer exam; OR successful completion of INSV018R Fundamentals of Mathematical Literacy II (C or higher); OR written permission of instructor or authorized Department of Instructional Services staff or mathematics coordinator.)

**\*INSV030R 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.

**\*INSV040R Foundations of Information 1 CLASS HOUR/1 CREDIT**

This course is an introduction to understanding the many mechanisms of information available to us and their uses in support of academic success and high standards of evidence.

**\*INSV098R 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. Parts of speech, grammar, mechanics, and proper sentence construction will be covered. Students taking Introduction to College Composition must receive a grade of C or better to advance to College Composition. (Co/Prerequisites: Appropriate Accuplacer Reading score of 38 and Sentence Skills score of 42)

**INSV110R 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 in 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 and learning.

**INSV111R 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 INSV110R. 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 12 hours over the course of one 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: INSV110R or Permission of Instructor)

**INSV112R Service Learning Experience III 1 CLASS HOUR/1 CREDIT**

This course will be a continuation of the Service Learning experience for students who have successfully completed INSV110R and 111R. This course will allow students to continue to support an established service project or mentor new Service Learning students in organizing and implementing Service Learning experiences. 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: INSV110R, INSV111R or Permission of Instructor)

\* Credits do not count toward graduation requirements.

## EARLY CHILDHOOD EDUCATION

**ECE101R 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.

**ECE102R 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.

**ECE103R 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.

**ECE104R 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: ECE101R, ECE102R, or permission of program director)

**ECE105R 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. (Prerequisite: ECE102R for Early Childhood Education students)

**ECE190R 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: ECE101R, ECE102R, ECE103R, ECE104R, or Permission of Program Director)

**ECE191R 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: ECE101R, ECE102R, ECE103R, ECE104R or Permission of Program Director)

**ECE200R 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: ECE102R or permission of program director.)

**ECE201R Organization and Management in Early Childhood Education 3 CLASS HOURS/3 CREDITS**

This course is a survey of organization and management of early childhood programs. Emphasis will be on learning how to plan, organize, manage, and evaluate programs and facilities serving young children

and their families. In addition to exploring the multi-faceted role of the early childhood administrator, the course will also examine standards of quality, record keeping, funding, regulations, staffing, and family and community involvement.

**ECE203R Early Language & Literacy Development 3 CLASS HOURS/3 CREDITS**

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. (Prerequisite: ECE102R or permission of program director.)

**ECE204R Status of Childhood in America 3 CLASS HOURS/3 CREDITS**

What is the current status of childhood in America today and how has childhood changed over time? Using knowledge from multiple disciplines, this course will examine the context of and significant factors influencing young children and their families. Major topics explored will include the media, technology, issues related to gender and equity, changes in children's play, and public policy. Students will examine what research reveals about optimal child outcomes and will identify specific strategies early childhood professionals can use to advocate for and to support positive child development and healthy family functioning. (Prerequisite: ECE101R, ECE102R or permission of Program Director)

**ECE206R 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.

**ECE207R Family & Community Relationships In Early Childhood Education 3 CLASS HOURS/3 CREDITS**

Why are family and community relationships a key aspect of best practice in early childhood education? Utilizing varied perspectives and research, this course will examine how children's development is affected by those around them. Major topics explored will include developmental issues, family stressors, and cultural considerations. Students will examine exemplary models and will identify and practice utilizing specific strategies that can build family and community relationships. (Prerequisites: ECE101R or ECE102R or Permission of Instructor)

**ECE220R 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: ECE190R or ECE191R Work Experience Practicum I; ECE290R or ECE291R Work Experience Practicum II)

**ECE290R 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. (Pre-requisites: ECE190R or ECE191R Work Experience Practicum I minimum grade of C; Co-requisite: ECE220R)

**ECE291R 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: ECE190R or Work Experience Practicum I (ECE191R) minimum grade of C; ECE220R)

## ENGINEERING/ENGINEERING TECHNOLOGY

**ENGR101R Engineering Fundamentals 3 CLASS HOURS/3 CREDITS**

Introduction to Engineering provides students with an overview of the various Engineering disciplines to assist them in making informed career choices in the profession. Students will explore the nature of the field through lecture, in-class activities including team and individual design projects and attending seminars given by engineering professionals. Lecture topics focus on the use of fundamental mathematical models for solving problems relevant to civil, chemical, electrical, mechanical, and other engineering disciplines. Also covered are tools of technical communication and engineering ethics. Engineering analysis using spreadsheets and specialty Engineering software is introduced. (Prerequisites: ENGR110R, MATH110R or Permission of Instructor)

**ENGR110R Introduction to Computer-Aided Graphics for Engineers 2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

In this competency-based course students will learn fundamentals of drafting in a modern, networked, computer lab using AutoCAD and with an introduction to drafting software. The course will cover the concepts and application of orthographic projection, isometric representation, and basic dimensioning. Topics also include linetype conventions, lettering, freehand sketching, geometric construction, sections, and auxiliary views. Students will be introduced to 3-D visualization using wire frame, surface and extrusion modeling techniques. This course includes instruction and laboratory activities and a final project using a 3-D printer. (Prerequisites: Matriculation in Engineering Concentration or Permission of Instructor)

**ENGR201R Introduction to Engineering Analysis and Design 3 CLASS HOURS/3 CREDITS**

This is the second course in the Introduction to Engineering sequence. It is designed to build on the concepts learned in the first course but with additional depth. The course starts with an introduction to computational logic and algorithms. Students will use MATLAB and other scientific software to perform engineering analyses. New to the course is the use of the Arduino microcontroller and peripherals platform to create hands-on experiences that complement Engineering design topics. Other topics and instruction include basic statistics for process control and Design of Experiments using Minitab statistical software, introduction to Engineering economics, and a team project. Persistence in solving problems is at the heart of an Engineering curriculum and this course will challenge students to persevere. (Prerequisites: ENGR101)

**ENGR205R Manufacturing Engineering Technology Capstone 2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course in Manufacturing Engineering Technology is designed to provide students with basic aspects of engineering project execution and management. Strong emphasis is placed on problem solving and professional judgment. After completing the course, students are expected to apply learned knowledge and skills to understand, analyze and implement real world engineering projects. This course is designed

for individual projects but may include components requiring participation in a team. (Prerequisites: Senior status, MATH210R, ENGR201R or Permission of Instructor)

**ENGR210R Introduction to Engineering Thermodynamics 3 CLASS HOURS/3 CREDITS**

This course in Thermodynamics is designed to provide students with basic theory and practice in the discipline. Strong emphasis is placed on problem solving and professional judgment. After completing the course, students are expected to apply learned knowledge and skills to understand, analyze and design different thermal components, processes and systems. (Prerequisites: MATH212R, SCI140R, SCI231R or Permission of Instructor)

**ENGR220R Statics and Strength of Material 3 CLASS HOURS/3 CREDITS**

This course in Statics and Strength of Materials is designed to provide students with basic theory and practice in the analysis and design of load bearing structures. Strong emphasis is placed on problem solving and professional judgment. After completing the course, students are expected to be able to apply learned knowledge and skill to understand, analyze and design different load bearing structures and structural systems. (Co-Prerequisites: MATH210R, SCI131R or Permission of Instructor)

**ENGR230R Introduction to Electrical Engineering 3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course in Introduction to Electrical Engineering is designed to provide students with basic theory and practice in the discipline. Strong emphasis is placed on problem solving and professional judgment. After completing the course, students are expected to be able to apply learned knowledge and skills to understand, analyze and design different electrical and electronic systems. The course introduces electrical variables circuit laws, no linear and linear elements, ideal and real sources, transducers, operational amplifiers in simple circuits, external behavior of diodes and transistors, first order RC and RL circuits. It also addresses the digital representation of a signal, digital logic gates, and flip flops. A laboratory is an integral part of this course. (Co-Prerequisites: MATH210R, SCI231R or Permission of Instructor)

**ENGR240R Statics 3 CLASS HOURS/3 CREDITS**

Statics introduces the concepts of engineering based on forces in equilibrium. Topics include two- and three-dimensional force systems, the concept of equilibrium, analysis of trusses and frames, centroids bending moment and shear force diagrams, and friction and inertia as they apply to machines, structures, and systems. (Prerequisites: MATH210R, SCI231R or Permission of Instructor)

**ENGR241R Mechanics of Materials 3 CLASS HOURS/3 CREDITS**

This course introduces strength of materials showing students how to determine the stress, strain and deflection suffered by bi-dimensional (and simple tri-dimensional structural elements when subjected to different loads (e.g. normal, shear torsion, bending and combined loads). Once the state of stresses and strains has been established for a particular structure type, the student will be able to evaluate allowable loads and associated allowable stresses before mechanical failure. (Prerequisite: ENGR240R)

## GENERAL EDUCATION/LIBERAL ARTS

### ENGLISH

**ENGL102R College Composition 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, hab-

its, 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.

**ENGL110R 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: ENGL102R and ENGL201R or Permission of Instructor.)

**ENGL122R Professional Communications**

**3 CLASS HOURS/3 CREDITS**

Applying principles used in business and industry, this course prepares students to use a variety of written and oral communication styles within the professional community. Students will create and analyze workplace documents, including resumes, 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 reflection and revision both as initiated by the individual student and as completed in response to the feedback of peers. (Prerequisites: ENGL101R or Permission of Instructor. This course does not count as a second English but as a General Education or Liberal Arts elective.)

