Lakes Region Community College
40th Anniversary

Proudly Celebrating Our 40th Year As An Institution of Higher Education

LAKES REGION COMMUNITY COLLEGE
40th Anniversary
CELEBRATING 40 YEARS

LAKES REGION
COMMUNITY COLLEGE

379 Belmont Road
Laconia, NH 03246

603-524-3207 or
800-357-2992

Fax: 603-524-8084

www.lrcc.edu

2008 2009

HOW TO APPLY TO
Lakes Region Community College

Official applications forms for Lakes Region Community College are available at high school guidance offices, at the college, or from our web site at www.lrcc. edu. Please be sure to review the general admissions requirements under Admissions Policies and Procedures and the specific requirements for the program of your choice. We welcome you to contact us to arrange a campus visit or to speak with a counselor.

Admissions Office
Lakes Region Community College
379 Belmont Road
Laconia, New Hampshire 03246-1364
(603) 524-3207 (TDD Direct Line)
New England (800) 357-2992
Website: www.lrcc.edu
Email: laconow@ccsnh.edu
Fax: (603) 524-8084

SOLAR POWER
New Photovoltaic's Course @ LRCC

LRCC has added a new course called *Introduction to Photovoltaic's (PV)* as part of the Energy Services and Technology program. This new course prepares students for the design and installation of PV solar systems. After completing the course, students will also be eligible to take the North American Board of Certified Energy Practitioners PV installers exam.

The Energy Services and Technology (EST) Associate Degree Program prepares students to enter energy management fields in positions such as Energy Auditor, Energy Analyst, Building Operator, Resource Conservation Manager, Measurement and Verification Technician, and Technical Service Representative. The Energy Services Program is all about preparing tomorrow's leaders in planning for, and installing, current and future energy technology.

"Solar Today Magazine reports that renewable energy growth could generate hundreds of thousands of jobs for US workers in the renewable energy industry", says Wesley Golomb, Energy Services Professor. In 2006, 15,700 jobs were created in the PV industry alone. This is just the beginning of an exciting and badly needed employment growth in a very valuable field. LRCC is excited about the Energy Program and is well positioned to assist individuals, municipalities, businesses, and industry for the future growth of renewable energy.

For additional information about the EST program or the *Introduction to PV* course, contact Wesley Golomb at 524-3207 ext. 763 or via email at wgolomb@ccsnh. edu or Academic Affairs Vice President, Tom Goulette at ext. 716 or via email at tgoulette@ccsnh.edu.

The future is yours!

Welcome to Lakes Region Community College, proudly celebrating its 40th year as an institution of higher education. Our new name, approved in 2007 by Governor Lynch and his Council, recognizes our status as a fully-accredited, comprehensive community college as well as the region we primarily serve. Whether your goal is immediate preparation for a career or transfer to a four-year university, LRCC can offer you an educational experience that is both cost-effective and extremely rewarding.

At LRCC, we offer twenty-three associate degrees and a broad range of certificate programs in an environment that is focused upon student achievement and success. Quality, accessibility and customer satisfaction are the cornerstones of our college. We have a highly qualified, dedicated and caring faculty and staff, whose goal is to ensure that you approach your academic careers with confidence. Your academic success is our primary concern.
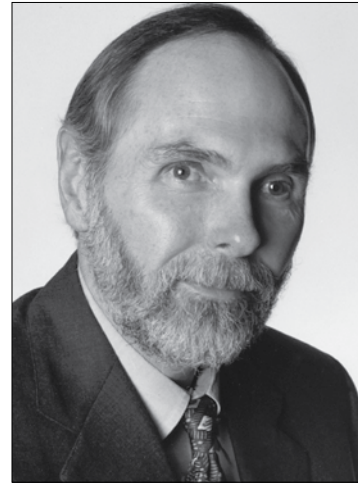
Many of our programs are unique and not available at any other community colleges in the State. Electrical Systems Installation and Maintenance, Fine Arts, Fire Science, Graphic Design, Marine Technology, and Energy Services and Technology are a few examples of our signature programs. All of our programs are designed to have a major impact on the professional and educational opportunities available to our students.

The college also provides non-credit courses and workshops both for professional development and personal enrichment. Our Center for Workforce Development Office serves as our outreach to business and industry. We offer customized training to meet specific business needs, offered either on-campus or at the work site.

Our guaranteed transfer agreement with the University System of New Hampshire assures that all of your credits in the Liberal Arts program with a grade of "C" or higher will transfer to the University of New Hampshire, Keene State College, Plymouth State University, and Granite State College. A transfer agreement with Franklin University in Columbus, Ohio, allows students to continue their studies and earn the baccalaureate degree on-line. There are numerous other transfer possibilities as well with excellent four year institutions such as Rochester Institute of Technology and Southern New Hampshire University, for example.

Committed to a supportive student-centered approach to education, the college offers an array of student services including financial aid, tutoring, advising, counseling, athletics, and job placement.

We hope you will take full advantage of the exciting educational opportunities that have been created for you at LRCC. We look forward to meeting you and working with you to achieve your educational goals.

Mark G. Edelstein, Ph.D.
President

379 Belmont Road, Laconia, New Hampshire 03246
Phone (603) 524-3207 | (800) 357-2992 | 603-524-3207 (TDD Direct Line) | Fax (603) 524-8084 | www.lrcc.edu | email: laconow@ccsnh.edu
Part of the Community College System of New Hampshire

CONTENTS

DISCLAIMER

Lakes Region Community College has made every effort to assure the accuracy of the information in this catalog. Students and others who use this catalog should note that policies, rules, procedures and regulations change and that these changes may alter the information in this publication. This catalog is not intended to be a complete statement of all policies, rules, procedures and regulations. More current or complete information may be obtained from the appropriate administrative office on the campus.

The college reserves the right to change without notice any academic or other requirements, course offerings and course contents contained in this catalog

This catalog does not constitute a contract or terms of a contract between the student and the college.

ASSOCIATE DEGREES

Accounting–Concentration in Business
Accounting–Concentration in
    Computer Applications
Automotive Service Education
    Program (ASEP GM)
Business Management
Computer Technologies
Computer Technologies–
    Concentration in Accounting
Culinary Arts
Early Childhood Education
Electrical Power and Control Technologies
Electrical Systems Installation
    and Maintenance
Energy Services and Technology
Fine Arts
Fire Investigation
Fire Protection
Fire Science
General Studies
Graphic Design
Human Services
Human Services–
    Concentration in Gerontology
Liberal Arts

Marine Technology
Media Arts and Technology
Nursing
Office Technology Management
Office Technology Management–
    Concentration in
    Administrative Office Assistant
Office Technology Management–
    Concentration in
    Medical Office Assistant
Restaurant Management
Teacher Preparation

CERTIFICATES

Accounting
Administrative Office Assistant
Application Developer
Associate Teacher (Early Childhood Ed.)
Baking and Pastry
Business Management
Career and Technical Education
Commercial Construction Wiring
Database Administrator
Early Childhood Education Advanced
Electrical Power and Control Technologies
Electrical Systems Installation
    and Maintenance

Energy Services and Technology
Fire Investigation
Fire Protection
Fire Science
Gaming and Animation Developer
Gerontology
Graphic Design
Health Unit Coordinator
Human Services
Industrial Construction Wiring
Institutional Food Service
Lead Teacher (Early Childhood Ed.)
Liberal Arts
Licensed Nursing Assistant (LNA)
Marine Technology
Medical Office Assistant
Medical Transcription
National Electrical Code Interpretation
Network Administrator
Personal Computer Systems Manager
Residential Construction Wiring
Restaurant Management
Technologies for Education
Website Developer

DRIVING DIRECTIONS

From the South:

1. Follow I-93 North and get off at Exit 20 (Laconia/Tilton exit).
2. At the end of the exit, turn LEFT.
3. Continue toward Laconia for approximately 7 miles (You will pass the Belknap Mall on your left)
4. Just past the Belknap Mall, turn RIGHT onto the entrance ramp for US-3/RT-11
5. Take the first exit (Belmont RT-106).
6. At top of ramp, turn RIGHT and proceed on Route 106 South. The College is approximately ¼ mile on the right.

From the North:

1. Follow I-93 South and get off at Exit 20 (Laconia/Tilton exit)
2. At the end of the exit, turn LEFT
3. Continue toward Laconia for approximately 7 miles (You will pass the Belknap Mall on your left)
4. Just past Belknap Mall, turn RIGHT onto the entrance ramp for US-3/RT-11
5. Take the first exit (Belmont RT-106).
6. At top of ramp, turn RIGHT and proceed on Route 106 South. The College is approximately ¼ mile on the right.

From Vermont/the West:

1. Take I-89 south to the RT-11 E (Exit 11) toward NEW LONDON/KING RIDGE ROAD 0.17 miles
2. Turn LEFT onto KING HILL ROAD N/NH-11. Continue to follow NH-11. 10.48 miles
3. Turn LEFT onto FRANKLIN HWY/NH-11. Continue to follow NH-11 W. 11.91 miles
4. NH-11 W becomes US-3. 9.43 miles
5. Turn RIGHT onto US-3 N/LACONIA GILFORD BYP/NH-11 E. 1.24 miles
6. Take the RT-106 ramp toward RT-107/ LACONIA/BELMONT. 0.29 miles
7. Turn RIGHT onto BELMONT RD/NH-106. 0.36 miles

From Maine/the East:

1. Take I-95 south to the US-4/RT-16 exit (exit number 5) toward US-1 BYP/PORTSMOUTH/NEWINGTON. 0.29 miles
2. Stay straight to go onto US-4 WEST RAMP. 0.48 miles
3. Merge onto NH-16 N (Portions toll). 20.56 miles
4. Take the RT-11 W exit (exit number 15) toward FARMINGTON/ALTON. 0.16 miles
5. Merge onto NH-11 N. 31.53 miles
6. Turn LEFT to take the US-3 S/RT-11 W ramp. 0.16 miles
7. Merge onto US-3/LACONIA GILFORD BYP/NH-11. 4.16 miles
8. Take the RT-106 S ramp toward BELMONT/CONCORD. 0.32 miles
9. Merge onto BELMONT RD/NH-106. 0.41 miles

GENERAL INFORMATION

The Lakes Region Community College is one of seven colleges in the Community College System of New Hampshire. For information on any of the colleges dial toll-free 1-800-247-3420.

COLLEGE MISSION

The mission of Lakes Region Community College is to serve all students seeking a high-quality education, emphasizing active learning and personal attention, whether their goal is to transfer to a four-year college or university, enter immediately into employment in a technical or professional field, or simply improve their current skills and knowledge. We prepare students to meet their personal goals as well as the needs of business, industry, and the community; and we support the community through our involvement in educational, social, cultural and economic development activities.

SYSTEM MISSION

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

DISABILITIES SERVICES MISSION

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

HISTORY

In the heart of the Lakes Region, LRCC, located on Route 106/Belmont Road, was established in 1967. The main campus underwent a physical expansion in 1980, adding the Robert H. Turner wing to its facility. In September 2005, a new academic building was completed and is home to Computer Technologies, Electrical Technologies, Fine Arts, Fire Technologies and Graphic Design.

In 1996, "Community" was added to the college name and as the college grows, plans are underway for new courses, new buildings, and a wider variety of options for learners. However, the basic philosophy remains to provide area residents with a first-rate two-year college education. Our graduates are competitive in the job market, advance on the job and grow as individuals.

In the forty years of its existence, the college has consistently sought to provide quality education, allowing each student the opportunity to choose an occupation of interest and to gain the personal and professional skills needed to be successful in a competitive job market.

The student body has grown significantly and now includes a wide spectrum of ages and experiences. Courses for traditional and adult students are available day and evening and at some satellite sites. Programs uniquely blend theoretical information with practical application and maintain low student-faculty ratio. The faculty is here exclusively to teach and to prepare students for success.

CAMPUS AND STUDENT BODY

The Lakes Region Community College campus is located in the Lakes Region of New Hampshire, adjacent to the Belknap Mountains and the Gunstock Ski Area. The White Mountains Recreation Areas are a short drive to the north, and the cities of Concord and Manchester and the Seacoast are less than an hour to the south. Laconia has a population of approximately 18,000, and Belknap County, in which the College is located, has a population of approximately 62,000.

Approximately 1,500 students attend the College each semester (913 FTE) in its technical, professional and transfer programs. 58% of the students are male and 42% are female. 63% of the students are 24 years of age or younger. 66% of the students are enrolled full time in a degree or certificate program, 34% are non-matriculating students, and 1% are enrolled in non-credit courses.

NOTICE OF NON-DISCRIMINATION

Lakes Region 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, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

- Titles 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 1975
- 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 **James Vander Hooven**, Lakes Region Community College, (603) 524-3207, or to **Sara A. Sawyer**, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

AFFIRMATIVE ACTION

The College President serves as the Affirmative Action representative for the college. For issues related to Affirmative Action, you may reach the President at Lakes Region Community College, (603) 524-3207.

COMPLIANCE

It is the policy of the Community College System of New Hampshire not to discriminate in their educational programs, activities or employment practices on the basis of race, language, sex, age or handicapping condition, under the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Education of All Handicapped Children Act of 1975.

ACCREDITATION

Lakes Region Community College is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education, a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation means the institution meets or exceeds criteria for quality as determined through a peer group review process. An accredited college is one that has the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the future. Institutional integrity is also addressed through the accreditation process.

Accreditation provides reasonable assurance about the quality of opportunities available to students who attend the college.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the college. Individuals may also contact the New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730, (781) 271-0022.

ENROLLMENT

Students may matriculate in degree, professional certificates and certificate programs on a full- or part-time basis and enroll in classes offered in the day and evening. Students may extend their coursework beyond the number of semesters outlined in the program profiles. Non-matriculated students may attend, taking credit and non-credit courses days or evenings.

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

TRANSFERABILITY

Lakes Region Community College offers over forty degrees, professional certificates and certificates. In addition to these programs, there exists many opportunities to start your education here and continue your education with other institutions of higher education. Our students now benefit from many articulation agreements and guaranteed transfer programs to many other colleges. The transfer process can be started at any time while attending LRCC. A student may enroll at LRCC knowing that they plan to continue their education, or they may decide to continue their education as they work toward completion of their program here. It's never too early, however, the sooner the process is started the easier it is to meet transfer requirements and maximize transfer credits and options.

Students can begin their education at a two-year college in the Community College System of New Hampshire (CCSNH) and transfer their credits toward a degree at a University System of New Hampshire (USNH) college or university. Formal articulation agreements between the two systems now allow for the transfer of general education course credits completed at a CCSNH college to any USNH institution. Many specific program courses are also eligible for transfer. Visit www.nhtransfer.org for more information.

With increased transferability of courses and programs, greater opportunities and possibilities for continuing education now exist. The Associate in Arts curriculum is designed to offer students an opportunity to take the first two years of a liberal arts college curriculum at LRCC and transfer to four-year institutions. The General Studies curriculum offers the flexibility to take or combine courses from different majors to create a self-designed program to meet individual needs and interests and maximize transferability. Students may start these programs in the fall, spring or summer. Grades of a C or better are generally required to transfer. It is important for students interested in transferring or continuing their education to work closely with their faculty advisors, the college transfer counselor and the institution to which they intend to transfer.

COMPLETION/GRADUATION RATE

Of the 259 full-time, first-time degree/certificate-seeking students entering Lakes Region Community College in the fall of 2004, 101 completed their programs within 150% of the normal time, resulting in a graduation rate of 39%.

CAMPUS SECURITY

Campus Commitment to Safety

All of us at Lakes Region Community College are concerned about the safety and well-being of everyone on campus. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty and staff. College community members must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions, some of which are outlined in the student handbook.

Security Policies and Procedures

Lakes Region Community College strongly encourages the reporting of crimes, accidents, incidents and other emergencies.

Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty member or employee to the local police department or appropriate faculty/staff at the contact number listed. The College's Security Officer can be reached at Ext. 722. The college encourages reporting directly to local authorities in situations where the need is obvious, such as a theft you see taking place or the need for immediate medical attention, etc. Notification of college personnel should take place after the emergency authorities are enroute by calling the switchboard or the Student Affairs Office.

Reporting Procedures

To report criminal activity, emergencies or other behavioral incidents you believe require the attention of the college administration, contact the Vice President of Student Affairs at 524-3207. Students/employees may also report any classroom emergency to the Reception Office. This information will be given to the Vice President of Student Affairs and the Vice President of Academic Affairs. You will be asked to complete an incident report form once the situation no longer poses an immediate threat. These forms are available in the Student Affairs office for your convenience. Do not hesitate to seek the supportive assistance of a member of the Student Affairs staff, faculty/colleague or a close friend.