**ENGL200R 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: ENGL102R)

**ENGL201R The Research Essay 3 CLASS HOURS/3 CREDITS**

The Research Essay builds directly on the skills and attitudes developed in College Composition, especially pertaining to the research process. 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: ENGL102R)

**ENGL202R Meetinghouse Readings 3 CLASS HOURS/3 CREDITS**

In Meetinghouse Readings students become active investigators attending live presentations by prominent writers, reading works by those writers, and meeting to explore both the relationship between how writers present themselves in person and in their works and the differences between experiencing work in person and on the page. The Meetinghouse Readings rank among the nation's most successful grassroots literary programs. The readings celebrate literacy and literature, particularly the literature of northern New England, and are inspired by the examples of old-time Chautauqua meeting and the great reading tours of Dickens and Twain. Over the years, reading schedules have featured National Book Award and Pulitzer Prize winners as well as writers whose reputations are just emerging. Past readers include nationally prominent poets and writers whose works are often set in and about the small towns in northern New England, writers such as Grace Paley, Andre Dubus, Donald Hall, Michael Dorris, Louise Erdrich, Sydney Lea, Mark Doty, Charles Simic, Alice Munro, Ernest Hebert, Rosellen Brown and many other writers from the region and beyond. The readings and discussions will be held in Canaan's historic and beautiful 1793 Meetinghouse. (Prerequisite: ENGL102R or Permission of Instructor)

**ENGL203R American Literature 3 CLASS HOURS/3 CREDITS**

The purpose of this course is to introduce students to American Literature through reading and responding to texts concurrent with the chronology of American history, from its beginnings to contemporary

times. Each of the reading will be examined within the context of the character and history of United States literature and its movements. The course covers the evolution of literature as a contributing factor to the continuing development of a nation. Students will demonstrate deeper understanding of how literature allows for a perspective on history and its humanity. (Prerequisite: ENGL102R)

**ENGL206R Creative Writing 3 CLASS HOURS/3 CREDITS**

Building on writing principles and critiquing abilities learned in College Composition, students will explore the art of creative writing by writing both fiction and poetry. Through writing exercises completed both in and out of class, participating in workshop discussion, and reading a variety of established voices in poetry and fiction, students will develop a sense of the basic tools of creative writing. With an emphasis on sharing work and giving constructive criticism, this class will enable students to make choices about drafting and revising their literary pieces and to work to develop their own individual style. A final portfolio of revised and polished pieces of writing representative of the semester's work will be completed. (Prerequisite: ENGL102R)

**ENGL231R 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: ENGL102R or Permission of Instructor)

**ENGL232R 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: ENGL102R)

**ENGL235R Poetry Workshop 3 CLASS HOURS/3 CREDITS**

Building on writing principles and critiquing abilities learned in College Composition, students will begin to investigate the differences between prose and poetry. Through exercises and revision, and especially by reading and discussing some contemporary poems, students will learn to recognize and employ some of the basic tools of free verse. Working together on their own and one another's poems with the emphasis on sharing work and offering constructive criticism, students will learn what does, and what does not work in their own poems. This course meets the requirements for the second course in English. (Prerequisite: ENGL102R or Permission of Instructor)

**ENGL236R Fiction Writing Workshop 3 CLASS HOURS/3 CREDITS**

Building on writing principles and critiquing abilities learned in College Composition, 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: ENGL102R)

**ENGL237R 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 ENGL235R, and to participate in intensive inclass 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: ENGL235R or Permission of Instructor)

#### **ENGL239R Advanced Fiction Writing Workshop**

**3 CLASS HOURS/3 CREDITS**

This upper level course is meant to allow students who have experience with a fiction writing workshop environment to further their craft and art. Students will be required to critique fiction using vocabulary and critical reading skills developed in ENGL236R, and to participate in intensive in-class writing exercises as a way to generate and develop ideas. The course will focus on the further exploration of individual style and voice and on a closer examination of narrative devised and their applications. Students will be expected to view growth in the broader sense through narrative development, revision choices, and the influence of outside work by established writers. A final portfolio of revised and polished fiction representative of the semester's work will be completed.

#### **ENGL244R World Literature**

**3 CLASS HOURS/3 CREDITS**

The purpose of this course is to introduce students to World Literature through reading and responding to texts sampled from a global history, examining how literature grows and influences culture in various places during various time periods. Each of the readings will be examined within the context of global literature and its movements, exploring the deeper connections between all of the world's inhabitants. The course covers the evolution of literature as a contributing factor to the continuing development of global relationships, shared knowledge, evolving languages, and the exploration of ideas that precipitate change. By focusing on literature, students will demonstrate deeper understanding of how literature allows for perspective on history and its humanity. (Prerequisite: ENGL102R)

#### **ENGL249R 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: ENGL102R)

#### **ENGL280R 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: ENGL102R and a literature elective)

#### **ENGL286R 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 writ-

ing 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: ENGL102R)

#### **ENGL290R Creative Writing Capstone**

**3 CLASS HOURS/3 CREDITS**

The Creative Writing Capstone is completed in a student's final semester in the creative writing program. In this advanced seminar, the student continues to hone his or her writing through a self-designed project aimed toward developing a final portfolio of polished work. Under the tutelage of faculty, students will work toward further revision, synthesize their experiences as developing writers while providing evidence of movement toward individual stylistic choices, and discuss their professional influences and mentors. This will culminate in a final written report describing the project and the work done toward its completion. (Prerequisite: Completion of required English courses for Creative Writing Program or Permission of Instructor)

### **FINE ARTS**

#### **ARTS102R Introduction to Painting:**

##### **Thematic Development**

**3 CLASS HOURS/3 CREDITS**

This course teaches students the basics of the art of painting. Students will develop an understanding of the basic elements of painting such as shape, space and composition as well as how to create a full color palette in this introductory level course. There is also a focus on the material qualities of paint including mixing and application to surfaces. Students are encouraged to use self-expression as they learn basic techniques. Classes include hands-on demonstrations, the use of still life, as well as photographs. Students will create several original works of art and compile a portfolio of their artwork. A few supplies are needed and available for purchase at the bookstore. No experience necessary.

### **HUMANITIES**

#### **HUMA102R Art Appreciation**

**3 CLASS HOURS/3 CREDITS**

This course educates students in the methods and interpretation of visual art. Students will examine the uses of visual art in human society, and learn to identify and understand visual art media and techniques. Surveying the history of visual art, students will practice analysis and interpretation. As informed viewers, students will be able to examine their own reactions to visual art and make connections between art and life. Field trips may be part of this curriculum and will incur nominal fees.

#### **HUMA109R Introduction to Philosophy**

**3 CLASS HOURS/3 CREDITS**

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.

#### **HUMA110R 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.



**HUMA140R 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.

**HUMA142R Topics in United States History to 1877****3 CLASS HOURS/3 CREDITS**

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.

**HUMA143R Topics in United States****History: 1877 – Present****3 CLASS HOURS/3 CREDITS**

A survey course of US History from 1877 to the present. This 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.

**HUMA201R The Making of the Modern World: Themes in Western Civilization****3 CLASS HOURS/3 CREDITS**

An interdisciplinary approach to the major 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: HUMA110R)

**HUMA204R Topics in World Culture I****3 CLASS HOURS/3 CREDITS**

Topics in World Culture I – in conjunction with Topics in World History I – will provide students with a solid foundation in world culture and history from prehistory to 1600. Through an interdisciplinary approach that links the study of cultural texts with the analysis of primary historical documents, students will gain a deeper appreciation of the human condition. Special attention will be given to such universal concepts in human thought as: search for freedom, search for truth, search for beauty, identity with the divine, identification with the natural world and relationship with society. This seminar will explore world culture from a broad perspective that includes art, literature, architecture, music and philosophy.

**HUMA205R Topics in World Culture II****3 Class Hours/3Credits**

Topics in World Culture II – in conjunction with Topics in World History II – will provide students with a solid foundation in world culture and history from 1600 to present. Through an interdisciplinary approach that links the study of cultural texts with the analysis of primary historical documents, students will gain a deeper appreciation of the human condition. Special attention will be given to such universal concepts in human thought as: search for freedom, search for truth, search for beauty, identity with the divine, identification with the natural world and relationship with society. This seminar will explore world culture from a broad perspective that includes art, literature, architecture, music and philosophy. (Prerequisite: HUMA204R)

**HUMA206R Topics in World History I****3 CLASS HOURS/3CREDITS**

Topics in World History I – in conjunction with Topics in Culture I – will provide students with a solid foundation in world history and culture from 1600 to present. Through an interdisciplinary approach that links the study of cultural texts with the analysis of primary historical documents, students will gain a deeper appreciation of the human condition. Special attention will be given to such universal concepts in human thought as: search for freedom, search for truth, search for beauty, identity with the divine, identification with the natural world and relationship with society. This seminar will explore world history from a broad perspective that includes anthropology, archaeology, philosophy, political science, theology, and sociology.

**HUMA207R Topics in World History II****3 CLASS HOURS/3CREDITS**

Topics in World History II – in conjunction with Topics in Culture II – will provide students with a solid foundation in world history and culture from 1600 to present. Through an interdisciplinary approach that links the study of cultural texts with the analysis of primary historical documents, students will gain a deeper appreciation of the human condition. Special attention will be given to such universal concepts in human thought as: search for freedom, search for truth, search for beauty, identity with the divine, identification with the natural world and relationship with society. This seminar will explore world history from a broad perspective that includes anthropology, archaeology, philosophy, political science, theology, and sociology. (Prerequisite: HUMA206R)

**HUMA210R Filming The Vietnam War:****The Hollywood Chronicles****3 CLASS HOURS/3 CREDITS**

"When the legend becomes fact print the legend." (The Man who Shot Liberty Valance) Hollywood always had its own way of chronicling history, this pictorial chronicle portrays a mythic world where myth and reality are tightly twined neither easily separated. Hollywood's chronicle of the Vietnam War was no different. However unlike Hollywood's plethora of WWII war films, only one film "The Green Berets" starring Producer, Director John Wayne was produced by Hollywood during the Vietnam War. Ten years later, two years after the fall of Saigon, the Vietnam War filled the silver screen with gore, bloodshed and angst. This tells us something about the American people's turbulent divisive opinions on the war. With the unexpected defeat of a technologically superior nation state by a technologically inferior, smaller nation state, the American psyche suffered distressing wounds leaving behind unsightly scars as a harsh reminder of those jolting dark days. Hollywood's Vietnam War Films chronicles the psychological traumatizing affects of the war both on the "home front" and "in country." The purpose of this course is to critically view these Vietnam War films in order for the students to analyze Hollywood's discourse on the war. In conjunction with uncovering the underlying meaning of the Vietnam War films, the students will study the physical geography of Vietnam and survey the historical memory of the Vietnam War and compare the two war chronicles for the purpose of seeing more clearly the legacies of a lost war. Since the course is a seminar students will share their findings and thinkings with one another formulating an oral analytical text of the Vietnam War. Students will be evaluated on discussions and several short position papers. (Prerequisite: 100 Level Humanities course)

**HUMA245R 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 several position papers and participation. (Prerequisite: 100 level Humanities course)

**HUMA250R 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: ENGL102R, 100 level Humanities, and membership in Phi Theta Kappa)

**MATHEMATICS**

**MATH106R Statistics I**

**4 CLASS HOURS/4 CREDITS**

Without assuming a calculus background, Statistics I is an introduction to the basics of descriptive and inferential statistics. The focus of the course will be on the development of statistical literacy and statistical thinking through the examination of real-world data from a variety of contexts, including data sets that are of interest to students. Topics include statistical distributions, linear regression and correlation, surveys and experiments, sampling distributions, probability, confidence intervals and hypothesis testing. Student centered, the course engages students in projects focusing on activity-based instruction that integrates technology (e.g., dynamic statistical packaged, calculator-based "labs", spreadsheets, on-line virtual manipulatives) and emphasizes the conceptual understanding of the statistical concepts studied. (Prerequisites: Minimum Accuplacer Elementary Algebra score of 78 OR successful completion (74 or higher) of Instructional Services Fundamentals of Mathematical Literacy II or STEM (INSV018R or INSV019R), OR written permission of an authorized college official (e.g., instructor, advisor, academic administrator) for students with an Accuplacer Elementary Algebra score in the range 63-77 OR written permission of instructor.)

**MATH107R Statistics II**

**4 CLASS HOURS/4 CREDITS**

Statistics II is the continuation of Statistics I. The course begins with a review of sampling distributions and topics from Statistics I as necessary. The focus of the course is on strengthening proficiency with descriptive and inferential statistics by studying topics including probability, Binomial and Geometric Distributions, confidence intervals and hypothesis testing for proportions and means, Chi-square Tests, inference for regression, and Analysis of Variance. Student centered, the course engages students in projects and case-studies and is focused on activity-based instruction that integrates technology (e.g., dynamic statistical packages, spreadsheets) and emphasizes the conceptual understanding of the statistical concepts studied. (Prerequisites: MATH106R Statistics I or equivalent; OR written permission of instructor.)

**MATH110R Functions & Modeling I**

**4 CLASS HOURS/4 CREDITS**

This course will focus on the use of functions and algebra in problem solving and modeling. Topics include the study of linear, quadratic, exponential, logarithmic, and trigonometric functions, along with translation of functions, inverse functions, and trigonometric identities. Students can expect to complete projects that involve the use of functions to model real-world behavior (e.g., the dynamics of caffeine in the body) and include topics such as data analysis, systems of linear equations, optimization, and rational functions. The course will be student centered and focus on developing quantitative literacy through activity-based instruction that integrates technology (e.g., dynamic statistical packages, calculator-based labs, spreadsheets, on-line virtual manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations.

(Prerequisites: Minimum Accuplacer Elementary Algebra score of 78 OR successful completion (74 or higher) of Instructional Services Fundamentals of Mathematical Literacy for STEM (INSV019R) OR written permission of an authorized college official (e.g., instructor, advisor, academic administrator) for students with an Accuplacer Elementary Algebra score in the range 63-77 OR written permission of instructor.)

**MATH112R 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: Minimum Accuplacer Elementary Algebra score of 78 OR successful completion (74 or higher) of Instructional Services Fundamentals of Mathematical Literacy II or STEM (INSV018R or INSV019R), OR written permission of an authorized college official (e.g., instructor, advisor, academic administrator) for students with an Accuplacer Elementary Algebra score in the range 63-77 OR written permission of instructor.)

**MATH114R Mathematics for the  
Environment**

**4 CLASS HOURS/4 CREDITS**

Mathematics for the Environment is a course that allows students to apply fundamental concepts in mathematics to the study of topics such as climate, economics, population growth, health care, energy, and media literacy. In order to better understand the mathematics presented in these areas, students will study the language of mathematics including patterns, logic, induction, deduction, axioms, proof, number properties, relations, functions, counting techniques, combinations, and permutations. The course emphasizes quantitative literacy, writing, problem-solving skills, and habits of the mind as students engage in a critical analysis of our environment through the use of mathematics. (Prerequisites: Minimum Accuplacer Elementary Algebra score of 78 OR successful completion (74 or higher) of Instructional Services Fundamentals of Mathematical Literacy II or STEM (INSV018R or INSV019R), OR written permission of an authorized college official (e.g., instructor, advisor, academic administrator) for students with an Accuplacer Elementary Algebra score in the range 63-77 OR written permission of instructor.)

**MATH115R Finite Mathematics**

**4 CLASS HOURS/4 CREDITS**

Topics will include linear models, matrix theory, linear programming, combinations, and math of finance. (Prerequisites: Minimum Accuplacer Elementary Algebra score of 78 OR successful completion (74 or higher) of Instructional Services Fundamentals of Mathematical Literacy for STEM (INSV019R) OR written permission of an authorized college official (e.g., instructor, advisor, academic administrator) for students with an Accuplacer Elementary Algebra score in the range 63-77 OR written permission of instructor.)

**MATH120R Functions & Modeling II**

**4 CLASS HOURS/4 CREDITS**

Functions & Modeling II builds from Functions & Modeling I. The course will focus on strengthening proficiency with functions and modeling at both the procedural and conceptual levels to serve as a preparation for calculus. The course begins with a review of linear, quadratic, exponential, logarithmic, and trigonometric functions. Students will study inverse functions, compositions, combinations of functions, polynomial and rational functions, sequences and series, parametric equations, conic sections,

and an introduction to limits and continuity. Additional topics may include complex numbers, polar coordinates, and vectors. Students can expect to complete projects that involve the use of functions to model real-world behavior and include data analysis and fitting functions to data. The course will be student centered and focus on developing quantitative literacy through activity-based instruction that integrates technology (e.g., dynamic statistical packages, computer algebraic systems, on-line virtual manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations. (Prerequisite: MATH110R or Permission of Instructor)

#### **MATH210R Calculus I** **4 CLASS HOURS/4 CREDITS**

Calculus I will focus on the study of functions, limits, derivatives and their applications, and provide an introduction to integration, along with the connection between differentiation and integration through the Fundamental Theorem of Calculus (Prerequisite: MATH120R or equivalent or Permission of Instructor)

#### **MATH211R Calculus II** **4 CLASS HOURS/4 CREDITS**

Calculus II is the second course in single variable calculus. Major topics include integration techniques and applications, and sequences and series. Additional topics might include arc length, parametric and polar coordinates, and an introduction to differential equations. (Prerequisite: MATH210R or Permission of Instructor)

#### **MATH212R 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: MATH211R or Permission of Instructor)

#### **MATH215R 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: MATH211R or Permission of Instructor)

#### **MATH216R Math Language, Logic and Proof** **4 CLASS HOURS/4 CREDITS**

Students will become familiar 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: MATH211R)

#### **MATH217R 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: MATH210R, MATH211R)

#### **MATH221R Ordinary Differential Equations with Linear Algebra** **4 CLASS HOURS/4 CREDITS**

Ordinary Differential Equations with Linear Algebra is an introductory course in differential equations. Topics include first-order differential

equations; higher-order differential equations; series solutions; The Laplace Transform; matrix algebra, Gaussian and Gauss-Jordan elimination, eigenvalues and eigenvectors; systems of linear first-order differential equations; and selected applications. Student centered, the course focuses on activity-based instruction that integrates technology and emphasizes the conceptual understanding of the concepts studied. (Prerequisite: MATH211R)



## **SCIENCE**

#### **SCI101R Biology: Chemical and Cellular Basis of Life** **3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course covers the study of the cell and the molecular biology of life and will give an overview of what living organisms are made of and how they are characterized. It will focus on the principles of cell biology, cellular physiology, cellular metabolism, molecular biology, biochemistry and genetics. The course is taught at a level commensurate with the text. Laboratory exercises are sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills are designed to reinforce theoretical concepts presented in the lecture portion of the course. (Prerequisites: Reading score of 70 on Accuplacer or Permission of Liberal Arts Department Designee)

#### **SCI102R Biology: Adaptation, Evolution and Ecosystems** **3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This course will involve the study the evolution of living organisms in all kingdoms of life at the organismal level, including study of their form and function, adaptation and evolution, behavior, and interactions with one another and with the physical environment. Labs will complement the lecture. (Prerequisites: Reading score of 70 on Accuplacer or successful completion of Reading Strategies or Permission of Department designee)

#### **SCI103R Human Biology** **3 CLASS HOURS/3 LAB 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 life of the human organism. Unifying conceptual threads are science as a process, levels of organization, homeostasis and feedback systems and the relationship of anatomical structures to basic physiological function.

The laboratory component of this course will provide students an opportunity to have hands on experiences that will complement the theoretical content of the course. Labs will include basic psychomotor technical laboratory skills, learning, use of scientific process experimentation. (Prerequisites: Reading score of 70 on Accuplacer or successful completion of Reading Strategies or Permission of Department designee)

#### **SCI105R Investigation in Natural Science** **3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

Investigation in Natural 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.

**SCI115R 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.

**SCI116R Field Botany 2 CLASS HOURS/6 LAB HOURS/4 CREDITS**

In this field study course students will explore, patterns of plant life in the Connecticut River eco-system. Students will learn plant taxonomy, collect and identify vascular plants naturally occurring in the local river valley basin. Lecture emphasis will be on the flowering plants, form and function, growth and development as well as relationship to the local economy and conservation principles. This course will require a short-term field-based research project, paper and/or presentation on-campus following the study. Field study labs in this course will take advantage of the major ecosystems of the Connecticut River Valley region. Laboratory learning opportunities will be on and off campus in woodland, riverbank, bog and field locations. Students will be expected to travel to offsite locations and come prepared to work in a variety of dry and wet conditions.