Annual Crime Statistics

Category	2003	2004	2005	2006
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Drug Arrest	0	0	0	0
Alcohol Arrest	0	0	0	0
Weapons Possession Arrest	0	0	0	0
Arson	0	0	0	0
Manslaughter	0	0	0	0
Hate Crimes*	0	0	0	0

*Crimes in which victims are selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

If a crime has been committed it must be reported as to the specific location. The following codes will indicate the campus location and be listed in parentheses next to the type and number of crimes.

(A) = on campus

(B) = in or near a non-campus building or property

(C) = public property

(D) = dormitory or other residential facility

Campus Sex Crimes Prevention Act

In October 2002, the Federal Government amended the Campus Sex Crimes Prevention Act (Public Law 106-386) to require colleges to inform students, faculty and staff where to obtain information concerning sex offenders. Accordingly, the college refers to the State of New Hampshire Sexual Offender website for information. The website address is www.state.nh.us/soupermail/secure/disclaimer.html.

Class and Lab Safety

Proper safety glasses must be worn at all times in all science and technology laboratories when participating in activities where eye injuries might occur. Certain technical labs may require safety shoes/boots or other safety gear. Check with faculty member for specifics. This college does NOT provide emergency medical/nursing staff. In the event of an accident, the Reception Office must be notified immediately. When accidents occur, an accident form must be completed and an investigation will be conducted.

ADMISSIONS POLICIES AND PROCEDURES

Admission to the Lakes Region Community College is open to anyone whose academic record and personal qualifications suggest that he or she may pursue profitably one of its programs of study.

The following procedure is to be followed by each applicant for degree, professional certificate or certificate programs. A student must take at least one course per year to maintain matriculated status, or must apply for readmission and abide by any new requirements in force at that date.

1. Submit evidence of high school graduation (or its equivalent) with an official transcript of courses, grades and standardized tests. (Applicants possessing neither a high school diploma nor a GED may qualify for admission under the provisions of the U.S. Department of Education Ability to Benefit rule. Contact the Admissions Office for details at 603-524-3207.)

2. File a Lakes Region Community College application form including the application fee, and when requested, complete a personal interview with a college representative.

3. Participate in the placement exam or other admissions exams as required by specific curricula.

4. Present recommendations from a high school source and/or employer(s) when appropriate. The recommendations should reflect character, personality, special abilities and general qualifications for college study.

5. Submit an official transcript of all previous postsecondary work with course descriptions.

6. Submit the health survey prior to registering for classes. A physical examination may also be necessary to meet the requirements of selected programs, or to participate in athletics.

7. Apprise the college of eligibility for Veterans Administration and other aid programs.

It is the applicant's responsibility to request that official transcripts of previous study be mailed directly to the Admissions Office. High school transcripts must be received prior to consideration of the application.

Official application forms for Lakes Region Community College are available at high school guidance offices, at the college, or from the college's website at www.lrcc.edu. A $10 non-refundable application fee is required. The application fee is waived for Jobs for New Hampshire Graduates when the application is accompanied by a letter from the Community College System of New Hampshire Commissioner. Running Start students are also eligible for an application fee waiver.

Matriculation

A student is considered matriculated if he/she has formally applied and been accepted into a degree or certificate program by the college Admissions Office, and takes at least one class per semester after being admitted.

A student is considered non-matriculated if he/she has not been formally admitted to a degree or certificate program. Non-matriculated status does not prevent a student from taking courses up to twelve semester hours of credit total.

Professional Conflict Due to Prior Criminal Convictions

Students may be required to participate in a criminal background check, and should be aware that a prior criminal conviction may affect their ability to enter and/or be certified within a given profession. They should contact the Admissions Office immediately to inquire about possible conflict with their ability to enter the profession for which they are interested in studying.

Processing of Applications

Applicants will be notified of admission status by mail within 30 days of the date the college receives all necessary admission data and testing is completed.

Residency

A student's permanent home of record determines residency for tuition purposes. Normally, this is the location (town, city, state) from which the student enrolls for college. The determining factor is the official address listed on federal tax returns.

New residents may qualify for in-state tuition only after a one-year period of continuous domicile in New Hampshire, i.e., purchasing/renting property, obtaining a N.H. driver's license, vehicle registration and voter registration. Any request for a change of residency status must be received in writing in the Admissions Office prior to September 1st for the Fall Semester or January 1st for the Spring Semester. See the Admissions Office for details listed in the Community College System of New Hampshire policy manual.

Out-of-State Applicants

The determination of residency is made by the Admissions Office at the time of admission. Students who wish to appeal a residency decision may request detailed information from the Admissions Office.

New England Regional Student Program

The New England Regional Student Program (NERSP) enables New England residents to enroll in out-of-state public colleges and universities in the six-state region at reduced tuition rates (50 percent above in-state tuition, rather than full-time out-of-state tuition) for certain degree programs that are not offered by their home state public institutions.

Transfer Applicants

Applicants with previous college credit should furnish the following:

1. Official transcripts and course descriptions from post-secondary institutions previously attended. **Determination of transfer credit is explained on page 27.**

2. A Financial Aid Transcript from each post-secondary institution attended during the same year of application. This form is available from the college Financial Aid Office.

Transferring Courses

Many programs at other CCSNH campuses serve the entire state. Potential students often wish to take courses in one location and later transfer them to a program in another location. Students should take advantage of such opportunities, but it is recommended that prior written agreement to transfer the credits be secured from the college to which the student wishes to transfer.

Admissions Policy for International Students

Applicants who are residents of a non-English speaking country, or whose native language is not English, will demonstrate English language proficiency by submitting one of the following:

1. TOEFL test results with a minimum score of 173/500. Students whose scores fall at the lower end of the test scale may be required to take an additional language development course through the college at their own expense.

2. Documentation of graduation from an English-speaking high school.

3. Documentation of achieving speaking, reading and writing fluency in an English language program.

International applicants will also submit the following documents before an admissions decision is rendered:

1. Completed college application.

2. Notarized high school and/or post-secondary transcript translated to English with a key to the grading system. Upon request, the college will mail a list of approved private companies that provide transcript translation and required notarization.

3. Financial documentation including a statement of financial support for the cost of full attendance, estimated at six semesters, and a financial statement from a bank, both translated into English.

4. Proof of medical insurance coverage.

Upon receipt of all required documents, applicants will be notified of their status by the Admissions Office. Applicants should file the application and all other documents at least 90 days in advance of the expected start date.

Accepted international students will participate in the Placement exam to determine placement into college level or development (basic skills) level courses in reading, math and English. This will be scheduled once the student has arrived in New Hampshire.

Admissions Policy for Disabled Students

The college shall not discriminate against otherwise qualified handicapped persons solely by reason of his/her handicap. This policy extends to persons with identified, specific learning disabilities under provision of Section 504 of the Rehabilitation Act of 1973. An "otherwise qualified" person is one who is able to meet all program requirements in spite of his/her disabilities. Students with diagnosed disabilities are encouraged to self-disclose their disability to be eligible for reasonable classroom accommodations. These students should provide the Coordinator of Disability Services with documentation of their disability, including the most recent psychological and academic testing within three years. The Learning Center provides the latest assistive technology as well as tutors and workshops for learning and study strategies, note-taking and organizational skills.

For more information, contact Maureen Baldwin-Lamper at (603) 524-3207.

Readmission to the College

A student who has withdrawn from the college, has been suspended, or has not enrolled for three consecutive semesters must apply for readmission through the Admissions Office.

Change of Major

A currently enrolled student who changes major need not submit a new application but does need to complete a Change of Major/Credential form. Students currently enrolled in a program who wish to be considered for admission to the Nursing program are required to submit a new application for admission to the Nursing program along with the $10.00 application fee.

Additional Associate Degrees

Students can have only two majors at one time. To qualify for a second major, the student must have first successfully completed one semester in another major, and then submit a second application, plus the $10 application fee, for the dual major. A second major is defined as a program of study identified by its own unique title as it appears on the credential, a title different from that of the first major. Additional majors require a minimum

of 15 additional credits at the college beyond those required for the first and subsequent degrees.

Matriculated students, who want a credential less than a degree, while still pursuing the degree, can pursue the lesser credential as a second major. The student does not have to withdraw from the degree and apply to the certificate. The transcript will show both certificate and degree at the same time.

COST OF ATTENDANCE

TUITION AND FEES
New Hampshire Residents: $175 per credit

New England Regional Student Program (NERSP): $262 per credit

Out-of-state Residents: $400 per credit

A non-refundable Advanced Tuition Deposit of $100 must be paid within 30 days of receipt of letter of acceptance.

Full-time status for financial aid and/or insurance purposes requires a minimum of 12 credits each semester, except for co-op students.

FEES (Full and part-time students)
Comprehensive Student Service Fee: Students enrolled full or part-time, day or evening, will be assessed a Comprehensive Student Service Fee of $4 per credit in each semester of attendance. The fee is administered in part by the Student Senate within administrative guidelines. This fee covers college-sponsored activities.

Laboratory/Clinic/Practicum/Co-op/Internship: A fee will be charged for laboratory/clinic/practicum/co-op/internship or other similar experiences. This fee will be calculated by subtracting the number of class hours from the number of credit hours and multiplying the remainder by $44 for each course. This fee will be added to the normal tuition charge for that course. This fee will be charged to all students with no exceptions. No other lab fees are permitted without the written authorization of the Commissioner of the Community College System of NH.

Example:		CL	LAB	CR
LSCI1450	Anatomy and Physiology I	3	2	4
	4 – 3 = 1 x 44 = $44			

Other Fees
Application Fee* $10

Graduation Fee
(plus $10 for additional or replacement diplomas) $75

Deferred Payment Fee (when applicable)* . . . . $30 or 5% of total charges (whichever is less)

Orientation Fee* . . . . $30 (plus $5 per guest)

Accuplacer Exam Fee* $15

Protested Checks Fee* . . . . $25 or 5% of face amount of insufficient funds checks (whichever is greater) plus all protest and bank fees

Basic Service Operations (Marine Technology) $20

Sanitation and Safety Test Fee. $39

LNA Clinical Exam $95

LNA Written Exam $65

NLN Pre-Admission Exam Fee $60

NLN Pre-Admission Rescheduling Fee $10

Nursing Care of Families (required testing) $39

Advanced Psychiatric/Med./Surg. Nursing. $63

Proctor Exam Fee for non-CCSNH students $40

SCBA (Self Contained Breathing Apparatus)** $350

Turn Out Gear** $100

*Non-Refundable

**These charges apply to Fireground Procedures classes.

Liability Insurance
Student Personal Professional Liability Insurance is mandatory for all students in health and human service related programs which include clinical requirements. This may also be required for students in other programs who participate in an off campus practicum or internship. Fee ranges from $20.00 to a max of $65.00 per year.

New England Regional Student Program (NERSP)
The New England Regional Student Program provides qualified out-of-state New England residents with reduced tuition based on in-state tuition plus 50 percent. Eligibility for this program is established if the academic program to which the student is applying is not offered in the student's home state, or if the program offered at this college is closer to home. Determination of eligibility is the responsibility of the Vice President of Student Affairs. NERSP students are liable for full payment of all fees.

Senior Citizen Tuition
Senior citizens (65 or older) will pay half tuition on a space available basis for credit courses. They are also responsible for the Comprehensive Student Service and Academic Instruction fees. Eligibility requires New Hampshire residency. Senior citizens will pay full tuition for non-credit courses and workshops.

Payment of Tuition
It is the policy of the College to require payment or arrangements for payment of all semester charges 10 calendar days prior to the start of the semester. Failure to make payment in full or arrangements for payment 10 days prior to the start of the semester will result in the cancellation of the student's registration. Students will then need to re-register and make payment or arrangements for payment providing that the course(s) still has space available. Each semester/session of the college year, including summer sessions, is billed separately. Tuition bills are mailed to each student approximately 30 days prior to the due date.

Tuition is based on a per credit charge. Students enrolled in 12 credits or more are considered full-time students. Credits earned during co-op work experience are college credits for which there are tuition and academic instruction fee charges payable by the student.

Books, Tools and Supplies
The college furnishes much of the necessary lab equipment and tools, but students must purchase their own textbooks and personal equipment. Faculty advisors of each curriculum will discuss these needs during the orientation/advising process. The cost of textbooks and supplies varies with each program.

Delinquent Accounts

An account becomes delinquent 30 days after the start of the semester. Any account unpaid or in arrears for more than 60 days will be referred to the College System Office Collection Department. Accounts that continue to be delinquent will be referred to a private collection agency by the College System Office. Please note that additional fees of up to 35% of the amount owed to the college will be assessed by the collection agency. Once the account goes to a collection agency, the student can no longer rectify the situation with the college, but must resolve it directly with the agency.

Protested Checks

The college will charge a fee for any check, draft or money order returned for insufficient funds in accordance with State regulations which state, "Whenever any check, draft or money order issued in payment of any fee or for any other purpose is returned to any State department…as uncollectible, the State department… shall charge a fee of $25 or 5% of the face amount of the check, whichever is greater, plus all protest and bank fees, in addition to the amount of the check, draft or money order, to the person presenting the check, draft or money order to the department or institution to cover the cost of collection." (Ref. RSA 1985, 6:11a)

Student Account Deferred Payment
Based on Student Hardship

1) If a student requests a deferred payment based on known student hardship, the request shall be made in writing to the president. Evidence of good cause to receive a student hardship deferral shall include, but not be limited to:
   - death in the student's family;
   - medical emergency;
   - military commitments;
   - family emergency; or
   - a similar problem beyond the control of the student

2) Within 10 calendar days of the date of receipt of the student's request for a deferral, the president shall grant or deny the request. FINANCE 13 10/18/07

3) Upon approval, the following requirements and procedures shall apply:
   - The president shall execute a written agreement with the student.
   - The agreement shall state when full payment is due.
   - The agreement shall state how full payment is to be made.
   - The agreement shall be dated and signed by the president and student.
   - The agreement shall be on file in the business office.

Deferred Payment Plan

All students are required to complete a deferred payment agreement in the event that tuition is not paid prior to the first day of the semester.

Deferred payment shall be authorized when payment is guaranteed. Such instances include:

1. Third Party Guarantees

2. Financial Aid Recipients with completed paperwork on file
   a. Unsubsidized Federal Stafford Loan
   b. Subsidized Federal Stafford Loan
   c. Tree Loan
   d. Alternative Loan
   e. Federal Plus Loan
   f. Federal Pell Grant
   g. Federal Supplemental Educational Opportunity Grant
   h. State Incentive Grants
   i. State/Private/College Aid

3. Payment Plan: A payment plan is available through E-Cashier Tuition Management. Go to www.lrcc.edu and look for the link to E-Cashier for more information or contact the Business Office at the College.

Tuition Refund Policy

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

Students who drop a course or courses by the 8th calendar day of the semester (or other prorated enrollment period) will be refunded 100%.

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

Students registered for workshops through system divisions of Community Education or Center for Workforce Development must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.

In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

Tuition Refund/Tuition Credit/Tuition Waiver Policy

Tuition Refund

The policy of the Community College System of New Hampshire is to grant a refund of tuition only when a student formally withdraws by the 8th calendar day of the semester or other prorated enrollment period.

Tuition Credit

A tuition credit must be requested in writing and is granted when circumstances meet one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. In addition, a tuition credit is granted only when tuition has been paid. Tuition credits are not given when the account shows an outstanding balance. Requests for tuition credits will be reviewed on a case-by-case basis and are granted at the sole discretion of the president.

Tuition Waiver

A tuition waiver may be granted when circumstances meet one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. Requests for tuition waivers will be reviewed on a case-by-case basis and are granted at the sole discretion of the president.

FINANCIAL AID

The college is well aware of the financial burden of meeting college costs. The Financial Aid Office at the college encourages students to apply for assistance. The basic forms of assistance available are scholarships, grants, loans and work-study. Remember to list the Federal College Code on the FAFSA for the campus you plan to attend: 007555.

To be considered for aid, the student must first be admitted into a program of study that leads to a degree, professional certificate or eligible certificate. Second, the student must be making satisfactory academic progress and must demonstrate financial need.

In order to be evaluated for aid, the student must complete the following:

1. The Free Application for Federal Student Aid (FAFSA). File the FAFSA electronically at www.fafsa.ed.gov.

2. The LRCC 2008-09 Aid Verification Worksheet.

3. Any other required documentation that the college may request.

Note: Federal, state and private scholarship funds are often limited. Applicants with greatest financial need receive first consideration for assistance. Application materials should be filed by May 1 to receive priority consideration.