**SCI117R Environmental Science**

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

This course introduces students to the study of major environmental problems and issues facing society today. Topics include the scientific method; ecosystem structure and function; population trends and dynamics; the pollution and management of air, land, water and energy resources; and the interrelationship of science and public policy. The laboratory section will be utilized for experiments, field trips, guest lectures, demonstrations and discussions. (Prerequisite: Reading score of 70 on Accuplacer or C or better in Reading Strategies or permission of department designee)

**SCI130R 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. (Prerequisite: MATH110R)

**SCI131R Physics II 3 CLASS HOURS/3 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: SCI130R)

**SCI140R Chemistry I 3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This is the first course of a two-course sequence. This course presents the basic principles, laws and theories of chemistry. Atomic structure, bonding, chemical nomenclature, and chemical reactions are investigated. The behavior of solutions, basic acid-base theory, stoichiometry and the behavior of gases are explored. (Prerequisite: Minimum Accuplacer score of 78 or satisfactory (74 or higher) of INSV019R Fundamentals of Mathematical literacy for STEM fields, or written permission of an authorized department representative)

**SCI141R 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: SCI140R)

**SCI162R 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 basic biochemistry of food with an emphasis on nutrient functions to maintain normal physiological homeostasis. The laboratory component consists of face-to-face exercises that focus on digestion, macromolecular chemistry, and nutritional analysis of foods. The lab component will focus on student directed, hypothesis driven, scientific inquiry which will foster scientific literacy and an appreciation of the scientific process. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills. (Prerequisites: Reading score of 70 on Accuplacer or Permission of Liberal Arts Department Designee)

**SCI201R Anatomy and Physiology I**

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

This course is a comprehensive study of the structure and function of the human body. It includes elementary cytophysiology, histology, and anatomy and physiology of the integumentary system, skeletal system, muscular system, and nervous system. The course is taught at a level commensurate with the Human Anatomy and Physiology Society (HAPS) national outcomes. Laboratory work parallels lecture topics and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiologic experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills. (Prerequisites: Successful completion of high school chemistry or a "C" or better in INSV030R and a Reading score of 70 on Accuplacer or Permission of Liberal Arts Department Designee)

**SCI202R Anatomy and Physiology II**

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

This course is a continuation of Anatomy and Physiology I. Includes anatomy and physiology of the endocrine system, circulatory system, immune system, lymphatic system, respiratory system, digestive system, renal system, and reproductive system. Other topics covered include nutrition; metabolism; acid/base, fluid and electrolyte balance. The course is taught at a level commensurate with the Human Anatomy and Physiology Society (HAPS) national outcomes. Laboratory work parallels lecture topics and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiologic experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills. (Prerequisites: SCI201R or Permission of Liberal Arts Department Designee)

**SCI205R Microbiology 3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

This is a comprehensive study of the basic principles of microbiology. Emphasis is placed on understanding the variety and differences of microbes and their relationship to humans. A survey of the morphology, physiology, genetics and classification of bacteria, viruses and other organisms and their relationship to sanitation and infectious diseases are emphasized. Laboratory work parallels lecture topics and includes microscopy, study of various microorganisms, biochemical analysis and biological experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application



of technical laboratory skills. (Prerequisites: SCI101R or SCI201R or matriculation in the MLT program or Permission of Liberal Arts Department Designee)

**SCI210R Genetics 3 CLASS HOURS/3 LAB HOURS/4 CREDITS**

A second-level laboratory science, this course will introduce students to the theory and advanced lab techniques used in the study of genetics. Topics covered will include Mendelian genetics, patterns of inheritance, nucleic acids, cell cycle, the molecular nature and regulation of genes, recombinant DNA technology, and genomics. Labs will complement the lectures and incorporate hands-on applications of the scientific method. (Prerequisites: Any of the following: SCI101R, SCI102R, SCI103R, SCI201R, SCI202R, SCI205R or permission of instructor.)

**SCI212R Topics in Biology 3 CLASS HOURS/3 CREDITS**

This is a non-laboratory science course applicable to Liberal Arts or Open Elective credits. This course will provide an in-depth seminar based format to investigate current topics in the broader field of biology. Students will be expected to effectively read, comprehend, and articulate contemporary issues in biology and environmental sciences. The specific content of this course will vary from seminar to seminar, covering in-depth discussions and presentations that relate to biology, global health and disease, and/or ecology. The students will be expected to critique the media and challenge assumptions, by developing skills in researching the science behind the topics. Students will discover the political, ethical, social and legal issues that accompany these topics, and how they impact society, locally regional and globally, now and in the future. (Prerequisites: Successful completion of 1 previous laboratory science course or Permission of Instructor)

**SCI220R Biology Capstone: Introduction to Biological Research**

**2 CLASS HOURS/6 LAB HOURS/4 CREDITS**

This is a course which provides students with an opportunity to synthesize previous learning by engaging in independent, student-directed, hypothesis-driven biological research. In the design and execution of experiments, students will demonstrate scientific literacy, scientific process, laboratory skills and techniques, critical thinking, quantitative and qualitative reasoning, written and oral communication skills, and an appreciation of the role that research investigations play in daily life. Classroom-based research provides a framework to foster a culture of undergraduate research at RVCC. (Prerequisites: any 2 of the following lab courses: SCI101R, SCI102R, SCI201R, SCI202R, SCI205R, SCI210R, SCI162R or permission of Instructor)

**SCI231R University Physics I**

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

Lecture and laboratory experiences will provide a study of classical physics using calculus. Topics include linear and projectile motion, Newton's laws, translational and rotational equilibrium, work and energy, momentum, rotational motion, mechanical properties of matter and oscillations. (Prerequisite: MATH210R)

**SCI232R University Physics II**

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

Lecture and laboratory in University Physics II continue the introduction to classical physics started in University Physics I. Topics include thermodynamics, electricity and magnetism, optics and selected topics from electromagnetic waves and modern physics when time permits. (Prerequisite: SCI231R)

**SOCIAL SCIENCES**

**ECON102R 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.

**GEOG101R 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.

**HIST134R 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.

**HIST224R 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: Any 100 Level U.S. History Course)

**HIST255R 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)

**POLS102R 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.

**PSYC101R 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.

**PSYC114R 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.

**PSYC200R 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. (Prerequisite: PSYC101R)

**PSYC210R 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 (Prerequisite: PSYC101R)

**PSYC211R 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: PSYC101R)

**PSYC212R Forensic Psychology 3 CLASS HOURS/3 CREDITS**

This course examines the interface of psychology and the law with a specific focus on forensic psychology. Contemporary issues including child victims and witnesses, competence, insanity, risk assessment, violent juvenile offenders, psychopathy, and the death penalty as well as the roles and responsibilities of a forensic psychologist and forensic psychiatrist, juries, expert testimony, assessment and treatment within the legal system are addressed. (Prerequisite: PSYC101R, or CRMJ205R, or permission of Department Chair)

**SOSC101R 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. So-

ciological 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.

**SOSC110R 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.

**SOSC201R 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****LANG105R 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.

**LANG106R 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: LANG105R)

**LANG120R 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.

**LANG121R 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: LANG120R)

**LANG220R 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 and reception at the intermediate/advanced level. (Prerequisite: LANG121R)

**LANG221R Sign Language IV 3 CLASS HOURS/3 CREDITS**

This course will assist the student in developing cultural and language skills necessary to participate in one-to-one or small group conversa-

tions. 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: LANG220R)

## GENERAL STUDIES

### **GSTC102R 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

### **HSV101R Introduction to Early Intervention/Family Support 3 CLASS HOURS/3 CREDITS**

This course will provide an overview of family-centered early supports and services (early intervention) from the historical, legal, and current-best-practices perspectives. Emphasis will be placed on the role of the assistant in the support services team and on issues of confidentiality and parents' rights. The concepts of intervention in natural environments, inclusion and family-centered support will be explored when working with young children with disabilities and their families.

### **HSV110R 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.

### **HSV120R 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.

### **HSV123R 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.

### **HSV125R 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: HSV110R, HSV120R, HSV123R, PSYC114R)

### **HSV126R 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: HSV110R, HSV123R, HSV120R, PSYC114R)

### **HSV140R 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: HSV101R, HSV123R)

### **HSV190R Fieldwork I for Human Services 1 CLASS HOUR/3 CREDITS**

A work based learning 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: HSV110R, HSV120R, HSV123R, HSV125R, HSV126R, PSYC114R)

### **HSV200R 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)

### **HSV210R 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: HSV110R)

### **HSV215R 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: HSV110R, HSV123R, HSV120R, PSYC114R)

### **HSV290R Fieldwork II for Human Services 1 CLASS HOUR/3 CREDITS**

A work based learning course designed to provide a cumulative learning experience in application of knowledge, skills and attitudes acquired in previous course work. 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 at the same agency. (Co/Prerequisite: HSV190R)

**HSV291R Fieldwork III for Human Services 1 CLASS HOUR/3 CREDITS**

A work based learning 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: HSV290R)

## 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

**MASS101R Basic Massage Theory and Application 2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course introduces the massage therapy student to the history and theory of massage. Skill development in the art and science of massage therapy is taught by lecture, demonstration, and hands-on treatment practice. The students will be working on each other under the direct supervision of a certified, licensed massage therapy instructor. The course involves learning the fundamentals of giving a full body massage. Draping techniques are covered thoroughly to ensure client comfort and modesty. Also covered will be indications and contraindications, the basic physiological effects, hygiene, professional appearance, sanitation procedures and equipment needed.

NOTE: During the first month of the course of study, each student will be required to purchase a massage table and receive a full body massage by a licensed massage therapist at their own expense. (Co-requisite: SCI201R)

**MASS106R Introduction to Massage Specialties 6 CLASS HOURS/6 CREDITS**

Introduction to Massage Specialties familiarizes the student with a wide spectrum of massage therapy specialties. The student will study and practice the basics elements of 6 different common massage modalities ranging from eastern to western philosophies. (Prerequisite: MASS101R)

**MASS119R Massage Business Practices 3 CLASS HOURS/3 CREDITS**

This dynamic and highly interactive course focuses on the Massage Business Essentials. This process involves strategizing to create a revenue source from the student's skills as a massage therapist. Through this process the student will learn personal branding, professional presence, marketing and interviewing skills, develop goals and objectives for the creation of a private practice, the creation of a business plan

and additional insight into fundamental business practices applicable to a variety of settings. This course is designed to boost confidence and build a knowledge base that will help to serve a private practitioner OR develop the skills to be an outstanding employee in a variety of settings (Hospital, Chiropractic Office, Spa, Health Club to give a few examples.)

**MASS121R Intermediate Massage Theory and Applications 2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course is a continuation of MSTC 101 Basic Massage Theory and Application. Technique and strokes are perfected and sub strokes are introduced. Students will learn to create an outcome based healthcare massage. Topics to be reviewed are body mechanics movement, history, client expectations, indications and contraindications. (Prerequisites: MASS101R or SCI201R)

**MASS126R Massage Rules and Ethics 1 CLASS HOUR/1 CREDIT**

This course focuses upon the ethical considerations unique to the practice of massage therapy as exemplified by the Federation of State Massage Therapy Boards and the National Certification Board of Therapeutic Massage and Bodywork. Professional boundaries, dual relationships, communication skills and ethical decision are covered in this course, as well as the New Hampshire Rules governing the professional practice of massage therapy.

**MASS130R Advanced Massage Theory and Applications 2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course introduces the massage student to deeper strokes that include but are not limited to trigger point therapy, myofascial release, cross fiber friction, muscle energy technique and positional release technique. (Prerequisites: SCI201R & SCI202R, MASS121R, AHLT123R)

**MASS131R Pathology 3 CLASS HOURS/3 CREDITS**

Pathology is the study of the nature of disease. Massage Therapists are ethically and legally responsible for recognizing a client's deviations from normal health and knowing if a massage is appropriate. This course provides the student with the knowledge base upon which s/he can create a safe and responsible practice of Massage Therapy.