Admission, registration and class attendance must be confirmed before financial aid reimbursement expense checks can be issued to the student. Please allow at least 30 days from the beginning of the first class. In addition, books ($750 estimated per year) must be paid for in cash, by credit card or by check. Students experiencing difficulty should contact the Financial Aid Office.

SOURCES OF FINANCIAL AID

The following are brief descriptions of various programs, scholarship opportunities, and miscellaneous sources of possible support. More detailed information about these matters and application procedures can be obtained by visiting the Financial Aid webpage at www.lrcc.edu.

GRANTS

Federal Pell Grants

This is the federal government's basic grant program. Pell grants range from $200 to $4741 for full-time students. Use the FAFSA to apply for a Federal Pell Grant. Students with a Bachelor's degree are not eligible.

Academic Competitiveness Grant (ACG)

Federal grant program implemented for the 2006-07 award year. Student may receive up to $750 in their first year or $1,300 in their second year to pay for higher education. Eligibility is based on the student successfully completing a rigorous secondary school program of study, while second year students must also have attained at least a 3.0 GPA in their first year of undergraduate education.

Federal Supplemental Educational Opportunity Grant Programs (FSEOG)

This is a smaller grant program funded by the federal government and the institution for the neediest students. Awards range between $100 and $1000 at the colleges in this system. Use the FAFSA or Renewal FAFSA to apply for this grant. Students with a Bachelor's degree are not eligible.

Governor's Success Leveraged Incentive Grant

The Governor's Success Grant provides scholarship assistance on the basis of merit and/or need to full-time undergraduate students who are New Hampshire residents, have completed at least one term and are making satisfactory academic progress.

Leveraging Educational Assistance Partnership Program (formerly State Student Incentive Grant) Under the Leveraging Educational Assistance Partnership program, offered by several states, students may receive awards ranging from $250 to $1000, depending upon the state residence. Students automatically apply for this grant by completing the FAFSA form before May 1st. Vermont students must file a separate application.

UNIQUE Scholarship

Need based scholarship to New Hampshire residents who are entering freshmen at LRCC on full or part-time basis. Award is renewable while maintaining eligibility criteria governed by the program. The purpose of the scholarship is to provide increased, equal access and choice for deserving, needy NH residents seeking benefits of postsecondary education at a NH Institution. The UNIQUE scholarships were previously called the Mary Milliken Scholarships administered through the Postsecondary Education Commission.

Project RENEW Grant

Project RENEW provides financial support for single parents and displaced homemakers who are pursuing an education. Money available through this federal college grant program is used for tuition. Students must file an application form and essay. Awards are based on need, number of dependent children, whether the student is working and whether the student has other sources of income.

LOANS

The Federal Perkins Loan program provides funding for the neediest students. This loan program carries a 5 percent interest rate. Students are generally awarded $200-1500 per year, with repayment beginning nine months after leaving college.

Federal Subsidized Stafford Student Loan

This is a loan program that is subsidized by the federal government (subsidized loan is a loan that will not accrue interest during enrollment periods of at least half-time status). Student enrolled below ½ time (6 credits or less) for any given term are ineligible for loan disbursements. Grade level 1 (0-31 credits earned) students may borrow up to $3,500 per year. Grade level 2 students (32+ credits earned) may borrow up to $4,500. First time borrowers must do entrance counseling at http://mapping-your-future.org.

Federal Unsubsidized Stafford Student Loan

This loan program follows similar criteria as the subsidized Stafford student loan except the student is liable for the interest while in school. Student enrolled below ½ time (6 credits or less) for any given term are ineligible for loan disbursements. Grade 1 level students (0-31 credits earned) may borrow up to $3,500 per academic year combined with the subsidized Stafford Loan. Grade level 2 students (32+ credits earned) may borrow up to $4,000 per academic year. Independent students may borrow an additional $4000 to meet educational costs as eligibility permits. First time borrowers must do entrance counseling at http://mapping-your-future.org.

Federal Parent Loan for Undergraduate Students (PLUS)

Parent Loans for Undergraduate Students are available to provide additional funds for educational expenses. These loans are made to parents of dependent undergraduate students. Parents may borrow up to the student's cost of attendance less anticipated financial assistance. More information is available on-line at http://ccsnh.edu/links.html.

Alternative Loans for Parents and Students

These programs are developed by various agencies to assist parents and students meet their educational expenses. Such funds may assist families that do not qualify for, or need to supplement, other forms of financial aid. More information is available on-line at: http://ccsnh.edu/links.html.

FEDERAL WORK-STUDY PROGRAM

Three different work-study opportunities exist at Lakes Region Community College. Hourly wages range from $7-9 per hour.

On-campus part-time jobs are available throughout the campus.

Off-campus limited part-time jobs are available throughout the community in non-profit agencies. Students must provide their own transportation.

America Reads Program offers part-time placement in area elementary schools. Students provide reading tutor skills for grades K-3. Geared for Early Childhood Education majors, this opportunity is also open to all eligible students. Students must provide their own transportation and background search costs.

SCHOLARSHIPS

Students are urged to investigate private scholarship opportunities. Many religious organizations, clubs, businesses, banks and individuals provide scholarship assistance. Visit our Financial Aid webpage at www.lrcc.edu for more scholarship opportunities and applications. The following are examples of such voluntary assistance:

ACDelco Scholarship Program

Each year ACDelco awards 10 nationwide scholarships exclusively to TSS accounts through the ACDelco Scholarship Program. This program is designed to help defray the cost of tuition and books for technicians, as well as the dependents of TSS owners. Five $3,000 scholarships will be awarded to the dependents of TSS owners who are under 25 years of age, and five $2,500 scholarships will be given to TSS technicians.

If your TSS technicians and/or dependents are interested in participating in the Scholarship Program, to obtain a copy of the application or for more information, please contact Sheri Sierakowski at sheri.sierakowski@gm.com or simply log onto www.acdelcotechconnect.com.

Sam Baker Memorial Scholarship

The friends of Sam Baker, a career marine technician in the Lakes Region, endowed this scholarship in his memory. Academically and financially qualified Marine Technology students may apply.

Nancy J. Dolan Memorial Scholarship

Matriculating business student in the evening division.

Flexography Scholarship

The Flexographic Technical Association offers several significant scholarships for students with a "B" or better average who demonstrate interest in a career in flexography/graphic arts.

Joanne Gibbs Memorial Scholarship

Female student over age 30 enrolled in a paralegal or computer major having completed one semester with a CGPA of 3.0 or higher.

Peter Gill Memorial Scholarship

Two scholarships will be awarded to non-traditional students (over age 30) returning to college, one enrolled in the evening program and one in the day program. Students must have completed one semester with a CGPA of 3.0 or higher.

James Goulette Memorial Scholarship

Established in memory of Jim Goulette, son of the college's Vice President of Academic Affairs. To be considered for this scholarship, a student must meet the following criteria:
- Be a full-time student from New Hampshire attending Lakes Region Community College
- Be a member of the Freshman class returning to Lakes Region Community College for Senior year
- Must have participated in any of the athletic programs or Student Senate organizations/clubs

The final recipient(s) will be determined by recommendation of the Athletic Director. The number and amount of scholarship(s) may vary from year to year depending on the amount of money available in Fund.

Dale T. Jones Memorial Scholarship

Available to students from Vermont, enrolled full-time, in a Fire Technology curriculum.

Lakes Region Management Club Scholarships

A varying number of scholarships of several hundred dollars each are awarded annually to students who are residents of the Lakes Region and have demonstrated academic achievement, participation in extracurricular activities and financial need.

Lakes Region Scholarship Foundation

A number of scholarships are offered to residents of Laconia, Gilford, Belmont, Gilmanton or Canterbury, or to graduates of Laconia, Gilford, or Belmont High Schools. Applicants are selected on the basis of academic achievement, extracurricular activities, self-help through employment and savings and with consideration of students' plans and financial needs.

Mr. Goodwrench GM Educational Scholarship Program

The Mr. Goodwrench GM Educational Scholarship Program has been developed by GM Service and Parts Operations. The program is designed to provide scholarship opportunities to graduates of the Automotive Youth Educational Systems Program (AYES) to continue their education in automotive technology through GM Automotive Service Educational Program (GM ASEP). Scholarship recipients are eligible to reapply for an additional $3,500 scholarship for the second-year of their participation in the GM ASEP program. Should you have questions, you may contact the GM Scholarship Administration Center at 888-377-5233, or email scholarshipinfo@gmsac.com.

To be considered for a GM ASEP/BSEP scholarship, a student must meet all of the following criteria:
- Be a graduate of an AYES program.
- Possess a cumulative high school GPA of 2.8 or higher on a 4.0 scale.

- Demonstrate both academic excellence as well as outstanding community service through activities, volunteerism and work experience.
- Be a citizen of the United States or have eligibility to permanently work in the United States.
- Be currently employed at a GM dealership, or have completed an AYES internship at a General Motors dealership.
- Must have applied to, and been accepted into, a GM ASEP program for the fall term of 2005.
- Must intend to complete the degree in a two-year timeframe and intend to meet all program requirements, including employment at a GM dealership throughout the GM ASEP/BSEP program.

NASA Challenge Scholarship
The NASA Challenge Scholarship was created as an initiative to promote scientific and technical careers, and to encourage enrollment in math, science and technology programs at the college. The application consists of three parts: the FAQ's (Frequently Asked Questions), the two-page application and the Recommendation Form. Deadline dates are May 15th for announcement on June 1st, and if there are still funds available, a second round of applications will be accepted until August 30th for announcement on September 6th.

New England Graphic Arts Scholarships
Awards ranging from $500 to $1300 are made for each of two years to applicants who have indicated an interest in continuing in graphic arts. Eligible applicants must be residents of New England and be admitted to the Graphic Design program at LRCC. Senior applicants must possess at least a 2.5 academic average.

New Hampshire Automotive Education Foundation (NHAEF)
The New Hampshire Automotive Education Foundation (NHAEF), in conjunction with the New Hampshire Automobile Dealers Association (NHADA) and New Hampshire Charitable Foundation, offers scholarships for New Hampshire students pursuing a career in Automotive Technology at any of New Hampshire's Community Colleges' Automotive Technology programs (Berlin, Laconia, Manchester, Nashua, and Stratham campuses). Applicant must be a legal New Hampshire resident and a senior in an approved New Hampshire high school or a first-year student at one of the five LRCC automotive programs at the time of application. NHAEF requires a minimum Grade Point Average (GPA) of 2.0 in general studies and 2.5 in automotive or other technical career classes.

New Hampshire Alarm Association (Norman R. Spencer Scholarship Fund)
Senior students in Fire programs, who are residents of New Hampshire, may apply for a scholarship based upon academic achievement, extracurricular activities and need.

New Hampshire Charitable Fund Scholarships
New Hampshire residents pursuing undergraduate study are eligible to apply for scholarships based upon academic achievement, extracurricular participation and demonstrated financial need.

Sears Craftsman Scholarships
The Sears Craftsman Scholarship is funded to provide an incentive for graduating high school seniors to continue their education at the post secondary level, while acknowledging the academic achievement, citizenship, extracurricular activities, community service, and work experience of each applicant. The scholarships are fully funded by Sears Craftsman and are administered by the Youth and Education Services department of the National Hot Rod Association. Twenty (20) $1000 scholarships and one (1) $25,000 scholarship will be awarded to twenty-one (21) students; three (3) students from each of the seven (7) geographical divisions of the National Hot Rod Association, including all fifty states, Canada, Mexico, and Puerto Rico.

SEMA Memorial Scholarship Fund
The SEMA Memorial Scholarship Fund was founded in 1984 to foster leadership in the specialty equipment marketplace and support educational goals for students pursuing careers in the automotive aftermarket. SEMA Scholarships are awarded annually and have been distributed to hundreds of students in support and encouragement of their educational goals. More information and applications can be found on the SEAMA website, www.seam.org/scholarships.

Robert H. Turner Memorial Scholarship
Student must be in an Associate Degree program with a GPA of 3.0 or higher.

Specific questions regarding the scholarship and application process may be directed to (626) 250-2208 between 9:00 AM - 4:00 PM (Pacific Time), Monday through Thursday.

OTHER SOURCES OF AID

New Hampshire Charitable Foundation
New Hampshire residents pursuing undergraduate or graduate study at approved institutions of postsecondary education are eligible to apply for grants, interest-free and low interest loans from this fund. Information and applications are available from the New Hampshire Charitable Foundation Student Aid Program, 37 Pleasant Street, Concord, NH 03301-4005, (603) 225-6641 or 800-464-6641, or their website at www.nhcf.org.

New Hampshire Technical Education Loan Fund
Qualified students can borrow up to $1000 per year at 5 percent interest from this revolving fund. Repayment begins six months after the student leaves college. A FAFSA must be filed.

POW/MIA Children's Benefits
Children of persons domiciled in New Hampshire while serving in the U.S. Armed Forces after February 28, 1961, and officially interned or missing in action during the Southeast Asian conflict, are eligible to receive full tuition. Information may be obtained from a high school guidance counselor or the State Board of Education, Concord, NH 03301.

Veterans Administration Assistance Program
The Lakes Region Community College is approved for veteran's benefits under the Veterans Adjustment Act. Qualified enrolled veterans and their dependents may receive monthly financial benefits as full or part-time students. (See registrar's office for more information).

Veterans' Dependents and Survivors
Education benefits for up to 45 months may be paid to a student whose parent was permanently disabled or died in service or of service-connected disabilities. This benefit is also extended to wives, widows or widowers. There are also allowances for non-service connected disabilities. (See registrar's office for more information.)

War Orphan Benefits

Residents of New Hampshire, age 16-25, whose veteran parent(s) died as a result of service in World War I, World War II, the Korean conflict or the Southeast Asian conflict and whose veteran parent(s) were legal residents of New Hampshire at the time of death are eligible to receive full tuition and a maximum of $250 per year for room, board, books and supplies. Information can be obtained from: The NH Postsecondary Education Commission, 2 Industrial Park Drive, Concord, NH 03301.

REFUND OF TITLE IV FUNDS FOR FINANCIAL AID RECIPIENTS

Students who withdraw from all classes before the 60% point in a semester must repay a portion or all of their Federal Pell Grant, Federal SEOG Grant and Federal Perkins Loan funds to the United States Department of Education. In terms of Federal Family Education Loans (Stafford student loans), the unearned portion of the loan money will be returned to the student's lender.

The exact amount returned will vary depending on the amount of grant and loan money received and at what point the student withdraws from the college.

In addition, the student is liable for the balance owed the college for tuition, fees and, if applicable, room and board. The student will receive a revised statement of account for the expenses incurred, which will include the reduction and/or loss of Federal Title IV funds.

NOTE: Federal Stafford Loans (FFELP). If a student is in the first year of an undergraduate program, is a first-time borrower under the FFEL Program (Stafford Loan), and withdraws from the college prior to 30 days into the term, the student becomes INELIGIBLE for the Stafford Loan.

Students who choose to withdraw from the college must complete an official Withdrawal Form. This form must be signed and returned to the Registrar's office.

Samples of withdrawal calculations are available upon request in the Financial Aid Office.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

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

Qualitative Standard

Cumulative GPA Component . . . . .Must have earned the minimum published CGPA at the published intervals.

Quantitative Standard

Completion Rate Component . . . . . . Must complete more than 2/3 of the credits attempted

Maximum Timeframe Component . . . . . . Can receive financial aid for up to 150% of the number of credits

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

	Cumulative GPA Component	Completion Rate Component	Maximum Timeframe Component
Regular courses in your program of study	Y	Y	Y
Repeat Courses	Y	Y	Y
Transfer Credits	N	Y	Y
Consortium Credits	N	Y	Y
Developmental/Remedial/ESL	Y	Y	Y
Incompletes	Y	Y	Y
Audit Courses	N	N	N
Credit by Examination	N	N	Y

QUALITATIVE STANDARD

Cumulative GPA Component

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

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

QUANTITATIVE STANDARD

Completion Rate Component

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

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

Maximum Timeframe Component

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

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

Academic Periods Included in the Review

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

Satisfactory Academic Progress Review Process (SAP):

Question: When is my academic progress Reviewed?
Answer: At the end of each semester

Question: Are there Probationary Periods?
Answer: Yes, Probation and Final Probation

Question: Is there an Appeal Process?
Answer: Yes

Question: Can you re-gain Financial Aid eligibility once you lose it?
Answer: Yes

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

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

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

Students placed on SAP probation:

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

If the student is still unable to meet SAP standards, s/he may be placed on SAP final probation unless otherwise determined by the FAO. Students placed on SAP final probation will retain their eligibility for Student Federal Aid for the following semester

Students placed on SAP final probation:

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

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

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

TRANSFER CREDITS–Credits that are transferred in from another institution and apply to the most current major will be excluded from the student's cumulative CGPA and the completion rate components. However, they will be included in the calculation for the maximum timeframe component.

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

DEVELOPMENTAL / REMEDIAL / ESL COURSES–Credits from these course will be included in the calculations for all three components of the satisfactory academic progress review. You are only eligible for federal financial aid for up to 24 credit hours of this type of coursework.

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

AUDIT COURSES

Financial Aid does not cover any courses a student audits. Further, audit courses are not included for any of the calculated components. Full tuition is charged for all audited classes.

CREDIT BY EXAMINATION

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

APPEAL PROCESS–A student who becomes ineligible for federal student aid due to not meeting the financial aid standards of satisfactory academic progress may appeal for a review of that determination. A student who believes s/he has extenuating circumstances that affected his or her ability to progress satisfactorily should appeal in writing within 30 days of the date of the letter indicating a loss of financial aid eligibility. The letter should be addressed to the Financial Aid Appeals Committee and be submitted to the Financial Aid office. A successful appeal may preserve the student's eligibility for federal student aid in the following semester.

CHANGE OF PROGRAM–A student who changes his/her academic program may request an appeal in that determination if s/he has changed programs while enrolled at his/her current college. If this appeal is taken up then only those courses applicable to the new program will be evaluated for the Completion Rate and CGPA components. However, all courses attempted will be evaluated for the Maximum Timeframe component. If under these circumstances the student is making satisfactory academic progress, the student will regain eligibility for student aid. If under these circumstances the student is not making satisfactory academic progress, the student will not regain eligibility for student aid at this time.

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

VETERANS ADMINISTRATION

The Registrar's Office Veteran's Certifying Official assists students in receiving their VA educational assistance entitlement. Enrollment certifications are electronically reported to the Veteran's Administration after the add/drop period. Any changes in enrollment status will be reported to the VA, which may affect your benefit payments.

New Veteran Students:

1. Complete VA Form 22-1990 (Application for Educational Benefits) available online at www.gibill.va.gov or in the Registrar's office. This form should be mailed to the VA Regional Office in Buffalo, NY. It may take 8–12 weeks

for your claim to be processed. If you have already applied for the benefits, please provide a copy of your Certificate of Eligibility, issued by the VA, to the Veteran's Certifying Official.

2. Provide a copy of your separation papers, DD214 (active duty) or an original "Notice of Basic Eligibility" from your reserve unit (reservists), or, if you have already applied for benefits, please provide a copy of your Certificate of Eligibility, issued by the VA.

3. Apply for admission into an eligible degree or certificate program with our Admissions office.

You will find additional information on how to apply for educational benefits, benefit eligibility and changes in enrollment status online at www.gibill.va.gov or you may contact the college Veteran's Certifying Official at (603) 524-3207 Ext 721.

Complete Financial Aid Handbook is available on-line at http://www.ccsnh.edu/links.html

STUDENT SERVICES

Mission Statement
Student services provides high-quality, student-focused support, assistance and services responsive to individual needs in a caring environment that enhances success and empowers students to maximize their potential.

The administration, faculty and staff regard student services as an integral part of the total educational experience at this college. A wide range of student service programs helps to meet the needs and interests of the student body. Every effort is made to know students as individuals and to serve their needs individually.

Academic Advising
Academic advising is available to all matriculated students. A faculty member is assigned to assist the student from matriculation through graduation. The academic advisor helps a student register for courses and approves all registration decisions; including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, and helps students select and choose various program options. Advisors may help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship.

Activities and Sports
Students at the college often organize their own activities guided by faculty advisors and supervised by the Vice President of Student Affairs.

The college offers a variety of both intercollegiate and intramural sports for students. We recognize the value of providing athletic programs to facilitate student interaction outside the classroom. Our main objective is to allow students the flexibility needed to properly balance their interest in athletics with academic success. Student athletes must matriculate and enroll in at least 12 credits per semester and must maintain satisfactory progress. The determining factor for athletics depends on student interest. The college encourages students to participate in intercollegiate, intramural or club sports, which may include soccer, basketball, baseball, hockey, downhill or cross-country skiing, volleyball or golf. The college is a member of the Yankee Small College Conference (YSCC).

The Student Senate shares in the responsibility of promoting and coordinating student events and activities, and is responsible for allocating and disbursing student activity funds to support extra-curricular activities/sports.

Activity Period
Two activity periods during the school week with minimal classes scheduled provide time for college activities including Student Senate and Honor Society meetings; student participation in clubs and activities of special interest; faculty and staff meetings; and seminars and discussion groups on various subjects such as health, law, politics, social issues and academic topics.

Alumni
Alumni are an essential component of collegiate success, and the largest group within the college community. Because a larger association of alumni strengthens us, the college encourages all its past students to remain actively involved through guest lecturing, attending events, annual giving, promoting the college, and staying connected with those who shared the same college experiences. For many, attending college in Laconia was a life changing experience they will remember forever. Because our students live all across New England, the nation, and right here in our home community, one of the most valuable roles they play is to provide opportunities to other and future alumni in employment, leadership, and scholarship. In turn, it is the college's responsibility to provide our alumni with opportunities in career development, job postings, and maintaining an alumni association. To stay connected with the college, look for job assistance, post an opportunity, or to make a donation to the college, please contact the alumni office or visit the alumni page on the college's website at www.lrcc.edu.

Bookstore
All required textbooks and supplies, as well as college novelty items, are available through the bookstore, a contracted subsidiary of Follett Bookstores. Normal sales hours are from 8:00 am to 1:00 pm, Monday through Friday, and additional hours as posted. Information regarding evening and summer hours is available at the bookstore.

The Bookstore offers MasterCard and Visa charge services to students. The only other non-cash services offered are based on written authorization from approved agencies.

The Bookstore purchases and resells used books on a first-come, first-served basis.

College Transfers
The College is ready to assist students in identifying transfer opportunities to four year partners. Some of the transfer opportunities include transferring with junior credit status. All graduates of the College are encouraged to continue their education, and advisors play a key role in assisting in a transfer match.

Counseling
The college provides academic and career counseling services to all students. Counseling services assist students in successfully meeting academic goals and/or overcoming personal problems. Personal crisis counseling however should not be used as an appropriate substitute for long-term therapy. Students are encouraged to speak with the college counselor who works with them to identify and eliminate barriers to success. All counseling is confidential. Students may refer themselves for counseling services. The college also makes referrals to appropriate local

health and social service agencies. The counselor implements the college's early intervention efforts for students experiencing academic difficulties in their classes.

Food Service
Food service is provided through a contracted caterer who offers a reasonably priced light breakfast, lunch, and dinner each weekday when classes are in session. The posted hours of operation are convenient to students. The college also operates the Food for Thought Café in the Belmont Mill just a few miles south on Route 106. The Café, operating in conjunction with the Restaurant Management and Culinary Arts programs, offers a very reasonably priced lunch menu several days a week.

Health Record
Each student must have a student health form, including proof of immunizations, on file at the college before registering for classes. Students enrolled in Nursing, Culinary Arts, Early Childhood Education and Fire Science, and students who play sports, must also complete a physical examination prior to the beginning of the semester. Failure to provide documentation may remove a student from clinical/lab or team roster.

As a prerequisite to matriculation, all newly entering students, regardless of age, shall present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus as outlined in the college's immunization policy.

Honor Society
Students who have completed a minimum of 12 college-level credits with a 3.5 cumulative grade point average are invited to become members of Phi Theta Kappa National Honor Society for two-year colleges. The society was established to maintain and perpetuate the qualities of scholarship, leadership, service and fellowship. Initiation ceremonies are held during the academic year. Only matriculated degree students, full-time or part-time, day or evening, are eligible. Certificate and professional certificate students are not eligible.

Housing
While housing is the responsibility of the student, the college provides a comprehensive list of housing available within close proximity of the college. Because of the seasonal nature of the Lakes Region, LRCC is especially fortunate to have many housing opportunities available to its students. Condominiums, housekeeping cottages, motel efficiencies, private boarding and apartments are available. In addition, limited dormitory housing with a meal plan is available 30 minutes' drive from Laconia at our sister college, the New Hampshire Technical Institute, in Concord. This option is available on a space available basis and may not be an option in some years. The average cost of housing varies, but generally is in the $400 per month per person range, not including utilities.

Insurance
The college offers an optional student accident and medical insurance plan, at a reasonable cost, with family coverage for students with families. Comprehensive health insurance is required for all health program students prior to beginning clinical experience. Health insurance is also required for Fire Science students and all students participating in intercollegiate sports. Insurance plans are available on an annual basis. The admissions office provides information on insurance.

Teaching, Learning and Career Center
The Teaching, Learning and Career Center, available to all students, offers a full range of academic and support services to enhance the educational opportunities for all students by giving them the tools to foster independent learning. The Center has a growing list of resources including books, handouts, video and audio tapes, computerized tutorials and advanced assistive technology. Its human resources include learning specialist facilitators, peer and master tutors and two reading specialists.

The Center provides training in writing, organizational and study skills, note taking and time budgeting. Tutoring is offered in almost all subject areas and master tutors will assist in some math classrooms.

Students who need academic support or who want to advance more rapidly in an academic area may contact the Center. Staff members will assist in meeting the individual student needs. Staff will also work with faculty for additional support or conferencing.

Library
Bennett Library supports and enhances on-campus and distance learning for LRCC students with a wide variety of print, electronic, and multimedia resources. Reference and interlibrary loan services assist with research and informational needs. The Bennett Library webpage (http://www.lrcc.edu/library/index.html) provides 24/7 access to the online catalog, Ebscohost databases, Ebrary and netLibrary electronic book databases, and web links to other information resources. The Library staff collaborates with faculty to provide materials that support the programs and mission of the college, and to provide instruction to students in learning how to find, evaluate and use information—a life-long skill. The Library Computer Lab offers internet access and Microsoft Office software applications for research and for class projects. Wireless access is also available. The Library is open year round with abbreviated hours during the summer and holidays.

Part-time Employment
The college provides assistance in obtaining part-time work while in college through a campus job-referral service. Part-time jobs are posted on a bulletin board for students to pursue. Students should plan a reasonable balance between work hours and study requirements.

Peer Tutoring
Peer Tutoring is an important service the school provides to our students free of charge. Peer tutoring is available for students enrolled in courses at LRCC. Students needing tutoring services should come to the Teaching and Learning Center (TLC) Office (room 141) and fill out the "Request for Tutoring" form. Tutors are available for most courses including math, college writing, accounting, computers and business management courses. Peer tutors are students (18 years and older) who have successfully completed the courses in which they are tutoring or have proven expertise on the subjects and are validated by a professor. Tutoring sessions are on a one-to-one basis and allow students to ask questions, learn at their own pace, and receive immediate feedback.

We also encourage anyone interested in being a tutor to see the tutoring representative in the TLC Office. Our "Peer" tutors are paid hourly wages. Master Tutors are also available for English, math and other various subjects. Please contact the Teaching and Learning Center for additional information about Master Tutors.

Placement/Transfer Opportunities

The Community College is proud of its continued excellent job placement record. Typically, between 89 and 93% of graduates find jobs related to their field or continue their education at a four-year institution.

Traditionally, the starting salary for graduates ranges from $22,000–$45,000. Below is a sampling of careers and salaries:

CAREERS	SALARY
Associate Degree Nursing	$39,000
Business Administration	$25,000
Computer Technology	$32,000
Firefighter	$34,000
GM Automotive Technician	$30,000
Marine Engine Technician	$32,000
Office Technology Management	$22,500

Faculty advisors maintain close contact with business and industry representatives and actively assist students in locating job opportunities. The college also assists students in the area of resume development, job interviewing techniques and career counseling.

Services for Students with Disabilities

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, LRCC does not discriminate against students with disabilities in the admission process or in accessing opportunities for academic success. Students with documented disabilities are encouraged to disclose their disability in order to see if they qualify for reasonable classroom accommodations.

Information regarding students' disabilities is kept confidential. The services available to students with disabilities vary according to the students' individual needs. Students without documentation, but who suspect that they might have a disability, should contact the Director of the Teaching and Learning Center to discuss support service options.

Student Email Accounts

The college email network facilitates communication between students, faculty and the college community, including Blackboard. Students will be assigned a student email address within 24 hours of course registration and will no longer be allowed to change their primary e-mail address in Blackboard or SIS. This email account will serve as the official account for all electronic communication with the College. Your address and password are displayed under the Personal Information Menu in the secure area of the Student Information System. For more instructions regarding student email go to http://mymail.students.ccsnh.edu.

Student Information System

Students may access their college information online at www.lrcc.edu. The Student Information System (SIS) allows current students to register for classes, check seat availability, look up instructor email addresses, and to view your class schedule, grades, financial aid status, student billing account and personal information.

Setting up your new Student Account on the Student Information System

If you have never accessed the SIS before, please use the following instructions to set up your student account:

- Go to the college web page at www.lrcc.edu and click on "Student Information System", and select "Enter Secure Area".
- Enter your User ID—provided to you by the Admissions Office or the Registrar's Office.
- Create your Personal Identification Number (PIN)
  1. Enter your six digit date of birth (MMDDYY) or the last six digits of your User ID as the PIN. You will be prompted to reset/create a new PIN for future access.
  2. Use your DOB or last six digits of your User ID as your old PIN, enter a new PIN (must be six numbers; do not use letters or characters), reenter your new PIN.
  3. Create Security Question—Create a question to reset your PIN in the event you forget it. Please use a question with an answer that is private and will not change in the future, such as your mother's maiden name.

Please protect your privacy and the privacy of others and do not share your PIN with anyone else.

If you have any questions regarding the Student Information System, please contact the registrar's office at 603-524-3207.

Student Senate

The experience of attending Lakes Region Community College is not limited to the academic life of the student. Our college philosophy is to educate the entire person so that he or she adapts to the ever-changing world.

The Student Senate serves as the governing group for the student body, with representatives elected from each curriculum. These representatives accept the challenges of leadership, authority and responsibility in dealing with their peers, faculty and administration. The Student Senate provides experiences that promote the general welfare of every student, plans social and cultural activities, and manages the expenditure of student funds. Activities may include field day, films, concerts, bus trips, lectures, clubs, athletic and social events.

ACADEMIC POLICIES/PROCEDURES

Academic Philosophy

At Lakes Region Community College, students are exposed to various methods of instruction. While some courses are lecture-based, others subscribe to a performance-based, student-directed learning philosophy. Performance-based learning is a systematic, organized approach to education and training that specifies the knowledge and skills required for graduates to perform competently and confidently in a rapidly changing economy and society. Programs and courses are structured within a competency-based framework. By defining competencies (knowledge, skills, and attitudes) in each course, educators and learners work together to maximize the potential of each individual in the learning process. Intellectual, interpersonal and physical-manual competencies are assessed continuously to assist learners in improving their performance. The college continually strives to provide a physical, intellectual and social environment that supports the unique learning styles, backgrounds and needs of each individual.

ACADEMIC REQUIREMENTS

Associate Degree

The Associate Degree prepares students for immediate employment or the opportunity to further their education. The curriculum provides students with the tools to think critically, reason, compute, communicate, and adapt to change. Associate Degree candidates must meet the following requirements:

1. A minimum of 64 semester hours.
2. A minimum of 32 semester hours in major and related courses.
3. In addition to major courses, a 24 semester hour minimum core program in general education courses consisting of:
   A. English Composition and
      Literature/Communication   6 Semester Hours
   B. Science   3–4 Semester Hours
   C. Mathematics   3 Semester Hours
   D. Social Science   3 Semester Hours
   E. Humanities/Fine Arts/
      Foreign Language   3 Semester Hours
   F. Liberal Arts Electives   6 Semester Hours*
      (minimum of two courses and six credits from areas A-E above)

The Associate in Applied Science requires 3 Semester Hours in Liberal Arts

4. The remaining eight semester hours or more shall include either technical or general education courses.

5. Any credit granted through options will count towards degree/professional certificate/certificate requirements, but will not be included in computing grade point averages.

Professional Certificate

All professional certificate programs require a minimum of 20 semester hours in major and related courses, as well as 12 semester hours from the general education core. A cumulative grade point average of 2.0 or higher is required. Only those courses in the certificate will be used to calculate the GPA.