**MASS134R Self Care and Stress Management 2 CLASS HOURS/2 CREDITS**

Students in this course develop strategies for optimal self care needed for longevity in the career of Massage Therapy as well as strategies for working with clients to promote change that will complement massage in creating optimal health and wellness. Students will define stress and stress factors and identify the impact it has on an individual physically and psychologically. Students will explore the nature of stress and how it can be the cause of disease. Students will identify stress factors and patterns of stress that can cause dysfunction as well as strategies to reduce and manage stress and/or the reactions to stress factors. The process of change will be examined to fully understand what is needed to make effective long lasting change in self care and stress reduction as a part of one's lifestyle. A variety of stress reducing/relaxation techniques will be experienced to identify best fit strategies since each individual is unique.

**MASS140R Massage Capstone 2 CLASS HOURS/3 LAB HOURS/3 CREDITS**

This course is designed to have students completely integrate every aspect of their prior learning into outcome based massage treatment protocols and a final cumulative project. The integration of all treatment modalities the student has studied and the skills they have acquired to date will be coupled with scholarly research and appropriate applications for specific common conditions. medical history, S.O.A.P. notes, focusing on specific problems and their treatment will be addressed. (Prerequisites: AHLT123R, MASS121R)

**MASS141R Oriental Theory and Concepts 3 CLASS HOURS/3 CREDITS**

Students will learn the 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.



### **MASS193R Message Clinical Experience I**

**3 LAB HOURS/1 CREDIT**

During this course the student will begin to work with individual "clients" and will practice the intake process, determine if massage is appropriate and how to properly document each treatment per the NH state standards. Each clinical experience is approximately one third of the number of hours (minimum of 125) required by NH for massage licensure. The faculty advisor will assist students in the learning process and will be on duty during the course. Students will meet with the faculty supervisor as needed throughout the semester for feedback and review. (Prerequisites: MASS101R)

### **MASS194R Message Clinical Experience II**

**3 LAB HOURS/1 CREDIT**

This course is a continuation of Message Clinical Experience I and the completion of at least 125 hours of massage as required by the State of New Hampshire for licensure. The student will continue to develop the competencies required by Message Clinical Experience I and will now apply new learning to assess the needs of the client in order to develop a massage treatment that meets the unique needs of that client. (Prerequisites: MASS101R)

### **MASS195R Message Practicum**

**3 LAB HOURS/1 CREDIT**

This course is the capstone of the student's clinical experience. All prior learning will be integrated to thoroughly assess client needs and design a massage treatment. Hours will be performed unpaid at an approved practicum site under supervision. The student must provide transportation to their assigned site. Approved sites include, but are not limited to, clinics, spas, private practices, hospitals and medical facilities. (Prerequisites: All MASS Core Courses)

## **MEDICAL ASSISTANT PROGRAM**

### **ALHT102R 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.

### **ALHT110R Pharmacology**

**3 CLASS HOURS/3 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: ALHT102R, ALHT121R, ALHT130R)

### **ALHT121R Medical Office Practice I**

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

The first of two Medical Office Practice courses, this course will offer students the opportunity to explore, study, and practice numerous administrative responsibilities associated with work in a medical office. The course focuses on career opportunities, professionalism, appointment scheduling, letter composition relevant to the medical office, telephone techniques, records management, banking duties, and the maintenance of a recordkeeping system. The major insurance carriers are reviewed as well as such programs as Worker's Compensation, Medicare, Medicaid, CHAMPUS/CHAMPVA. Accuracy in procedural and diagnostic

coding will be stressed as a way to maximize reimbursement. Students will use computerized patient and insurance billing software to produce insurance claims and patient invoices efficiently. (Co/prerequisites: ALHT102R, BUS102R)

### **ALHT124R Medical Office Practice II**

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

The second of two Medical Office Practice courses, this course continues to offer students the opportunity to explore, study, and practice numerous administrative responsibilities associated with work in a medical office. The course focuses on career opportunities, professionalism, appointment scheduling, letter composition relevant to the medical office, telephone techniques, records management, banking duties, and the maintenance of a recordkeeping system. The major insurance carriers are reviewed as well as such programs as Worker's Compensation, Medicare, Medicaid, CHAMPUS/CHAMPVA. Accuracy in procedural and diagnostic coding will be stressed as a way to maximize reimbursement. Accuracy in procedural and ICD current diagnostic coding will be stressed as a way to maximize reimbursement. Students will use computerized patient and insurance billing software to produce insurance claims and patient invoices efficiently. (Prerequisite: ALHT121R)

### **ALHT126R 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 MLT Program, or matriculation in the MA Program, and corequisite of: ALHT130R, ALHT135R or Permission of Instructor.)

### **ALHT127R Introduction to Lab Procedures (Bridge)**

**1 CLASS HOUR/2 LAB HOURS/1 CREDIT**

This course is designed for the student who has already taken a course in phlebotomy or who has worked as a phlebotomist. This course will provide the student with an overview and an introduction to the world of laboratory functions and procedures by supplementing the phlebotomy background with the skills necessary to meet the remaining competencies of ALHT126R, Introduction to Laboratory Procedures. Topics will include laboratory safety, measurement practices, handling and care of glassware, specimen collection and handling, the health care system, an introduction to point of care testing and basic instrumentation. The applications of quality control, professionalism, and legal and ethical issues associated with the laboratory will be emphasized. (Co/Prerequisite: Permission of Program Director **and** Instructor **and** PHBC110 **or** equivalent or relevant experience as shown via CBE or Experiential Learning Portfolio)

### **ALHT130R Medical Assistant Clinical Procedures I**

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

The first of a two-course sequence designed as an introduction to the essential knowledge and clinical skill required by the medical assistant. Instruction in this course stresses theory, principles and skills related to medical asepsis and infection control; treatment protocols and drug and diet therapies involved in the various systems of the human body, taking medical history; vital signs and anthropometric measurements; patient preparation and assisting in physical examinations; instrumentation, sanitation, disinfection and sterilization of instruments and equipment; assisting with minor surgical procedures; administration of EKGs; preparation, storage, and administration of medication; diagnostic imaging; and review of medical office emergencies including CPR and airway obstruction. (Co/prerequisites: ALHT102R, ALHT110R, SCI103R or SCI201R; Matriculation in the Medical Assistant Program)

**ALHT135R Medical Assistant Clinical Procedures II****3 CLASS HOURS/3 CREDITS**

This second of a two-course sequence is designed as a co-requisite course for the medical assistant student attending MA Practicum. Skills and competencies learned in Clinical Procedures I will be reinforced in order for the student to gain a higher level of proficiency and confidence in their abilities as medical assistants. Theory content will cover anatomy and physiology, and place emphasis on specific organs and body systems and their associated illnesses and disease entities. In addition, the physiological aspects of working with special populations will be considered. This course stresses the disease processes, diagnostic studies, treatment protocols, and drug and diet therapies involved in the various systems of the human body. (Co/prerequisites: ALHT102R, ALHT110R, ALHT130R, SCI103R or ALHT121R, ALHT124R; Matriculation in the Medical Assistant Program)

**ALHT166R Legal and Ethical Issues in Health Care****3 CLASS HOURS/3 CREDITS**

This course provides learners with an introduction to the increasingly complex legal and ethical issues facing professionals who work in health and human services. This broad perspective will help practitioner's respond to many dilemmas they face in the clinical settings and increase their sensitivity to the depth of issues involved in many treatment and service decisions. 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. Every effort is made to help students understand the impact of an ethical position on other individuals as well as on the larger community.

**ALHT190R Medical Assistant Practicum****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 160 hour practicum. (Co/Prerequisite: ALHT110R, ALHT126R, ALHT130R, ALHT135R, ALHT124R)

**ALHT192R Medical Assistant Senior Seminar****1 CREDIT**

Senior seminar is offered in the final semester of the Medical Assistant Program. This capstone course will provide the students an overview of the complete medical assisting curriculum. Classroom meetings provide the opportunity to explore and discuss their program experiences while integrating the theoretical concepts with their practicum experiences. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistant. Activities will include; applying and preparing for the CMA (AAMA) Certification Exam, updating resumes, cover letters, applying for jobs, interviewing techniques and successful employment strategies. (Prerequisite: ALHT190R-enrolled or completion of all other MA programs)

## MEDICAL LABORATORY TECHNICIAN

**MLTC110R 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, anti-microbial 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: SCI205R, ALHT126R or AHLT102R & PHBC110R or Permission of Instructor)

**MLTC111R 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. (Prerequisites: SCI205R, ALHT126R or AHLT102R & PHBC110R or Permission of Instructor)

**MLTC112R 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: SCI205R, ALHT126R or AHLT102R & PHBC110R or Permission of Instructor)

**MLTC120R 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: ALHT126R, & PHBC110R, Grade of C or better in MLTC110R or POI, A passing grade of "C" must be obtained in both lecture and laboratory components of the prerequisite MLT program courses to attend the clinical affiliation for that discipline.)

**MLTC121R 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: ALHT126R & PHBC110R, Grade of "C" or better in MLTC111R or POI, A passing grade of "C" must be obtained in both lecture and laboratory components of the prerequisite MLT program courses to attend the clinical affiliation for that discipline.)

**MLTC201R 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. (Prerequisites: SCI205R, ALHT126R or AHLT102R & PHBC110R or Permission of Instructor)

**MLTC202R 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. (Prerequisites: SCI205R, ALHT126R or AHLT102R & PHBC110R or Permission of Instructor)

**MLTC203R 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: SCI205R, ALHT126R or AHLT102R & PHBC110R or Permission of Instructor)

**MLTC211R 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: Grade of "C" or better in MLTC201 or POI, A passing grade of "C" must be obtained in both lecture and laboratory components of the prerequisite MLT program courses to attend the clinical affiliation for that discipline.)

**MLTC212R 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: ALHT126R, Grade of "C" or better in MLTC202R or POI, A passing grade of "C" must be obtained in both lecture and laboratory components of the prerequisite MLT program courses to attend the clinical affiliation for that discipline.)

**MLTC213R 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: Grade of "C" or better in MLTC203R or POI, A passing grade of "C" must be obtained in both lecture and laboratory components of the prerequisite MLT program courses to attend the clinical affiliation for that discipline.)