Liberal Arts Categories

Liberal Arts courses are categorized as follows:

English	Courses with LENG prefixes and LHUM1600
Humanities	LENG2230, LENG2240, LENG2460, LENG2500, LENG2540, LENG2550, LENG2560, LENG2570, and courses with LART, LFRE, LHIS, LHUM, LPHI and LSPA prefixes
Literature	LENG2230, LENG2240, LENG2460, LENG2500, LENG2540, LENG2550, LENG2560, LENG2570
Mathematics	Courses with LMAT prefixes
Science	Courses with LSCI prefixes
Social Science	LHUM1310, LHUM1450, LHUM1500, LHUM1510, LHUM2500, LHUM2520, and courses with LHIS, LPHI, LPOL, LPSY, and LSOC prefixes

Course Credit for Unit Instruction

Students who complete the competencies of a unit of a course may receive credit for the portion(s) successfully completed. For information about this process contact the student advisor. Note: Students required to take a three-credit (unit) course may not split units between two or more courses to satisfy one course requirement.

Residence Credit

Students seeking a degree at the college must earn a minimum of 16 semester hours from Lakes Region Community College. At least eight semester hours of the courses taken to meet the minimum residency requirements shall be advanced courses in the student's major field of study or in appropriate advanced courses in related fields. Advanced courses are associate degree program courses listed in the first and second semesters of the second year, or in the second semester of the first year of one-year programs. Students seeking a professional certificate must complete a minimum of 9 credits or 25% of the credits, whichever is larger, from Lakes Region Community College. For a certificate, students must complete at least 6 credits or 25% of the credits, whichever is larger, from Lakes Region Community College.

Directed Study

Under certain circumstances a matriculated student may take a course in a semester when the course is not offered either during the day or through the Division of Community Education. A Directed Study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. Students must be matriculated and have a minimum cumulative GPA of 2.0 to be eligible for a Directed Study.

The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered in the day or DCE divisions.

Distance Learning

Distance Learning courses are offered via the Internet in a 100% online environment using the Blackboard platform. Students work from home or office to complete the course content. All competencies and knowledge presented is the same as the student would experience in a classroom based course. This mode of study is increasing in popularity and the College is expanding the course menu every semester.

Alternative Delivery

Alternative Delivery is anything other than the once or twice a week traditional classroom meeting. It includes 100% Online Learning or Distance Learning, hybrids, video conference, and other condensed formats. These methods offer flexibility in scheduling while placing more responsibility for learning on the student. Online Learning and hybrid courses are taught using the Blackboard web-based delivery system. Students are recommended to take an online self-assessment and have basic computer skills before registering for a hybrid or Distance Learning course.

Independent Study

Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent study is not available to non-matriculated students. Sstudents must be matriculated and have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study.

The intent of Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-3 credits, Independent Study may not be done in lieu of any course existing in the college catalog.

Graduation Requirements

The college has established minimum competencies that must be attained in each program. Students will be awarded associate degrees upon completion of academic requirements and demonstration of the required competencies.

To be eligible for graduation, students must:

1. Satisfactorily complete each requirement in their academic program

2. Earn a cumulative grade point average of 2.0 or higher

3. Meet all obligations to the college, including payment of all fees

4. File the Intent to Graduate form with the registrar no later than November 1st for fall term completion or December 31st for May completion of the academic year in which graduation is anticipated.

The student has the primary responsibility for ensuring that he/she meets degree/professional certificate/certificate requirements for graduation. The student should initiate at least one meeting with his/her faculty advisor each semester to insure that all the requirements of the transcript checklist have or will be met by the intended time of graduation.

Transcripts

A student may request an official transcript (record of a student's academic history) by submitting a Transcript Request Form to the Registrar's Office. All college obligations must be met, including student loan payments, outstanding tuition, payment of fines, and athletic uniforms and library materials turned in before a transcript can be released. Transcripts are released in accordance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and will not be released to a third party, including parents and spouses, without written permission of the student. Release forms are available in the Registrar Office or on the college website. The first two transcripts are free; additional transcripts cost $3 each. There is no fee for transcript requests to be sent to a college within the Community College System of New Hampshire. There is an additional charge of $5 to FAX copies of transcripts.

Students may obtain an unofficial copy of their transcript at any time using the Student Information System link from the college website.

ACADEMIC POLICIES

Academic Honesty

Original thinking and intellectual honesty are central to a college education. Research projects require the ongoing use of existing works, but students must conduct themselves with proper regard for the rights of others and of the college, in a context of mutual respect, integrity and reason. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the college. Students involved in such activities are subject to serious disciplinary action.

The following are presented as examples of academic dishonesty:

1. Misrepresenting academic work done by someone else as one's own efforts, with or without permission of the person.

2. Providing or using prohibited assistance in assignments and examinations.

3. Unauthorized communication in any manner with other students during an examination; collaboration in the preparation of reports or take-home examinations; copying, giving aid or failing to follow the faculty member's instructions.

4. Tampering with or falsifying official college records.

5. Infringing upon the right of other students to fair and equal access to college library materials and comparable academic resources.

6. Falsification of data collected for and presented as part of course requirements.

7. Presenting as one's own ideas, another person's work or words without proper acknowledgement.

There may be other instances of academic dishonesty, which will be identified by a faculty member.

Academic dishonesty is not tolerated at Lakes Region Community College. There is the expectation that coursework will be done honestly, whether in lab projects, on examinations, or for term papers. The individual faculty member will make the initial response to an occurrence of academic dishonesty. The instructor should discuss the matter with the student, and should include what happened to cause the instructor to think cheating had taken place. The instructor should be specific: cheating was seen first-hand, cheating was reported by another student, work handed in was of much higher quality than usual, etc. Please refer to the College Judicial System on the College website as well as in the Student Affairs Office for consequences and procedures.

Academic Honors

Students whose academic performance warrants recommendation and recognition will receive academic honors.

The President's List recognizes students enrolled in a degree or professional certificate program carrying a minimum of 12 semester hours and earning a grade point average of 3.75 or higher.

The Vice President's List recognizes students enrolled in a degree or professional certificate program carrying a minimum of 12 semester hours and earning a grade point average of 3.3 to 3.74.

At the graduation ceremony, the student with the highest cumulative grade point average in an Associate Degree program receives recognition as the class valedictorian. The student must complete a minimum of 64 credits at this college, exclusive of transfer credits and waivers. Competition for this award has traditionally been very strong, with students winning by fractions of a point.

National Honor Society

The college is affiliated with Phi Theta Kappa, the National Honor Society for two-year colleges. Students with a cumulative grade point average of 3.5, degree matriculation status, and a minimum completion of 12 credits may be inducted into the honor society.

Determination of Grades

The college posts grades on our Student Information System (SIS) at the end of each semester/session for each course for students who have met all financial and other college responsibilities. Online grade reports include the semester grade point average, cumulative credits and the cumulative grade point average. Current semester and Cumulative Grade Point Averages are not re-calculated until at least one week after the end of each semester in August, December, and May once grades are received for all courses.

Grade Point Average

The grade point average determines academic standing and is computed as follows:

1. Multiply the grade points earned in each course by the number of credit hours associated with that course. For each course, this gives a value known as quality points.

2. Add the quality points from all the courses taken in the semester. Separately total the number of credits.

3. Divide the total quality points by the total number of credits. This gives the semester grade point average.

Example		Letter Grade	Semester Hours	Quality Points
LENG1200	College Composition	A (4)	3	4x3=12
LSCI1440	Human Biology with Lab	B+ (3.3)	4	3.3x4=13.2
LMAT1230	Introductory Algebra	C (2)	3	2x3=6
LPSY1250	Introduction to Psychology	D (1)	3	1x3=3
TOTAL			13	34.2

A total of 34.2 quality points divided by 13 credits = 2.63 semester grade point average (GPA)

Grades are recorded as follows:

A	4.0 Points	AF–Administrative Failure
A-	3.7 Points	AU–Audit
B+	3.3 Points	CR–Credit by Exam
B	3.0 Points	CS–Continuing Study
B-	2.7 Points	I–Incomplete
C+	2.3 Points	NP–No Pass
C	2.0 Points	P–Pass
C-	1.7 Points	TR–Course Transfer
D+	1.3 Points	W–Withdrew
D	1.0 Points	WF–Withdrawal Failing
D-	.7 Points	WP–Withdrawal Passing
F	.0 Points	*–Basic Skills

Explanation of Grades: AF, AU, CR, CS, I, NP, P, W, WF, WP, and Basic Skills.

AF: Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance, e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an "F". The AF cannot be used for poor grade performance.

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

CR: Students who are matriculated and earning a C or better on a Credit by Examination receive a grade of CR. The credits earned count toward the degree and are not calculated in the GPA.

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

I: An 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 policy: Incomplete Course Grade.

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

P: Pass (not calculated into GPA).

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

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

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

*Basic Skills: Grades for Basic Skills courses have an asterisk following the letter grade and are not computed in a GPA/CGPA, but cannot be used to satisfy degree requirements.

NOTE: When a student repeats a course (either voluntarily or because it is required to make up a failure), only the latest grade is computed in the GPA/CGPA, but both grades will appear on the academic transcript followed by an (I)–include and/or an (E)–exclude from CGPA.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) reflects a student's academic standing through the most recent semester. To compute the cumulative grade point average, divide the total quality points earned in all semesters by the total credits attempted in all semesters.

Grade for a Repeated Course

All grades are entered on the grade report and academic record, and are used in figuring semester and cumulative grade point averages.

Students may retake a course, whether to replace an F or to improve their prior grade. The grade achieved in the most recent course will be the grade used in calculating a student's CGPA. When a student retakes a course at this college, the course and credit hours appear on the semester's grade report and academic record with the letter grade entered. The course grade and hours are included in the semester and the cumulative grade point average computation. The original grade and credit hours will not be figured in the cumulative grade point average, but will appear on the student's academic record followed by an (E)-exclude.

Third and subsequent attempts to repeat a course will require the approval of the student's advisor or Vice President of Academic Affairs.

Incomplete Course Grade

An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. An Incomplete Contract must be completed by the instructor, signed by the student and filed with the Registrar's Office prior to the end of the term.

The work must be completed by the student through arrangement with the instructor no later than:

- the end of the third week in the Spring semester for a grade issued in the Fall semester;
- the end of the third week in the Fall semester for a grade issued in the Summer term;
- three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester;

Should the student fail to complete the work within the designated period, the grade will automatically become an F grade. The Vice President of Academic Affairs may make exceptions to the above deadlines.

Incomplete grades will not be included in the computation of Grade Point Average until a final grade is posted and/or the grade becomes an F. An "I" grade may affect a student's financial aid. Students should contact the Financial Aid office for further information.

Academic Standing Committee Review

Students must show orderly progress toward their degrees and continue to display an ability to benefit from their programs and courses.

Each semester the Vice President of Academic Affairs and the Academic Standing Committee review the academic performance of matriculated students whose: 1) cumulative grade point average (CGPA) is below 2.0; 2) semester grade point average (GPA) is below 1.0; or 3) semester grades include Incompletes and/or F grades. This review may result in a status of Warning, Probation, Mandatory Part-time or Suspension.

Academic Status Report: The instructor may issue status reports at any time during the semester/session when a student's academic performance is unsatisfactory. The status report identifies the problem and makes recommendations for corrective action. The advisor, counselor and instructor receive copies, and a copy goes in the student's file. A student may receive a failing grade without having received a course warning. The Academic Standing Committee may also issue warnings if a student's semester or cumulative grade point average falls below 2.0.

Academic Probation: The Academic Standing Committee may assign students to probation if they fall within one of the following categories:

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

Students placed on Academic Probation may not participate in any extracurricular activities. They are encouraged to focus on improving their academic performance and to take advantage of the college's student assistance program.

Mandatory Part-Time: The Academic Standing Committee may assign mandatory part-time status to students who fall within one of the following categories:

0–18	Credits Attempted:	below 1.25 CGPA
18+	Credits Attempted:	between 1.0 and 1.25 CGPA

Students placed on mandatory part-time cannot take a full course load. After consultation with their advisor, they may register for a reduced load that allows them to continue to work toward completion of their program. If they demonstrate improved academic progress for that term, they may appeal the status and the committee may reinstate them to full-time.

Academic Suspension: The Academic Standing Committee may suspend students from the college for one or two semesters if their academic performance falls under one of the following categories:

0–13	Credits Attempted:	below 0.50 GPA
14–27	Credits Attempted:	below 1.10 GPA
28–40	Credits Attempted:	below 1.25 GPA
41+	Credits Attempted:	below 1.50 GPA

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

Under certain circumstances a student may also be suspended from the college for a designated period of time for failing to meet minimum academic standards.

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

Appeal of Academic Standing Committee Decisions

The student may appeal in writing all decisions of the Academic Standing Committee. The student must submit a letter clearly defining the basis for the appeal to the Vice President of Academic Affairs within seven (7) college days following the date of the Committee's letter to the student. The student may have a hearing before the Academic Standing Committee as soon as possible after receipt of the appeal letter. The student may have a representative at the meeting, and is encouraged to meet with the college counselor or the academic advisor for assistance in presenting his/her case.

If the student is not satisfied with the results of the appeal, he/she has the option to appeal directly to the President of the college within five (5) days of the outcome of the appeal. The appeal to the President must be in writing, and must clearly define the basis for appealing the Committee's decision.

Each student must have a cumulative grade point average of 2.0 to graduate. NOTE: Co-op students must have a 2.0 or permission of their advisor to be eligible to participate in a co-op work experience.

Academic Amnesty

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

1. The student has not taken any courses at original college of enrollment for a period of at least 3 years from the last semester of attendance.

2. The student applies for Academic Amnesty at the time of admission.

3. The student has never before received Academic Amnesty

4. The student achieved a cumulative GPA below 1.7 during previous attendance.

All grades earned during a student's previous attendance at the college will no longer be used to calculate the student's new cumulative GPA. Grades of C- and above taken during that time will be used to meet course requirements, subject to the approval of the Vice President of Academic Affairs. All previous grades will remain on the student's transcript.

Academic Advising

All students have an academic advisor who serves as a critical contact/mentor for the students during their time at the college. The academic advisor helps students register for courses and must approve all registration decisions, including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, conducts graduation audits, and helps students select and choose various program options. Advisors help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship will be.

Each semester, the academic advisor will conduct degree audits with the students. The purpose of the audit is to identify student progress towards the completion of the program, and to offer early intervention in making necessary schedule changes when the student fails a course, or when the student takes a course out of the normal sequence. The student bears the ultimate responsibility for making sure that he/she completes the required coursework for his/her program.

Academic Environment

The learning environment at the college encourages free discussion, inquiry and expression. Student performance is evaluated only on the basis of performance in class or lab, not on the basis of their individual views.

Students are responsible for learning the content of any course of study, participate actively in the class and have the right to take exception to the views presented in class.

Students shall maintain academic standards and are accountable for the honest and timely completion of assigned work, consistent participation in all class, shop, laboratory or clinical activities, and for conducting themselves in an appropriate manner.

At the beginning of each semester the instructor shall provide students with a syllabus that contains a description of the course, its objectives, grading procedures, special academic requirements, prerequisites and specific class participation and attendance standards. The syllabus will include a schedule indicating (on a weekly basis if possible) when various course topics will be covered. Copies of syllabi are also available from the Academic Affairs Office.

Ethical Guidelines

Policies on students' rights and responsibilities, including the Student Code of Conduct, Equity, and the Judicial Policies and Procedures, were developed based on national guidelines and standards. Student Services is guided by College, State and Federal ethical guidelines.

Student Code of Conduct

A student's continuance at Lakes Region Community College depends on his or her conduct, and the receipt of academic credit and the conferring of a degree, professional certificate, or certificate are subject to the academic and judicial policies of Lakes Region Community College. A student's registration may be canceled; he or she may, following due process, be dismissed from Lakes Region Community College at any time for conduct of a nature that would reflect discredit on the student and/or the colleges within the Community College System of New Hampshire. The student will not hurt, exploit, endanger, rape, oppress, cheat or corrupt others, or the academic integrity of the College.

Attendance

Successful college students attend class regularly. Most failures, dropped courses and poor grades result from poor attendance. The college has designed a schedule of classes for each course that meets the Carnegie unit definition of class time necessary for the average college student to complete the course. This time at the college, under the supervision of a professional educator, contributes to academic success. It is understood that students may miss class due to illness or emergency. When this happens, the student should make every attempt to contact the instructor as soon as possible to discuss assignments and makeup opportunities. Students should in all cases notify and consult with their instructor on all absences. Absence for any portion of scheduled class time may constitute an absence. In some cases students must keep their own attendance records because a financial sponsor requires this for use in advising and recommending students to employers. The instructors will make every effort to accept advance notices of absences due to college events and/or emergencies. It is, however, ultimately the student's responsibility to make arrangements for missed assignments, tests, lectures, deadlines and other academic activities associated with the lack of attendance.

The college encourages attendance in class for several reasons:
1. There is a strong correlation between attending classes and academic success.
2. Material may be available in class that is not in the textbook.
3. Class time has been assigned to each student and that is their time to receive instructor assistance, which is important to the successful completion of the course requirements.
4. Much learning takes place between faculty and students during class. This time is also a chance for students to think, question and clarify ideas and information.
5. Each individual is expected to make satisfactory progress in classes. Attendance is important so the faculty can assist the student in making satisfactory progress.
6. Students who are not making satisfactory progress should, with the consensus of instructor and advisor, drop the course during the drop period.

Registration for any course presupposes that the student will attend all scheduled classes, laboratories, and clinics. Any student who does not attend the first class of the semester and has not processed a course drop in writing with the registrar's office will be removed from the class roster; however, the student is still responsible for tuition and fees. Each student is responsible for meeting all class requirements. For an absence rate that reasonably precludes making up missed coursework, barring mitigating factors such as major illness, accident or family emergency, faculty may process an administrative failure form with the Registrar's Office or award a final grade of AF at the end of the term.

Course Failure

The student must make up a course for which a grade of F was received, either by retaking the course at Lakes Region Community College or by taking a comparable course at another institution. Courses transferred from other institutions count towards credits only; the F remains as part of the CGPA. Retaking a failed class will result in the F being replaced by the passing grade for the purpose of GPA calculation. The student should consult the advisor and department chairperson to determine if a course will transfer. Course failures cannot be made up by taking a credit by examination. See policy on Credit by Examination.

Appeal of a Grade

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor. Only in a case of obvious computational error or blatant abuse of the grading prerogative, can the Vice President of Academic Affairs, the only other individual on campus empowered to change a grade, alter a student's grade.

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:

1. Meet with the instructor

   The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five work days.

2. Meet with the Program Coordinator/Dept. Chairperson

   If the issue was not resolved in Step 1 above, the student has three work days from the date of the faculty member's decision to file a written appeal with the faculty member's program coordinator or department chairperson, or with the Vice President of Academic Affairs if the faculty member is also the department chairperson or program director. Within three work days the department chairperson (VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to Step 3 below.

3. Meet with the Vice President of Academic Affairs (VPAA)

   If the issue is not resolved in Step 2 above, the student has three work days to file a written appeal with the Vice President of Academic Affairs. The VPAA will meet with all parties concerned within the next three work days to attempt to resolve the dispute. The VPAA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final.

Note: During the summer, when faculty is not on campus, students may begin the grade appeal process with the Office of Academic Affairs. Every attempt will be made to have the faculty member contact and meet with the student within the specified time. On occasion, however, these times may need to be adjusted.

Registration

The registrar, the financial aid office, the business office and the academic department coordinate the registration process, which includes the selection of courses, completion of forms and payment of college fees. Advance registration takes place mid-semester for second and later term matriculated students. The advising process helps students decide which courses to take; accordingly, **matriculated students must have advisor approval before registering for any course**. Non-matriculated students may register during the open registration period before the start of each term, pending available space and the meeting of prerequisites or instructor approval.

Students should understand that by registering for courses at LRCC, they are financially obligated for **ALL** costs related to the registered course(s). Upon a drop or withdrawal, it is understood they will be responsible for all charges as noted in the student catalog and handbook. If they do not make payment in full, it is understood that their account may be reported to the credit bureau and/or turned over to an outside collection agency. It is also understood they will be responsible for the costs of the outside collection agency and/or any legal fees and bounced check fees under RSA 6:11 which may add a significant cost to their existing account balance.

Adding a Course

Students may add a course to their class schedule during the first five class days of a semester, or at the discretion of the instructor. The student must obtain approval of the instructor, faculty advisor and academic officer. Add/Drop forms are available through the registrar's office and online at www.lrcc.edu.

Dropping a Course

The student should discuss the decision to drop a course(s) with his/her advisor. Add/Drop forms are available through the registrar's office and online at www.lrcc.edu.

Students may drop a course anytime during the first 60% of the semester. This may, however, result in a change in student status for financial aid, veteran's benefits, insurance discounts, etc. Courses officially dropped through filing the drop form with the registrar's office prior to the 8th day of the semester, or other prorated enrollment periods, will be refunded 100%, less nonrefundable fees.

Students who formally drop a course by filing the drop form in a timely manner will have information entered on their academic record as follows:

1. No courses or grades are recorded for students who register but do not attend classes.

2. No courses or grades are recorded for students who withdraw from course(s) during the first 8 days of the semester.

3. A grade of W is awarded to students who drop a course(s) after the 8th day of classes but during the first 60% of the semester.

Students who fail to file an official drop form to drop a course for which they are not attending will receive an AF – Administrative Failure for such courses on their transcripts.

NOTE: Classes may be added or dropped online via the Student Information System (SIS) until the first day of classes.

Audit Policy

Under the Audit Policy, students may enroll in courses which provide an opportunity to assess their ability to do 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 (unless agreed upon with the instructor). When enrolled as an audit, the student will not be given a final grade, nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course). *Student 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.

The Vice President of Academic Affairs may make exceptions to the above.

Prerequisite
Students must successfully complete a prerequisite course before enrolling in the next course. The course description section of the college catalog notes prerequisites. A failing grade in a prerequisite will prevent a student from taking the next course. Students may use courses from other colleges to meet prerequisites. The department chair or academic vice president determines transfer credit. See the section on Transfer Credit for further information.

Corequisite
Some courses have a corequisite course requirement, which means that the course must be taken simultaneously with another course. A corequisite may be satisfied if taken in a prior semester. Students should review all corequisite requirements with their advisor.

Withdrawing from the College
Withdrawing from the college is a serious step, and students should discuss this process with instructors, the academic advisor and the college counselor. To withdraw from the college, a student must complete the withdrawal form and an exit interview with the college counselor and financial aid director. Failure to attend classes does not constitute withdrawal from the college. However, students may be administratively failed (AF) due to excessive absences.

Students may withdraw from the college up to one week before the end of the semester. The date of withdrawal is noted on the students' academic college records, which also reflect the most recent date of class attendance, as needed, for students receiving scholarships, veteran's benefits, or for recipients of Title IV financial aid or other awards with special attendance requirements. Academic records will be treated in accordance with the standards used for dropping individual courses.

A student who has withdrawn from the college or who has been suspended may apply for readmission through the Admissions Office.

Student Status
A matriculated student is one who has been admitted to a program (degree, professional certificate or certificate) at the college. Matriculated students are entitled to participate in the Title IV Federal Financial Aid Program and have priority when registering for classes with limited enrollment. To remain matriculated, a student must register for, and enroll in, at least one course during the academic year (not to exceed a 12-month period). A student who does not register for at least one course per academic year will lose matriculated status. A student who chooses to re-matriculate must reapply for admission to a program. A student who begins a second program at the college may have to satisfy different program requirements.

A *non-matriculated* student is one who has not been admitted to a program at the college, and may register on a first-come, first-served basis for any course, providing the student has met prerequisites and that there is space available. Non-matriculated students should matriculate before the completion of 9 semester hours and begin pursuing graduation requirements. An advisor will help students make these decisions.

A matriculated student may request a leave of absence in writing through the Academic Affairs Office if the student will not be taking courses within one academic year (not to exceed a 12-month period) but wishes to remain on matriculated status. After a leave of one academic year, the student must either register for at least one course or lose matriculated status, thus requiring reapplication and admission.

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

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

Students requesting Medical Leave of Absence must:
1. Provide a letter to the Vice President of Academic Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;

2. Provide the Vice President of Academic Affairs documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed heath care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the Vice President of Academic Affairs and/or the student's program Department Head; compliance with any new admission criteria implemented in the stu-

dent's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence. (Please note that students wishing to return to a residence hall may be required to meet additional, separate criteria from those required for return to an academic program. Students should directly negotiate any return to residence life with the college's Student Affairs Office.)

Students who choose to seek Medical Leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

Enrollment status is defined according to the number of credits a student takes during a semester and is used to determine financial aid awards. Credits awarded for transfer, work experience, audits and challenge exams do not count toward determination of full-time status. It is important to know that full-time status is the equivalent of 12 or more credit hours.

Full-time. . . . . 12 or more credits, or registered for co-op

Three-quarter time . . 9–11 credits

One-half time. . . . . . 6–8 credits

A student must register for 12 or more credit hours to qualify for full-time status for financial aid, veteran's benefits, insurance discounts, etc.

Disclosure of Directory Information
Lakes Region Community College defines "directory information" as name, address, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (may include number of credits and/or full/part-time status), anticipated graduation date, degrees and awards.

Students may refuse designation of any or all of the above categories of personally identifiable information as directory information provided that a written request is received by the Registrar.

Privacy of Records
The college maintains an academic folder for all matriculated students. The folder includes permanent academic records, application for admission, correspondence to and from the college, transcripts of all previous academic records, recommendations, standardized test results, armed forces papers, social security papers, medical records and miscellaneous information.

The college does not provide access to, or release of, any personally identifiable records or files to any individual, agency or organization without prior written consent of the student except as follows. The President, Vice Presidents and registrar shall have unlimited access, without permission, to all student records. They may release information without prior written authorization of the student in the following circumstances:

1. To officials and teachers within the college who are directly involved in a legitimate, educational matter with the student.

2. To authorized Federal and State offices as identified in Section 438(b)(3) of Public Law 93-380.

3. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person. If students wish

their parent(s) or anyone else to be given information about any aspects of their progress at the college, they must sign a Waiver of Confidentiality form, which can be obtained from the registrar's office.

Students may request release of college records by completing the Authorization for Release of Records form with the Registrar's office prior to the release of student information or documents to individuals other than those listed above.

Social Security Number
Federal law requires that Lakes Region Community College collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1098-T tax form (Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student's social security number and will not disclose it to anyone outside the college, except as mandated by federal or state laws.

Cooperative Education
A co-op is an educational program that combines classroom studies with paid, productive work experience in a field related to the student's major or career. The student is a full-time employee of the site and is not required to take classes during the duration of the co-op. Depending on the length of the co-op and criteria established by the sponsoring academic department, 1–4 credits may be awarded.

Each college department will set standards for eligibility to participate in a co-op. Individual departments must approve co-op sites and will determine requirements (papers, journals, etc.) that must be met during the co-op. The co-op will be graded using the college's grading system and credit will be awarded accordingly. Cooperative education is optional for all programs except the GM ASEP Program and Restaurant Management. Faculty monitors each placement to ensure that it meets academic requirements and that the work experience is relevant to the student's area of study.

Exceptions to the above may be made with the approval of the Department Head and Vice-President of Academic Affairs.

Cooperative education allows a student to:
- Apply classroom knowledge to an employment situation
- Gain confidence for future employment
- Earn money to defray college expenses
- Earn credit for graduation
- Add solid experience to his/her resume

While the college makes every effort to place each eligible student, THERE IS NO GUARANTEE that placement will occur. Students who cannot obtain placement for any reason, including ineligibility due to a low grade point average or who decline to participate, are required to register for an alternative co-op experience or an elective. Students should see their faculty advisor for specific details. The college charges tuition and fees for co-op, alternative co-op experience or elective credits on a per-credit basis.

The student's co-op faculty advisor assists students in preparation for their co-op experience. During this process, usually two to four weeks prior to the co-op session, employers submit position descriptions to the co-op office. Students who meet individual department co-op requirements should review the position descriptions, consult with the department and faculty, and apply for those positions for which they are qualified and interested.

The company will screen the resumes and interview candidates. The employer and the successful candidate negotiate final decisions concerning placement. Although the college will assist in finding suitable co-op placements for students, there is no guarantee of placement or choice of locations. Students are expected to assist in placement inquiries as required. The faculty reviews the academic standing of each student prior to placement. If at any time the student's grade point average is below the necessary requirement of 2.0, the student may be ineligible for a cooperative education experience. Credit for the co-op experience may be awarded on a pass/no pass basis, which will not be calculated into the student's grade point average, or it may be awarded on an A-F basis, which will be calculated into the student's GPA. Students must complete co-op credits prior to graduation through the co-op placement, alternative co-op education or electives, depending on the program. Successful completion of the course includes preparation and submission of a journal and report. In the event of a no-pass or no-credit grade, the student may appeal through the appropriate channels.

The college retains its right to remove a student from a co-op position if the situation warrants doing so. Obviously, as with most work situations, the employer can terminate the relationship resulting in loss of credit, if the employer has just cause and has documented the situation. Each department's criteria pertaining to cooperative education may differ. The student should consult with his/her advisor for additional information.

CREDIT OPTIONS FOR ADVANCED STANDING
Credit options are opportunities for adult learners to earn credit toward a degree through alternatives other than coursework. Credit options include: transfer credit, CLEP examinations, credit by examination, advanced credit, DANTES and experiential learning.

The college encourages students to apply the wealth of knowledge and experience they possess to take advantage of all the credit options available to them. It is possible for students to earn significant credit based on previous educational and professional experiences. The only restriction is that students seeking a degree/professional certificate/certificate at the college must complete residency requirements. (See residence credit for specific requirements.)

Please note that credit earned through any of these options counts toward degree/professional certificate/certificate requirements, but is not included in computing grade point averages. Upon matriculation, student request for recognition of technical courses more than seven years old is subject to review. Course content may be outdated and therefore not acceptable for transfer or other credit.

Transfer Credit
Students may transfer credits from other accredited colleges, including the colleges within the Community College System of New Hampshire provided they earned a grade of C or better, and those credits are equivalent to the courses in their program. To apply, students must contact other college(s) they have attended and arrange for official transcripts and course descriptions to be sent to the Lakes Region Community College Registrar.

The Vice President of Academic Affairs must review course credit awarded through another institution's credit by examination policy. The academic office coordinates transfer credit. The appropriate department chairperson(s) and the Vice President of Academic Affairs determine acceptability of transfer credit.

Students should consider that transfer credits may lessen their financial aid eligibility by reducing the course load from full-time to part-time status.

Lakes Region Community College does not use grades received in courses taken at any other institution in computing semester or cumulative grade point averages.

Credit by Examination
Credit by examination provides matriculated students with the opportunity to challenge technical and other courses for which they feel qualified. Credit by examination is not available for those courses for which a CLEP exam exists. Examinations are prepared and administered by the college faculty. If students obtain a grade of C or better, the credits earned count toward their degree and the academic record will reflect a grade of CR. The academic officer and the instructor coordinate the credit by examination process. The exam must be taken and graded within the first seven days of the semester. The student, the advisor and the registrar receive notification of the course exam results, a copy of which is placed in the student's permanent file.

Students who apply for Credit by Exam must be matriculated and may apply for credit by examination only for those courses for which they are not currently registered. The fee for credit by examination is $25 per credit, plus all direct costs associated with providing the laboratory exam. Students cannot use credit by examination to make up a previously failed course. If a student earns credit by examination, the enrollment status could change, an action which could affect financial aid status.

CLEP Examinations (College Level Exam Program)
Students can earn credits toward a degree by passing CLEP exams in a wide variety of subject areas including English, math, biology, chemistry, psychology, sociology, macroeconomics, accounting, marketing, business law and other areas. To apply, the student should contact the college's academic affairs office for information on CLEP exams, make arrangements to take the exam(s) and have the scores sent directly to the college. To prepare for the exam, students should purchase a CLEP exam review book.

To ensure timely credit, the student should take the exam at least one semester prior to the semester the course is offered in. If a student CLEPs a course for which he/she is registered, he/she must drop the course prior to the second week of the semester/session in order to receive a full refund of the course fees.

DANTES (Defense Activity for Non-Traditional Education Support)
The DANTES College Credit Examination program provides National Guard members and servicemen and women with three different exam programs to earn college credit. The exams are CLEP, ACT/PEP and the DANTES Subject Standardized Tests (DSSTS). To apply, students must arrange to have credits earned through DANTES sent to the college registrar.

Continuing Education Credits
In students' working or professional lives, they may have taken work-related courses that have provided them with certificates or Continuing Education Units (CEUs). Students may earn credit(s) toward their degree through these efforts.

To apply, students need to assemble all certificates and CEUs into a package. Students must develop a narrative statement (for each certificate or CEU) that outlines the purpose of the course or workshop, the sponsor and instructor of the activity, and the

total number of hours for each activity. In addition, students must arrange for their employer to send a letter to the Vice President of Academic Affairs, confirming their narrative statements and highlighting the competencies gained through participation in the activities.