**MLTC220R MLT 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 MLTC courses)

## **NURSING ASSOCIATE OF SCIENCE DEGREE IN NURSING**

**Current LNA Licensure required for acceptance.**

**ADNR105R Nursing Seminar I 1 CLASS HOUR/1 CREDIT**

The Nursing Seminar course facilitates students' success in the nursing program and the nursing profession by introducing concepts basic to nursing practice. Learning activities help students develop study skills, test-taking skills, and time management skills. Students learn about the history of the nursing profession and issues facing nurses in today's healthcare. Discussions focus on the different levels of nursing education. The course introduces students to the five-step nursing process as a framework for critical thinking and problem solving, as well as theories and conceptual frameworks used to support nursing practice. Students examine the New Hampshire Nurse Practice Acts and discuss legal and ethical issues in nursing practice. The course introduces students to the National Council Licensing Exam (NCLEX) for registered nurses test plan in reference to the program of study at River Valley Community College's nursing program. Students talk about using nursing research as evidence for nursing practice. (Admission to ASN Program, ADNR116R)

**ADNR116R Nursing Care I**

**3 CLASS HOURS, 2 LAB HOURS,  
10 CLINICAL HOURS/7 CREDITS**

The Nursing Care I course introduces concepts basic to nursing practice. In the course, students begin to develop an understanding of the nursing process utilizing QSEN competencies related to patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. Basic concepts of communication and teaching-learning are explored. Theoretical concepts of person, health, nursing, and environment are integrated throughout the course. The roles of the associate degree nurse (provider, communicator, teacher, manager of care, and member of the profession) are introduced. Through this course students learn basic concepts essential to safe and effective nursing practice. The level of information in this course is based on Patricia Benner's novice to expert nursing model of skill attainment. In clinical and laboratory settings, students learn basic concepts and skills acquisition using a variety of simulation techniques. Clinical learning experiences in long-term, rehabilitation and medical surgical hospital settings provide opportunities for students to integrate theory with nursing practice. (Co/Prerequisites: PSYC101R, SCI201R, ENGL102R, ADNR105R with grade of "C" or better, BLS Certification, liability and medical insurance, active NH Nurse Assistant Licensure)

**ADNR117R – Nursing Care II**

**4 CLASS HOURS, 2 LAB HOURS,  
13 CLINICAL HOURS/9 CREDITS**

This course provides opportunities for students to begin to use the nursing process and implement the registered nurse roles of provider, communicator, teacher, manager of care, and member of the profession. The main focus of the course is learning how to provide holistic nursing care to individuals with common mental health disorders and medical surgical alterations in health. Concepts related to the health-wellness continuum, therapeutic nutrition, pharmacology, and lifespan development that were introduced in Nursing Care I are expanded upon. Students learn medical surgical content related to neurologic, vascular, orthopedic, hematologic, urinary, oncology, and the immune system. Mental health topics of substance abuse, stress, anxiety, somatoform, dissociative, sleep, and affective disorders are introduced, along with their physiologic impact. Based on Patricia Benner's novice to expert nursing model of skill attainment, students continue to develop critical thinking skills, and begin to apply those skills to problem solve within the practice environment. Clinical learning experiences in the nursing lab, perioperative care area, medical, surgical and mental health care settings provide opportunities for students to apply theory to nursing practice. (Co/Prerequisites: ADNR105R and ADNR116R with a grade of "B-" or higher; PSYC114R, SCI201R and 202R with grade of "C" or higher, BLS Certification, liability and medical insurance, active NH Nurse Assistant Licensure)

**ADNR197R Transition Course PN to RN**

**2 CLASS HOURS/2 CREDITS**

This transition course expands on knowledge and skills learned in a practical nursing education program. Emphasis is on differentiating the scope of the practice for the associate degree nurse, understanding the National Council Licensing Exam for Registered Nurses (NCLEX-RN) test plan, enhancing critical thinking skills, strengthening test-taking and study skills and discussing legal and ethical issues in nursing practice. Students learn about philosophies, basic theories, and conceptual models that guide decision-making in nursing and learn how to use the nursing process to identify patient needs and develop an individualized patient plan of care. The course includes content related to pharmacology and intravenous medication administration, as well as basic concepts in psych mental health. Lecture, role play and case studies provide opportunity to integrate theory with nursing practice (Prerequisites: SCI201R and 202R, PSYC101R and 114R, Math elective, English composition, Humanities/ Fine Art/Language elective with grade of "C" or higher, BLS Certification, liability and medical insurance, active LPN Licensure)

**ADNR215R Nursing Seminar II**

**1 Class Hour/1 Credit**

The Nursing Seminar II course facilitates students' success in the nursing program and the nursing profession by providing an opportunity to



further develop discussions on topics introduced in the first nursing seminar (ADNR105R) course. This second nursing seminar course helps students develop a professional identity by focusing on why the student chose a career in nursing. Students are introduced to concept maps as a tool for organizing their thoughts for writing. The concept map is used as a tool for developing a professional portfolio and designing a plan for entering the nursing workforce. The course provides opportunities for students to explore different healthcare organizational structures and examine issues related to power and empowerment. Students develop a professional resume, write a cover letter, and discuss important aspect of seeking employment. Other topics of discussion include developing a study plan for NCLEX preparation, continuous quality improvement, creating a healthy workplace, work-related stressors, and burnout. Building on knowledge from the Nursing Seminar I course, students prepare and present a case study demonstrating how nursing research supports clinical practice. (Prerequisites: ADNR105R, and ADNR116R, ADNR117R, or ADNR197R with a grade of "B-" or higher; Co-requisite ADNR220R)

**ADNR220R Nursing Care III** **4 CLASS HOURS, 2 LAB HOURS, 13 CLINICAL HOURS/9 CREDITS**

This course introduces the delivery of nursing care to the childbearing family, including parents, infants, and children. Concepts introduced in ADNR117R related to nursing care of individuals with mental health disorders are expanded in this course. The course builds upon nursing care of individuals experiencing chronic alterations in the endocrine, respiratory, circulatory systems, disorders related to fluids/electrolytes and acid/base balance and end of life care. Integrated throughout the course are concepts of health and wellness, therapeutic nutrition, pharmacology, lifespan development, and ethical - legal issues. Based on Patricia Benner's novice to expert nursing model of skill attainment, the student will demonstrate higher level critical thinking skills and use the nursing process to provide holistic nursing care for individuals, families and groups across the lifespan. Learning experiences in the community and acute care inpatient facilities provide opportunities to integrate theory with clinical practice and demonstrate increasing level of skill acquisition in the areas of mental health, medical/surgical, pediatrics, and maternity. (Prerequisites: English composition, SCI201R and 202R, PSYC101R and 114R with grade of "C" or higher; Co-requisites: SCI205R, BLS Certification, liability and medical insurance, active NH Nurse Assistant Licensure)

**ADNR225R Nursing Seminar III** **1 CLASS HOUR/1 CREDIT**

The Nursing Seminar III course prepares nursing students to enter the workforce by focusing on the essential skills of leadership and management. Learning activities provide opportunities for students to use communication and critical thinking skills to implement change and effectively deal with conflict in the clinical setting. In the third nursing seminar course, students learn about the legal implications of delegating patient care to healthcare personnel and the importance of quality improvement as it relates to the nurse, patient, organization, and healthcare system. Seminar sessions focus on getting people to work together, incivility in a caring profession, and the process of change in the healthcare setting. (Prerequisites: ADNR105R, ADNR215R, and ADNR220R with a grade of "B-" or higher; Co-requisite ADNR230R)

**ADNR230R Nursing Care IV** **4 CLASS HOURS, 2 LAB HOURS, 16 CLINICAL HOURS/10 CREDITS**

This course provides expanded concepts related to the holistic nursing care of patients across the lifespan with complex and acute health alterations in the neurosensory, neurologic orthopedic, renal, and gastrointestinal systems. The course includes concepts in the care of patients at the end of life and those with cancer. Theoretical concepts of the health, wellness continuum, therapeutic nutrition, pharmacology, lifespan development, and ethical - legal aspects are applied to nursing practice. Based on Patricia Benner's novice to expert nursing model of skill attainment, the student develops critical thinking skills, increases competence and independence in managing nursing care for patients and families with multisystem needs.

Emphasis is on the nurse as a manager of care. Opportunities are provided for students to practice delegation, supervision, collaboration, clinical decision-making and team communication skills in structured medical surgical settings. (Prerequisites: ADNR220R with grade of "B-" or higher; Co-requisites: ADNR225R, English Elective, Humanities Elective)



## OCCUPATIONAL THERAPY ASSISTANT

**OCTA110R Fundamentals In Occupational Therapy** **3 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: AHLT104R)

**OCTA125R 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: AHLT135R, AHLT104R, SCI201R, OCTA110R)

**OCTA190R OTA Level I Fieldwork Experience** **4 CREDITS**

The clinical experience is designed to introduce the student to a variety of professional behaviors in the field which includes how to collect useful and accurate data from observation and/or available written resources, use of effective communication with written and verbal skills, and appropriate screening and assessment techniques. The student will be introduced and have a chance to experience and interact in a variety of psychosocial and behavioral situations that are integrated with developmental, physical and emotional deficits. The Level I Fieldwork Experience (180 hours, traditional OT setting and/or a non-traditional setting with field related professionals) allows the student an opportunity to be involved in basic treatment planning including; setting goals, developing intervention strategies and demonstrating proper techniques in ADL and some I-ADL interventions while maintaining effective relationships with client, family and staff and utilizing the occupational therapy practice framework. Upon completion of Level I experience the student will have demonstrated a sense of professional values, ethics, and responsibilities. (Prerequisites: All First Year AHLT and OTAC courses, SCI201R, SCI202R, PSYC101R)

**OCTA191R OTA Level I Fieldwork Seminar** **2 CLASS HOURS/2 CREDITS**

This course provides a seminar for guided student exchange on trends and issues in Occupational Therapy related to the Level I Fieldwork Experiences. (Co-requisite: OCTA190R)



**OCTA212R Developmental Disabilities in Occupational Therapy****1 CLASS HOUR/3 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: PSYC101R, AHLT112R, AHLT114R, OCTA110R, OCTA125R)

**OCTA213R Psychosocial Disabilities in Occupational Therapy****2 CLASS HOURS/2 LAB 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: OCTA190R)

**OCTA214R 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: OCTA190R)

**OCTA220R 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: OCTA290R, OCTA291R) (16 hr seminar—over 4 class meetings)

**OCTA290R OTA 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. (Prerequisite: All required AHLT and OCTA courses) (8 wk clinical) (256 hours)

**OCTA291R OTA 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. (Prerequisite: All required AHLT and OCTA courses) (8 wk clinical) (256 hours)

## PHLEBOTOMY

**PHBC110R 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. (Prerequisite: Matriculation in Phlebotomy Program or Permission of Instructor.)

**PHBC190R Phlebotomy Internship****3 CREDITS**

After successful completion of the Phlebotomy course, the student will spend no fewer than 100 hours and no greater than 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: PHBC110R and matriculation in Phlebotomy program.)

## PHYSICAL THERAPIST ASSISTANT

**PTAC112R 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, light, sound waves, electricity and traction. Documentation and preparation of self, the patient, equipment and space will also be emphasized. (Prerequisite: Matriculation into PTA program or Permission of Instructor.)

**PTAC115R 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: AHLT123R)

**PTAC122R 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: PTAC112R, AHLT123R)

**PTAC190R PTA Clinical Education Practicum I****6 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 AHLT courses from first year schedule) (304 hrs in 8 wks – usually 40 hr/wk x 8 wks minus 2 days for seminar course)

**PTAC192R PTA Clinical Education Practicum 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: PTAC190R) (2 full days – 16 hrs total)

**PTAC201R Introduction to Personal Training and Fitness****2 CLASSES HOUR/1 CREDIT**

This occasionally-offered 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.)

**PTAC211R 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 physi-

cal therapy, wound care, psychological issues and management of patients using teaching strategies and cultural sensitivity. (Co/Pre-requisite: PTAC122R)

#### **PTAC250R PTA Clinical Education Senior Seminar**

**32 CLASS HOURS/4 CREDITS**

This course provides 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 profession. It provides opportunity for students to further the transition to professional attitudes, behaviors and awareness. (Prerequisites: PTAC292R) (2 full day a week for the last 4 weeks of spring semester)

#### **PTAC292R PTA Clinical Education Practicum II**

**8 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 AHLT courses except PTAC250R) (400 hrs over 8 wks, usually 8 hrs day x 10 wks)

## **RADIOGRAPHY**

#### **RADT101R Intro to Radiology and Medical Terminology**

**2 CLASS HOURS/2 CREDITS**

Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Course will provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed. (Matriculation in the Radiography Program, Corequisite: RADT115R, RADT110R)

#### **RADT110R Patient Care and Ethics in Radiology**

**2 CLASS HOURS/2 CREDITS**

This course will provide the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. The course will also provide a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. (Matriculation in the Radiography Program, Corequisite: RADT115R, RADT101R)

#### **RADT113R Pharmacology and Venipuncture in Radiology**

**2 CLASS HOUR/2 CREDITS**

This course will provide the basic concepts of pharmacology, venipuncture technique and how these concepts are utilized as diagnostic agents in radiology procedures. Patient safety and optimal delivery of patient care is emphasized in this course. (Corequisite/Prerequisite of: RADT122R and RADT123R)

#### **RADT114R Radiology Pathology and Film Critique**

**1 CLASS HOUR/1 CREDIT**

This course allows the student to explore, describe and explain the pathology of disease. An examination of how the disease process effects the body and the recognition of the radiographic appearance of specific diseases are applied. Anatomical structure will be located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes. (Corequisite/Prerequisite of: RADT122R and RADT123R)

#### **RADT115R Radiography Position and Procedures**

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

Content provides the knowledge base necessary to perform standard imaging procedures. Consideration is given to the evaluation of optimal diagnostic images. In this first course of a series of three beginning positioning and anatomy will be explored. Basic positioning and anatomy of chest, abdomen, pelvis, upper extremities, and lower extremities will be taught. (Matriculation in the Radiography Program, Corequisite: RADT110R, RADT101R)

#### **RADT120R Radiation Physics and Imaging Equipment**

**3 CLASS HOURS/3 CREDITS**

This course will cover basic radiation protection, x-ray circuits, x-ray tubes and the production of x-rays. Basic anatomy theory as it pertains to x-ray production will be covered. (Corequisite: RADT121R)

#### **RADT121R Radiography Clinical 1**

**4 CREDITS**

Students will be assigned to a hospital radiology department and under the direct and indirect supervision of registered technologists, apply the procedures that have been taught to date. All clinical courses will include schedule monthly film critiques and an in-depth look at radiation safety practices. (Prerequisite: successful completion of RADT115R, RADT110R, RADT101R)

#### **RADT122R Radiography Clinical II**

**2 CREDITS**

Students will be assigned to a hospital radiology department and under the direct and indirect supervision of registered technologists, apply the procedures that have been taught to date. All clinical courses will include schedule monthly film critiques and an in-depth look at radiation safety practices. (Prerequisite: successful completion of RADT121R, RADT120R, RADT215R)

#### **RADT123R Radiology Clinical III**

**2 CREDITS**

Students will be assigned to a hospital radiology department and under the direct and indirect supervision of registered technologists, apply the procedures that have been taught to date. All clinical courses will include schedule monthly film critiques and an in-depth look at radiation safety practices. (Prerequisite: RADT122R)

#### **RADT132R Radiographic Image Production**

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

This course will provide the students with an overview of the exposure settings and the technical factors involved with analog and digital radiography. Students will learn about the processing, storage, and quality control procedures that are required to maintain the desired image quality. This course will expand on the areas of image production and evaluation and provide a perspective as to how these fundamentals relate to your profession of choice. (Corequisite/Prerequisite of: RADT122R and RADT123R)

#### **RADT215R Radiographic Position and Procedures 2**

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

This course includes a study of the procedures of the digestive, biliary and urinary systems. Spine and trauma situations are also presented. Contrast media is discussed. (Corequisite: RADT121R)

#### **RADT218R Radiography Positions & Procedures 3**

**2 CLASS HOURS/2 LAB/3 CREDIT**

This class pertains to radiographic anatomy, positioning and procedures. As the last class in a series of three, this course will provide the students with the knowledge to perform radiography of the cranium, facial bones, paranasal sinuses as well as selected special procedures. Advanced imaging procedures such as Mammography, CT Angiography, MRI, Nuclear Medicine and Ultrasonography will be introduced. (Corequisite: RADT224R)

#### **RADT224R Radiography Clinical IV**

**5 CREDITS**

Students will be assigned to a hospital radiology department to attend and, under the direct and indirect supervision of registered technologists, apply the procedures that have been taught to date. All clinical

courses will include schedule monthly film critiques and an in-depth look at radiation safety practices. (Prerequisite: successful completion of: RADT122R and 123R)

#### **RADT225R Radiography Clinical V 5 CREDITS**

Students will be assigned to a hospital radiology department to attend and, under the direct and indirect supervision of registered technologists, apply the procedures that have been taught to date. All clinical courses will include schedule monthly film critiques and an in-depth look at radiation safety practices. (Prerequisite: successful completion of: RADT224R, RADT228R, RADT218R)

#### **RADT228R Radiation Biology and Protection 2 CLASS HOURS/2 LAB/3 CREDITS**

This course is an advanced study of the effects of radiation on the living systems. Included with biological responses are chronic and acute radiation effects and an in-depth look at radiation safety practices. (Corequisite: RADT224R)

#### **RADT230R Registry Review 1 CLASS HOUR/1 CREDIT**

In this capstone course, registry review will be conducted to prepare students for end of didactic and clinical training examination. (Corequisite: RADT225R)

#### **RADT240R Intro to Computed Tomography 2 CLASS HOURS/2 CREDITS**

Computed Tomography (CT) as an element of diagnostic imaging is studied. Topics include principles, pertinent physics, image reconstruction, device principles, image quality, radiation dose, specialized techniques, diagnostic applications and cross-sectional anatomy. (Corequisite: RADT225R)



## **RESPIRATORY THERAPY**

#### **RSPT110R Respiratory Care I 3 CLASS HOURS/2 LAB HOURS/4 CREDITS**

This course emphasizes specific respiratory care therapeutic areas. The topics for discussion are principles of infection prevention and control in the healthcare setting, physical principles of respiratory care, medical gases and their delivery systems, medical gas therapy, humidity therapy, aerosol therapy, storage and the uses of medical gas therapy. The course has simulation activities to enhance learning for the student to achieve specific course competencies. (Prerequisites: SCI201R, RSPT121R, RSPT132R)

#### **RSPT115R Microbiology For Respiratory Care 2 CLASS HOURS/2 CREDITS**

This course will introduce the respiratory student to basic microbiology concepts and common laboratory practices involved with the diagnosis of infectious diseases of the respiratory tract. Students will learn about normal flora and common pathogens of the respiratory tract. (Prerequisites: RSPT121R, SCI202R)

#### **RSPT121R Respiratory Physiology 4 CLASS HOURS/4 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 to perfusion, and the role of the central nervous system in controlling ventilation. (Prerequisites: SCI201R, RSPT110R)

#### **RSPT122R Respiratory Care II 2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course is an extension of Respiratory Care I. Topics includes: oxygen and carbon dioxide transport, airway management, acid-base balance, arterial blood gas puncture and analysis, suctioning, manual resuscitation, and an introduction to respiratory failure and the need for ventilatory support. (Prerequisites: SCI210R, SCI202R, RSPT110R, RSPT121R, RSPT132R)

#### **RSPT132R Pulmonary Evaluation 2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course emphasizes the clinical evaluation of the pulmonary patient. Assessments such as vital sign monitoring, chest auscultation, visual inspection, palpation, and percussion are introduced to the first year student. Simulation and role playing of various clinical situations in our lab will enhance the classroom experience. Assessment of pulmonary function tests, precise document charting, as well as performing chest physiotherapy will be taught. A history of the Respiratory Therapy Profession will also be covered. (Prerequisites: RSPT110, RSPT121R, SCI201R)

#### **RSPT140R Respiratory Care Pharmacology I 3 CLASS HOURS/3 CREDITS**

This course is to enhance the respiratory student's learning of basic pharmacologic terminology as related to the field of respiratory care. The course concentrates on the pharmacology used to treat the respiratory system, some drugs used in critical care and those agents associated with the cardiovascular system. Student will learn key terms pertaining to drug dosages, calculate drug doses using proportions and percentage-strength solutions. Adverse effects of these agents will be addressed. (Prerequisites: SCI201R, RSPT110R, RSPT121R, RSPT132R)

#### **RSPT191R Clinical Lab I 4 CREDITS**

During this practicum, clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites under the supervision of hospital Respiratory Care Practitioners. Clinical affiliations are designed to expose students to an environment in which they can develop their skills providing direct patient care. (Prerequisites: RSPT110R, RSPT121R, RSPT122R, RSPT132R, RSPT228R, RSPT140R, SCI210R, SCI202R)

#### **RSPT211R Critical Care Respiratory Therapy 2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course will prepare the students to work in the ICU. This course covers material on how mechanical ventilators work, physiology of ventilatory support, initiating and adjusting invasive and non-invasive ventilation, hemodynamic monitoring of the patient in the ICU, and weaning and discontinuing ventilatory support from the patient. (Prerequisites: RSPT122R, RSPT140R, RSPT228R)

#### **RSPT213R Neonatal & Pediatric Respiratory Care 2 CLASS HOURS/2 LAB HOURS/3 CREDITS**

This course provides the students a fundamental background in the 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, changes that occur at birth, respiratory and cardiovascular abnormalities, and the respiratory therapy equipment used to treat such conditions. (Prerequisite: RSPT211R)

#### **RSPT219R Advanced Care Seminar 1 CLASS HOUR/1 CREDIT**

This course provides a seminar for guided student exchange on trends and issues of Respiratory Therapy related to the practicum and didactic experience. The rationale for this course is to further enhance the stu-

dent in making the transition from student to professional by discussing topics relevant to the field of Respiratory Therapy, and further prepare our students for successful completion of the NBRC test. (Prerequisites: All previous Respiratory course work.)