Experiential Learning

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

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

Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded (e.g., for 12 credits awarded: 0.50 x current tuition rate x 12 credits).

Running Start

High school students have the opportunity to earn college credit through the Running Start program. This unique partnership between the college and local area high schools offers the high school senior selected college-level coursework and college credit for successful completion of coursework. Running Start courses are taught at the high school by high school faculty members during the regular school day.

The cost of a three-credit course is $100 per course, plus books and supplies. This represents a significant savings associated with college tuition. Local high schools and students interested in a Running Start course may call the Running Start Coordinator at the college for more information.

High School Articulation

Some high schools are developing written agreements with the college to ensure guaranteed acceptance for motivated students. These agreements specify the competencies needed for acceptance, and they show the student how to meet them. They also spell out how a student can earn college credit while in high school. (See Articulation Agreements for a listing of the participating high schools).

ARTICULATION AGREEMENTS
High School
Lakes Region Community College Curriculum Areas

Berlin High School, Berlin, NH
Automotive Service Education Program

Center for Technology, Essex, Essex Junction, VT
Automotive Service Education Program

Cold Hollow Career Center, Enosburg, VT
Automotive Service Education Program

Concord Regional Vocational Center,
Automotive Service Education Program

Dover Vocational Center, Dover, NH
Automotive Service Education Program

Hartford Area Career and Technology Center,
White River Junction, VT
Automotive Service Education Program

J. Oliva Huot Technical Center, Laconia, NH
Automotive Service Education Program
Early Childhood Education
Office Technology

Lamoille Area Vocational Center, Hyde Park, VT
Automotive Service Education Program

Mount Washington Valley Career and Technical Center, Conway, NH
Automotive Service Education Program

Portsmouth Senior High School, Portsmouth, NH
Automotive Service Education Program

Pinkerton Academy, Derry, NH
Automotive Service Education Program

Richard Creteau Technical Center
Automotive Service Education Program

Sanford Regional Vocational Center, Sanford, ME
Automotive Service Education Program

St. Johnsbury Academy
Automotive Service Education Program

Southwest VT Career Development Center, Bennington, VT
Automotive Service Education Program

Sugar River Valley Regional Technical Center
Automotive Service Education Program

Waldo County Technical Center, Waldo, ME
Automotive Service Education Program

College Articulation Agreements
Franklin University
Granite State College
Hesser College
Keene State College
New Hampshire Institute of Art
Plymouth State University
Rochester Institute of Technology
Southern New Hampshire University
Springfield College
University of New Hampshire

PRE-ADMISSION RECOMMENDATIONS

Program	Recommendations
Accounting	Strong basic math skills; command of the English language
Business Management	High school math; command of the English language; ability to communicate; ability to think in a positive manner; willingness to learn
Computer Technologies	High School Algebra highly recommended, strong reading and writing skills, strong problem-solving skills, good interpersonal skills
Early Childhood Education	First Aid and CPR; strong English skills High School Algebra; willingness to develop positive human relations and problem-solving skills.
Fine Arts.	At least one year of high school art instruction, or equivalent (e.g., private instruction, community programs, etc.)
Fire Technology	A strong background in English, algebra, and chemistry
Human Services	English; psychology; strong communication skills in reading and writing
Office Technology Management. . .	Typing or keyboarding, accounting and computer applications; strong English skills; willingness to develop positive human relations and problem-solving skills
Teacher Preparation	Strong English skills; High School Algebra and Biology; willingness to develop positive human relations and problem-solving skills

ACCOUNTING

The Accounting Department provides educational opportunities leading to an associate degree, or certificate. All are designed to provide individuals with competencies in accounting for an array of employment opportunities in this field, as well as transfer options to four-year institutions. Certificate programs may be expanded through additional coursework to meet degree requirements.

The degree program provides a well-rounded education for those seeking employment in entry-level positions in accounting. Employment opportunities in accounting can be found in businesses of all sizes, including; public accounting firms, corporations, individually owned businesses, and government organizations. Recent graduates have successfully transferred their Associate Degree credits to Plymouth State University and Southern New Hampshire University.

Technical Requirements

Students who enroll in the program must comprehend the English language, both written and spoken. They must have sufficient manual dexterity to produce legible written documents in a timely manner and use a keyboard and calculator. They must be able to sit or stand at a desk or workstation and stay on task for extended periods of time. They must be able read small print. They must be able to perform basic arithmetic operations.

The Accounting student may choose one of two areas of concentration:

• Accounting with a Concentration in Business
• Accounting with a Concentration in Computer Applications

ACCOUNTING
With a Concentration in Business

This program allows students to integrate the study of business practices into their study of accounting. The students who pursue this course will supplement their accounting skills with knowledge of the business environment, management practices, and legal issues surrounding the business world. Successful completion of this program will enable the student to pursue a variety of accounting and business related opportunities.

The student who successfully completes this program will:

• be well versed in manual and computerized financial accounting procedures;
• be proficient in managerial accounting practices;
• have an understanding of basic federal tax regulations;
• gain a background in domestic and international business principles;
• be exposed to a variety of studies in liberal arts and the humanities.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester	CL	LAB	CR
LACC1310 Accounting I	3	0	3
LBUS1300 Introduction to Business	3	0	3

LENG1200	College Composition	3	0	3
LSOC2310	Microeconomics			
	OR			
LSOC2320	Macroeconomics	3	0	3
	MATHEMATICS			
	(Not LMAT1310, 1320 or 1330)	3	0	3
	Totals	**15**	**0**	**15**

Spring Semester		**CL**	**LAB**	**CR**
LACC1320	Accounting II	3	0	3
LCIS1320	Software Applications	3	2	4
LENG1230	Business Communications	3	0	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	LIBERAL ARTS	3	0	3
	Totals	**15**	**2**	**16**

Total Credits for Year = 31

SECOND YEAR

Fall Semester		**CL**	**LAB**	**CR**
LACC2310	Cost Accounting	3	0	3
LACC2510	Federal Taxes	3	0	3
LACC2710	PC Accounting Applications I	2	2	3
LBUS2310	Principles of Management	3	0	3
	SCIENCE	3	0	3
	Totals	**14**	**2**	**15**

Spring Semester		**CL**	**LAB**	**CR**
LACC2350	Managerial Accounting	3	0	3
LACC2720	PC Accounting Applications II	2	2	3
LBUS2380	Business Law I	3	0	3
LBUS2520	Introduction to International Business	3	0	3
	BUSINESS ELECTIVE			
	(from list of Business Electives)	3	0	3
	HUMANITIES/FINE ARTS/			
	FOREIGN LANGUAGE	3	0	3
	Totals	**17**	**2**	**18**

Total Credits for Year = 33
Total for A.S. Degree = 64

ACCOUNTING
With a Concentration in Computer Applications

This program allows students to integrate the study of specific accounting related computer applications into his or her study of accounting. Upon successful completion of this course of study the student will be well positioned for employment in today's technology-based business environment. The demand for individuals skilled in accounting and computer related skills will increase as managers rely more on automated accounting systems for information.

The student who successfully completes this program will:

- be well versed in manual and computerized financial accounting procedures;
- be proficient in managerial accounting practices;
- have an understanding of basic federal tax regulations;
- be skilled in several computer applications that support the accounting process;
- be exposed to a variety of studies in liberal arts and the humanities.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		**CL**	**LAB**	**CR**
LACC1310	Accounting I	3	0	3
LBUS1300	Introduction to Business	3	0	3
LCIS1320	Software Applications	3	2	4
LCIS1400	Introduction to Programming	2	2	3
LENG1200	College Composition	3	0	3
	Totals	**14**	**4**	**16**

Spring Semester		**CL**	**LAB**	**CR**
LACC1320	Accounting II	3	0	3
LCIS2350	Spreadsheets	2	2	3
LENG1230	Business Communications	3	0	3
LSOC2310	Microeconomics			
	OR			
LSOC2320	Macroeconomics	3	0	3
	MATHEMATICS			
	(not LMAT1310, 1320, or 1330)	3	0	3
	Totals	**14**	**2**	**15**

Total Credits for Year = 31

SECOND YEAR

Fall Semester		**CL**	**LAB**	**CR**
LACC2310	Cost Accounting	3	0	3
LACC2510	Federal Taxes	3	0	3
LACC2710	PC Accounting Applications I	2	2	3
LCIS2420	Database Management and Design	2	2	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	Totals	**13**	**4**	**15**

Spring Semester		**CL**	**LAB**	**CR**
LACC2350	Managerial Accounting	3	0	3
LACC2720	PC Accounting Applications II	2	2	3
LCIS2400	Management with Computers	2	2	3
	HUMANITIES/FINE ARTS/			
	FOREIGN LANGUAGE	3	0	3
	LIBERAL ARTS	3	0	3
	SCIENCE	3	0	3
	Totals	**16**	**4**	**18**

Total Credits for Year = 33
Total for A.S. Degree = 64

ACCOUNTING CERTIFICATE

Courses		**CL**	**LAB**	**CR**
LACC1310	Accounting I	3	0	3
LACC1320	Accounting II	3	0	3
LACC2310	Cost Accounting	3	0	3
LACC2350	Managerial Accounting	3	0	3
LACC2510	Federal Taxes	3	0	3
LACC2710	PC Accounting Applications I	2	2	3
LACC2720	PC Accounting Applications II	2	2	3
LCIS1320	Software Applications	3	2	4
	Totals	**22**	**6**	**25**

AUTOMOTIVE SERVICE EDUCATION PROGRAM (ASEP)

ASEP fulfills two very important goals in providing the best possible education for GM Technicians. First, it combines state-of-the-art technical training with appropriate academic coursework and dealership experience. Secondly, it fills an industry need for well-educated and motivated technicians capable of continued growth in a technologically dynamic field.

Graduates who successfully complete the 21-month cooperative education Automotive Service Education Program will receive an Associate in Applied Science Degree in Automotive Technology and credits toward GM Master Certification in all areas. The Co-op education program allows students to earn money while they work and learn in a General Motors dealership.

No college or educational program can guarantee its graduates a job in the future, but ASEP comes very close to doing just that. ASEP students are already working while in school. They receive training on specific products and dealership operations. ASEP graduates fulfill minimum training requirements that GM dealerships are obligated to meet. This makes them a valuable addition to the dealership.

The need for well-educated technicians to repair and service automobiles will be around for many years to come. Some ASEP graduates have gone on to become teachers, field service engineers, service managers or owners of their own dealerships. The potential for personal and financial growth in this industry is high.

The GM ASEP degree program has a limited number of spaces; therefore, students will be selected after careful consideration of their academic record, scores on the placement exam and an interview with the Automotive Department. The College's rolling admissions policy does not apply to the GM ASEP program. All candidates for this program must take the College's placement exam and must secure a GM dealer sponsor prior to an admissions decision.

Technical Requirements

A candidate for ASEP must:

- have a high school degree or equivalent;
- interview with one of the automotive faculty;
- be sponsored by a General Motors/AC Delco TSS dealership;
- have command of the English language
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare required reports;
- be able to understand and follow both written and oral instructions;
- be able to complete requirements for college level classes;
- have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information from a computer screen (adaptive equipment acceptable);
- have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable);
- have the ability to stand for extended periods of time and the physical strength to lift automotive parts and equipment;
- have sufficient dexterity to perform manual skills related to automotive service;

- be able to work in an automotive service facility environment;
- maintain a valid drivers license;
- be able to purchase the minimum required tools.

The student who successfully completes this program will:

- have skills necessary to service and maintain GM vehicles and the integrated systems used on these vehicles;
- have the skills necessary to diagnose and repair GM vehicles and the integrated systems used on these vehicles;
- have the skills necessary to develop and maintain a training path for continued growth using GM Service Technology College (GMSTC).

ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR

Fall Session I		CL	LAB	CR
LAUT1210	Automotive Systems	2	9	5
LAUT1220	GM Automotive Electricity	2	8	4
LENG1200	College Composition	3	0	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	Totals	**10**	**17**	**15**

Winter Session II		CL	LAB	CR
LAUT1750	Cooperative Education	0	12	4
	Totals	**0**	**12**	**4**

Spring Session III		CL	LAB	CR
LAUT1230	GM Fuel and Emissions	2	8	4
LAUT1240	GM Engine and Engine Related Electrical Systems	2	9	5
LENG1220	Technical Communications	3	0	3
LMAT1320	Tech Math I	3	0	3
	Totals	**10**	**17**	**15**

Summer Session IV		CL	LAB	CR
LAUT2100	GM Heating, Ventilation and Air Conditioning	2	8	3
LAUT2110	GM Supplemental Inflatable Restraint and Accessories	2	8	3
	LIBERAL ARTS ELECTIVE	3	0	3
	Totals	**7**	**16**	**9**

Summer Co-op Session V		CL	LAB	CR
LAUT1760	Cooperative Education	0	6	2

Total Credits for Year = 45

SECOND YEAR

Fall Session VI		CL	LAB	CR
LAUT2750	Cooperative Education	0	12	4
	Totals	**0**	**12**	**4**

Winter Session VII		CL	LAB	CR
LAUT2220	GM Drive Trains	2	9	5
LAUT2250	GM Brakes, Steering and Suspension	2	8	4
LSCI1250	Physics I	2	2	3
	HUMANITIES	3	0	3
	Totals	**9**	**19**	**15**

Spring Session VIII		CL	LAB	CR
LAUT2900	Cooperative Education	0	12	4
	Totals	**0**	**12**	**4**

Total Credits for Year = 23
Total for A.A.S. Degree = 68

BUSINESS MANAGEMENT

The Business Management department curriculum offers educational programs leading to an associate degree, or certificates. Students acquire the knowledge, technical skills, and interpersonal expertise to function optimally in the business world; in a variety of settings and opportunities. Certificate programs may be expanded through additional coursework to meet associate degree requirements.

Societies cannot function without business and organizations. Opportunities exist everywhere from small, individually-owned enterprises to large corporations and government agencies. Virtually every occupation utilizes organizational and business skills. Graduates have successfully transferred their associate degree credits to Plymouth State College, Southern New Hampshire University and Franklin Pierce College. See the business department chair or advisor for transfer information.

Technical Requirements

A candidate for the Business Management Program must:
- have command of the English language
- have arithmetic and computation skills;
- have mental and physical ability to work in groups and to give oral presentations;
- have aptitude for proficiency with learning new software programs—Word, Excel, Access, PowerPoint, as examples

The students who successfully complete this program will:

- understand the dynamics of business in both domestic and international economies;
- define the role of management in different organizational structures;
- demonstrate verbal and written communication skills including critical and analytical thinking;
- demonstrate basic MS Office skills in Word, Excel, Outlook, and PowerPoint;
- demonstrate presentation techniques.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
LACC1310	Accounting I	3	0	3
LBUS1300	Introduction to Business	3	0	3
LCIS1320	Software Applications	3	2	4
LENG1200	College Composition	3	0	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	Totals	15	2	16

Spring Semester		CL	LAB	CR
LACC1320	Accounting II	3	0	3
LBUS2600	Principles of Marketing	3	0	3
LENG1230	Business Communications	3	0	3
LSOC2310	Microeconomics			
	OR			
LSOC2320	Macroeconomics	3	0	3
	MATHEMATICS (LMAT1230, 2100 or 2150 recommended)	3	0	3
	Totals	15	0	15

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
LBUS2310	Principles of Management	3	0	3
LBUS1350	Small Business Management	3	0	3
LBUS2400	Introduction to Project Management	3	0	3
	BUSINESS ELECTIVES	3	0	3
	LIBERAL ARTS	3	0	3
	SCIENCE	3	0	3
	Totals	18	0	18

Spring Semester		CL	LAB	CR
LBUS2380	Business Law I	3	0	3
LBUS2520	Introduction to International Business	3	0	3
	BUSINESS ELECTIVES*	6	0	6
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	Totals	15	0	15

Total Credits for Year = 33
Total for A.S. Degree = 64

BUSINESS MANAGEMENT CERTIFICATE

Courses		CL	LAB	CR
LACC1310	Accounting I	3	0	3
LACC1320	Accounting II	3	0	3
LBUS1300	Introduction to Business	3	0	3
LBUS1350	Small Business Management	3	0	3
LBUS2310	Management/Leadership	3	0	3
LBUS2600	Principles of Marketing	3	0	3
LCIS1320	Software Applications	3	2	4
LENG1230	Business Communications	3	0	3
Select 3 credits:				
LBUS2330	Supervision	3	0	3
LBUS2410	Human Resource Management	3	0	3
	Total for Certificate	27	2	28

*Business Electives		CL	LAB	CR
LACC2510	Federal Taxes	3	0	3
LACC2710	PC Accounting Applications I	2	2	3
LBUS1752	Cooperative Education/Internship	0	9	3
LBUS2330	Supervision	3	0	3
LBUS2390	Business Law II	3	0	3
LBUS2410	Human Resource Management	3	0	3
LCIS2350	Spreadsheets	2	2	3
LCIS2420	Database Management and Design	2	2	3
LFIN1800	Personal Financial Management	3	0	3
LHOS1230	Food and Beverage Management	3	0	3
LOTM1210	Business Documentation I	2	2	3
LOTM1250	Administrative Office Management	3	0	3
LOTM2210	Business Documentation II	2	2	3
LOTM2250	Administrative Office Procedures	2	2	3
LOTM2550	Computerized Accounting Applications (QuickBooks Pro)**	2	2	3

** Non Accounting majors only.

Some electives may be offered only in the Evening Division or Summer Semester

CAREER AND TECHNICAL EDUCATION

This program is designed to offer students the knowledge and skills required by the New Hampshire Department of Education standards for career and technical educator certification. This certificate program has been constructed according to the competencies required for Ed 610.01 Professional Education and Ed 507.02 Teachers of Career and Technical Education.