#### **RSPT228R Cardiopulmonary Disease I**

**3 CLASS HOURS/2LAB HOURS/4 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 cardiopulmonary diseases. (Prerequisites: RSPT110R, RSPT121R)

#### **RSPT229R Cardiopulmonary Disease II**

**3 CLASS HOURS/2LAB HOURS/4 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 cardiopulmonary diseases. (Prerequisites: RSPT228R)

#### **RSPT240R Advanced EKGs for Healthcare Providers**

**3 CLASS HOURS/3 CREDITS**

This course covers the concepts and applications of the art of EKG interpretation. It is designed for beginners, intermediate and advanced healthcare providers desiring a more robust knowledge of the cardiovascular system, cardiac rhythms, electrocardiograms and cardiac drugs used in critical care. (Prerequisites: RSPT132R, RSPT211R, RSPT229R or permission of instructor)

#### **RSPT281R Clinical Lab II**

**4 CREDITS**

During this practicum, clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites under the supervision of hospital Respiratory Care Practitioners. Clinical affiliations are designed to expose students to an environment in which they can develop their skills providing direct patient care. (Prerequisite: RSPT191R, RSPT211R, RSPT 229R, RSPT233R)

#### **RSPT282R Clinical Lab III**

**4 CREDITS**

During this practicum, clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites under the supervision of hospital Respiratory Care Practitioners. Clinical affiliations are designed to expose students to an environment in which they can develop their skills providing direct patient care. (Prerequisite: RSPT281R)

### **TEACHER EDUCATION**

#### **TCHE101R Foundations of Education**

**3 CLASS HOURS/3 CREDITS**

This is a survey course which investigates the philosophical, historical, legal and social/cultural character of education in the United States. It is intended to be an examination of how schools function organizationally and academically. Topic to be explored include the role of education, system philosophy, and trends which have shaped contemporary education. Field observations are required. Students are introduced to teaching as a profession. (Prerequisites: Matriculation in Teacher Education or Alt 4 or Permission of Instructor)

#### **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, gender identity or expression, genetic information 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 Cathy Driesch, Disabilities Support Coordinator, River Valley Community College, (603) 542-7744; 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.



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Ph.D., Walden University

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*Professor – Associate Degree Nursing*  
B.S.N., M.S.N., University of New Hampshire

**STAFF**

Jerry Appell.....Running Start Coordinator  
Charlene Ashey.....Executive Secretary  
Willie Bacote.....Building Service Supervisor  
Jillian Burdick.....Student Services Assistant  
James Carroll.....Stock Clerk

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Eric Conant ..... Building Service Worker III  
Marie Couitt .....System Development  
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Ivy Downing .....Executive Secretary  
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Leigh Hays ..... Maintenance  
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Larry Juniper .....Building Service  
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Mark Kennett .....Building Service  
Worker III  
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Financial Aid  
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Michelle Lockwood ..... Bursar  
Deborah McGlew ..... Assistant Bursar  
Scott McKinney ..... Building & Grounds  
Beth McShinsky ..... Recruiter  
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Martha Mott ..... WorkReadyNH  
Director  
Eric Murdoch ..... Recruiter  
Nichole Nash .....Program Assistant  
WorkReadyNH  
Gloria Oakes ..... Library Associate  
Dan Osborn ..... H1B Recruiter  
Jacob Perron ..... Technical Support  
Specialist III  
Matthew Perron ..... Director of Facilities  
Barbara Purcell..... NSF Grant Project  
Coordinator  
Beth Quimby ..... Administrative Assistant  
Kathi Rheame.....Academic Department  
Secretary  
Barbara Rozwadowski..... H1B Executive  
Secretary





## OCCUPATIONAL THERAPY ASSISTANT PROGRAM

**Brattleboro Memorial Hospital**  
Brattleboro, Vermont 05301

**Center Woods Elementary School**  
Weare, NH 03281

**Cheshire County - Maplewood**  
201 River Road  
Westmoreland, NH 03467

**Copley Hospital**  
Morrisville, VT 05661-9209

**Grafton County Nursing Home**  
North Haverhill, NH 03774-4909

**Hanover Terrace Healthcare**  
Hanover, NH 03766

**Harborside Westwood**  
Keene NH 03431

**Jaffrey-Rindge Cooperative  
School District**  
Jaffrey, NH 03452

**Kearsarge School District**  
New London, NH 03257

**Lebanon Genesis Eldercare**  
Lebanon, NH 03766-1937.

**Mascoma Valley School District**  
Enfield, NH 03748

**Monadnock Community Hospital**  
Peterborough, NH 03458

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

**Pleasant View Center**  
Concord, NH 03301

**Springfield School District**  
Springfield, VT 05156

**St Francis Rehab & Nursing**  
Laconia, NH 03246

**St. Johnsbury School**  
St. Johnsbury, VT 05819



**Starr Farm Nursing Center**  
Burlington, VT 05401

**VA Medical Center**  
White River Jct, VT 05001

**Wheelock Elementary School**  
Keene, NH 03431

## PHYSICAL THERAPIST ASSISTANT PROGRAM

**Dartmouth-Hitchcock Medical Center**  
Lebanon, NH 03766

**Alice Peck Day Hospital**  
Lebanon, NH 03766

**Weeks & Gowen Physical Therapy**  
Charlestown, NH 03603

**Valley Regional Hospital**  
Claremont, NH 03743

**HealthSouth Rehab Hospital**  
Concord, NH 03301

**Kendal at Hanover**  
Hanover, NH 03755

**Universal PT**  
Newport, NH 03773

**Northeast VT Regional Hospital**  
St. Johnsbury, VT 05819

**Keene PT & Sports**  
Keene, NH 03431

**Leaps & Bounds P.T.**  
Keene, NH 03431

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

**Lakes Regional Hospital**  
Gilford, NH

## RADIOGRAPHY PROGRAM

**Valley Regional Hospital**  
Claremont, NH 03743

**Dartmouth Hitchcock Medical Center**  
Lebanon, NH 03766

**Mt Ascutney Hospital**  
Windsor, VT 05089

**Springfield Hospital**  
Springfield, VT 05156

**Central Vermont Medical Center**  
Barre, VT 05641

**Northeastern VT Regional Hospital**  
St Johnsbury, VT 05819

**Alice Peck Day Hospital**  
Lebanon, NH 03766

**Veteran Administration Center**  
White River Jct, VT 05001

**Gifford Medical Center**  
Randolph, VT 05060

**Cottage Hospital**  
Woodsville, NH 03785

**Speare Memorial Hospital**  
Plymouth, NH 03264

## RESPIRATORY THERAPY PROGRAM

**Brattleboro Memorial Hospital**  
Brattleboro, VT 05301

**Catholic Medical Center**  
Manchester, NH 03102

**Cheshire Medical Center**  
Keene, NH 03431

**Concord Hospital**  
Concord, NH 03301

**Cottage Hospital**  
Woodsville, NH 03785

**Dartmouth-Hitchcock Medical Center**  
Lebanon, NH 03756

**Elliot Hospital**  
Manchester, NH 03103

**Exeter Hospital**  
Exeter, NH 03833

**Lakes Regional General Hospital**  
Laconia, NH 03246

**Littleton Hospital**  
Littleton, NH 03561

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

**North Country Hospital**  
Newport, VT 05855

**Rutland Regional Hospital**  
Rutland, VT 05701

**Southern NH Regional Medical Center**  
Nashua, NH 03061

**Speare Memorial Hospital**  
Plymouth, NH 03264

**Valley Regional Hospital**  
Claremont, NH 03743

**Veterans Administration Hospital**  
White River Junction, VT 05001

**Wentworth-Douglas Hospital**  
Dover, NH 03820



# Academic Calendar

## 2016 - 2017

### FALL SEMESTER 2016

August 29..... Classes Begin

September 5 ..... Labor Day Holiday

September 12-18..... **Academic Advising Week-Check in with your advisor**

October 17-21 ..... **Academic Advising Week-Check in with your advisor**

November 11..... Veterans' Day – No Classes

November 14..... **Registration Opens for Spring Semester (Matriculated Students)**

November 24-25 ..... Thanksgiving Holiday – No Classes

November 28 ..... **Registration Opens for Spring Semester (Non-Matriculated Students)**

December 5-9..... **Academic Advising Week: Meet with your advisor - Are you registered for spring semester?**  
Students who plan on graduating should complete a degree audit with program director.

December 16..... Classes End

### SPRING SEMESTER 2017

January 17 ..... Classes Begin

January 23-28..... **Academic Advising Week-Check in with your advisor**

February 6-11..... **Academic Advising Week-Check in with your advisor**

February 20 ..... President's Day – No Classes

March 5-10..... **Academic Advising Review your academic plan for summer and fall**

March 13-17 ..... Spring Break

March 27 - April 1 ..... **Registration for Summer and Fall Semester Begins (Matriculated Students)**

March 27 - April 1 ..... **Academic Advising Week-Check in with your advisor**

May 8 ..... Classes End

May 19 ..... Commencement

### SUMMER SEMESTER 2017

May 30 ..... Classes Begin

May 30..... **Academic Advising Week-Check in with your advisor**

July 4..... Independence Day Holiday – No Classes

July 11 ..... Last Day of 8-Week Courses

August 3 ..... Last Day of 11-Week Courses