The program is comprised of eight courses, for a total of twenty-four or twenty-five college credits. The program is designed to allow students to utilize these credits toward the Associate in Arts in Teacher Preparation of the Associate degree in a general studies or career and technical program at any one of the Community Colleges in the system. Additionally, students will have an opportunity to use the credits toward the pursuit of a Bachelor degree program, or a graduate program in education through Plymouth State University.

Upon completion of the program, students will be able to identify, evaluate and assess students' career and technical skills. Students will demonstrate proficiency in teaching strategies and techniques for teaching diverse populations.

CERTIFICATE

FIRST YEAR

Fall Semester		CL	LAB	CR
LEDU1300	Introduction to Exceptionalities	3	0	3
LEDU1200	Foundations of Education	3	0	3
LEDU2000	Teaching and Learning	3	0	3
LENG1200	College Composition	3	0	3
	Totals	**12**	**0**	**12**

Spring Semester		CL	LAB	CR
LEDU2100	Instructional Technology	3/4	0	3/4
LEDU2300	Essentials of Career and Technical Curriculum and Instruction	3	0	3
LPSY1260	Human Growth and Development	3	0	3
LPSY2000	Educational Psychology	3	0	3
	Totals	**12/13**	**0**	**12/13**
	Total for Certificate = 24/25			

COMPUTER TECHNOLOGIES

The Computer Technologies curriculum leads to an associate degree in the field of computer technologies. Additionally, the program is designed to offer Microsoft or other industry-recognized certification in specific areas of study within the degree program.

Students taking the Associate in Science Degree in Computer Technologies select one concentration from the six concentrations offered: PC Systems Manager (A+ Generalist Track), Secure Network Administrator (CCNA/MCSE-Security Track), Application Developer (MCSD Track), Database Administrator (MCDBA Track), Gaming and Animation Developer or Accounting. Students should declare concentrations by the second semester to ensure completion of curriculum requirements. In addition, a Technologies for Education Certificate is available for educators who either wish to update their technology skills or become certified to teach computer classes at the middle and high school levels.

The rapidly changing world of computer technology has created a growing demand for persons trained in hardware and software. This degree program prepares students for a broad range of employment opportunities in the field; including positions in networking, software development, database administration, gaming and animation development and help desk administration. The Accounting concentration offers students an opportunity to combine the two disciplines for easier entry into the business environment, and to enhance their prospects for advancement. All courses are designed with the potential for transfer to a four-year institution.

Lakes Region Community College is a MSDNAA and Cisco Academy. While earning an associate degree or a certificate, students can become fully certified by passing a series of tests. Certification gives industry recognition of proficiency in technical areas in demand by businesses. Certain certifications may also give access to technical and product information not available to the general public, including access to secure websites, as well as invitations to conferences, technical training and special events. Students can pursue many of the computer courses by means of distance learning. Blackboard is used as the platform for on-line classes.

Technical Requirements

Computer Technology Program candidate must:

- have command of the English language;
- have normal vision for reading instructions and course materials and for performing manipulative tasks;
- be able to complete requirements for college level classes;
- be able to understand and follow both written and oral instructions;
- have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information from a computer screen (adaptive equipment acceptable);
- have reading comprehensive skills sufficient to read and comprehend technical literature;
- have communication skills sufficient to prepare required reports;

- have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable);
- have sufficient dexterity to perform manual skills related to computer operation.

It is also recommended that all candidates interview with one of the Computer Technology faculty.

At the completion of the program, each student will have:

- skills necessary to be a self-directed and continuous learner;
- knowledge of operating systems, applications, database systems, hardware, programming concepts, networks, and online resources;
- knowledge of security issues, risks, tools, and policies;
- ability to apply a systematic and methodical approach to solve problems;
- strong documentation skills and knowledge of general business principles and project management.

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

NOTE: One concentration must be selected.

Fall Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
or LCIS2260	Advanced Office Applications (if placement test allows)	2	2	3
or LCIS2270	IT Developmental Applications (if placement test allows)	2	2	3
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LENG1200	College Composition	3	0	3
	MATHEMATICS (LMAT1230 minimum; except for Gaming option)	3	0	3
	Gaming students must take a minimum of LMAT2100			
	Totals	**12/13**	**6**	**15/16**

Spring Semester		CL	LAB	CR
LCIS2500	Networking Fundamentals (CCNA 1 Cert Test)	2	2	3
	ACCOUNTING OR BUSINESS ELECTIVE	3	0	3
	COMPUTER TECHNOLOGIES ELECTIVES*	4	4	6
	LIBERAL ARTS	3	0	3
	MATHEMATICS (LMAT2100 minimum; except for Gaming option)	3	0	3
	Gaming students must take LMAT2350			
	Totals	**15**	**6**	**18**

Total Credits for Year = 33/34

SECOND YEAR

Fall Semester		CL	LAB	CR
LSOC2250	Critical Thinking and Decision Making	3	0	3
	COMPUTER TECHNOLOGIES ELECTIVES*	6	6	9
	ENGLISH	3	0	3
	SCIENCE	3	0	3
	Totals	**15**	**6**	**18**

Spring Semester		CL	LAB	CR
LCIS2800	Capstone Project	3	0	3
	COMPUTER TECHNOLOGIES ELECTIVES*	6	6	9
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	Totals	**12**	**6**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 66/67

COMPUTER TECHNOLOGIES
with a Concentration in Accounting
ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
LACC1310	Accounting I	3	0	3
LCIS1320	Software Applications	3	2	4
or LCIS2260	Advanced Office Applications (if placement test allows)	2	2	3
or LCIS2270	IT Developmental Applications (if placement test allows)	2	2	3
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LENG1200	College Composition	3	0	3
	Totals	**12/13**	**6**	**15/16**

Spring Semester		CL	LAB	CR
LACC1320	Accounting II	3	0	3
LCIS2350	Spreadsheets	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
	ENGLISH	3	0	3
	LIBERAL ARTS	3	0	3
	MATHEMATICS	3	0	3
	Totals	**16**	**4**	**18**

Total Credits for Year = 33/34

SECOND YEAR

Fall Semester		CL	LAB	CR
LACC2310	Cost Accounting	3	0	3
LACC2510	Federal Taxes	3	0	3
LACC2710	PC Accounting Applications I	2	2	3
LCIS2420	Database Management and Design	2	2	3
LMAT2150	Statistics	3	0	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	Totals	**16**	**4**	**18**

Spring Semester		CL	LAB	CR
LACC2350	Managerial Accounting	3	0	3
LCIS2400	Management with Computers	2	2	3
LCIS2800	Capstone Project	2	2	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	SCIENCE	3	0	3
	Totals	**13**	**4**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 66/67

CONCENTRATIONS:

PC Systems Manager (A+ Generalist Track)

Semester	Course		Credits	Certification Test
Spring 1	LCIS2520	PC Hardware Assembly and Maintenance A+ Cert	3	CompTIA A+ Cert/HW
Spring 1	LCIS2600	Windows Vista and Configuration	3	70-620
Fall 2	LCIS2570	PC Operating Systems A+ Cert	3	CompTIA A+ Cert/SW
Fall 2	LCIS2580	Help Desk Concepts	3	
Fall 2		Computer Technologies Elective	3	
Spring 2	LCIS2400	Management with Computers	3	
Spring 2	LCIS2620	Implementing and Administrating a Network	3	
Spring 2		Computer Technologies Elective	3	

Network Administrator (CCNA/CSA-Security Track)

Semester	Course		Credits	Certification Test
Spring 1	LCIS2600	Configuring and Administering XP Pro Networks	3	70-270*
Spring 1	LCIS2610	Manage and Maintain a Server 2003 Network	3	70-290*
Fall 2	LCIS2510	Routers and Routing Basics	3	CCNA 2
Fall 2	LCIS2670	Server 2003 Network Infrastructure	3	70-291*
Fall 2		Computer Technologies Elective	3	
Spring 2	LCIS2490	Network Security	3	CompTIA Security+
Spring 2	LCIS2590	Intermediate Routing, Switches and WAN	3	CCNA 3, CCNA 4
Spring 2	LCIS2630	Designing Security for a Network	3	70-299

*Core requirements for Microsoft Certified Systems Administrator (MCSA)

MCSA elective requirement (1) choice of LCIS2440, LCIS2490, LCIS2630

Application Developer (MCSD Track-VB)

Semester	Course		Credits	Certification Test
Spring 1		Computer Technologies Electives	3	
Spring 1	LCIS2770	Programming for Games	3	
Fall 2	LCIS2710	Analyzing Software Requirements	3	70-300
Fall 2	LCIS2720	Object-Oriented Programming-Visual Basic	3	70-306
Fall 2	LCIS2760	Developing Web Applications	3	70-305
Spring 2	LCIS2400	Management with Computers	3	
Spring 2	LCIS2440	SQL Server	3	70-228, 70-229
Spring 2	LCIS2730	Distributed Applications with Visual Basic and XML	3	70-310

Database Administrator (MCDBA Track)

Semester	Course		Credits	Certification Test
Spring 1	LCIS2600	Windows Vista and Configuration	3	70-620
Spring 1	LCIS2620	Implementing and Administrating a Network	3	
Fall 2	LCIS2270	IT Developmental Applications	3	
Fall 2	LCIS2420	Database Management and Design	3	
Fall 2	LCIS2720	Object-Oriented Programming-Visual Basic	3	70-306
Spring 2	LCIS2430	Database Application Development	3	
Spring 2	LCIS2440	SQL Server	3	70-228, 70-229
Spring 2	LCIS2730	Distributed Applications with Visual Basic and XML	3	70-310

Gaming and Animation Developer Track

Semester	Course		Credits	Certification Test
Spring 1	LCIS2750	Object-Oriented Programming-C++	3	
Spring 1	LCIS2770	Programming for Games	3	
Fall 2	LCIS2710	Analyzing Software Requirements	3	70-300
Fall 2	LMMA1200	Imaging for New Media	3	
Fall 2	LMAT2450	Advanced Topics	3	
Spring 2	LCIS2330	*Introduction to Multimedia	3	
Spring 2	LCIS2910	Intro to Artificial Intelligence	3	
Spring 2	LCIS2780	Programming with DirectX	3	

+Student must be able to meet Math prerequisites

Website Developer

Semester	Course		Credits	Certification Test
Fall 1	LMMA1200	Images for New Media	3	
Spring 1	LMMA2000	2D Animation	3	
Fall 2	LCIS2390	E-Commerce	3	
Fall 2	LCIS2760	Developing Web Applications	3	
Fall 2	LMMA1400	Web Design	3	
Spring 2	LMMA2200	3D Animation	3	
Spring 2	LCIS2440	SQL Server	3	70-431
Spring 2	LCIS2730	Distributed Applications with Visual Basic and XML	3	

PC SYSTEMS MANAGER CERTIFICATE

Courses		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
	OR			
LCIS2260	Advanced Office Applications	2	2	3
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
LCIS2520	PC Hardware Assembly and Maintenance A+ Cert.	2	2	3
LCIS2570	PC Operating Systems A+ Cert	2	2	3
LCIS2580	Help Desk Concepts	2	2	3
LCIS2600	Windows Vista Configuration	2	2	3
LCIS2620	Implementing and Administrating a Network	2	2	3
	Totals	**18/19**	**18**	**27/28**

NETWORK ADMINISTRATOR CERTIFICATE

Courses		CL	LAB	CR
LCIS1360	Introduction to Computers	2	2	3
LCIS2270	IT Developmental Applications	2	2	3
LCIS2490	Network Security	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
LCIS2510	Routers and Routing Basics	2	2	3
LCIS2590	Intermediate Routing, Switches and WAN	2	2	3
LCIS2600	Windows Vista Configuration	2	2	3
LCIS2610	Manage and Maintain a Server 2003 Network	2	2	3
LCIS2630	Designing Security for a Network	2	2	3
LCIS2670	Server 2003 Network Infrastructure	2	2	3
	Totals	**20**	**20**	**30**

APPLICATION DEVELOPER CERTIFICATE

Courses		CL	LAB	CR
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LCIS2400	Management with Computers	2	2	3
LCIS2440	SQL Server	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
LCIS2710	Analyzing Software Requirements	2	2	3
LCIS2720	Object-Oriented Programming-Visual Basic	2	2	3
LCIS2730	Distributed Applications with Visual Basic and XML	2	2	3
LCIS2760	Developing Web Applications	2	2	3
LCIS2270	IT Developmental Applications	2	2	3
	OR			
LCIS2770	Programming for Games	2	2	3
	Totals	**20**	**20**	**30**

DATABASE ADMINISTRATOR CERTIFICATE

Courses		CL	LAB	CR
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LCIS2270	IT Developmental Applications	2	2	3
LCIS2420	Database Management and Design	2	2	3
LCIS2430	Database Application Development	2	2	3
LCIS2440	SQL Server	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
LCIS2600	Windows Vista Configuration	2	2	3

LCIS2620	Implementing and Administrating a Network	2	2	3
	OR			
LCIS2730	Distributed Applications with Visual Basic and XML	2	2	3
	Totals	**18**	**18**	**27**

GAMING AND ANIMATION DEVELOPER CERTIFICATE

Courses		CL	LAB	CR
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LMMA1200	Imaging for New Media	2	3	3
LCIS2770	Programming for Games	2	2	3
LCIS2710	Analyzing Software Requirements	2	2	3
LCIS2720	Object-Oriented Programming-Visual Basic	2	2	3
LMAT2450	Advanced Topics	3	0	3
LCIS2330	Introduction to Multimedia	2	2	3
LCIS2910	Intro to Artificial Intelligence	2	2	3
LCIS2780	Programming with DirectX	2	2	3
	Totals	**21**	**18**	**30**

TECHNOLOGIES FOR EDUCATION CERTIFICATE

Courses		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
	OR			
LCIS2260	Advanced Office Applications	2	2	3
LCIS1350	Word Processing	2	2	3
LCIS2270	IT Developmental Applications	2	2	3
LCIS2320	Website Development	2	2	3
LCIS2330	Introduction to Multimedia	2	2	3
LCIS2350	Spreadsheets	2	2	3
LCIS2420	Database Management and Design	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
	Totals	**16/17**	**16**	**24/25**

WEBSITE DEVELOPER CERTIFICATE

Courses		CL	LAB	CR
LCIS1360	Introduction to Computers	2	2	3
LCIS1400	Introduction to Programming	2	2	3
LMMA1200	Images for New Media	2	2	3
LCIS2440	SQL Server	2	2	3
LCIS2500	Networking Fundamentals	2	2	3
LMMA2000	2D Animation	2	2	3
LCIS2390	E-Commerce	2	2	3
LCIS2730	Distributed Applications with Visual Basic and XML	2	2	3
LCIS2760	Developing Web Applications	2	2	3
LMMA1400	Web Design I	2	2	3
	Totals	**20**	**20**	**30**

CULINARY ARTS

This two-year program prepares students for entry to mid-level employment in a variety of culinary venues. It combines a foundation of culinary and management skills the industry demands. The curriculum incorporates opportunities to learn and work in a student-operated restaurant. Summer employment in culinary complements the learning experience. These workplace opportunities provide the student with hands-on knowledge and the benefit of work experience.

Technical Requirements
Culinary Arts candidates must:

- have command of the English language;
- be capable of lifting or carrying at least twenty five pounds;
- comprehend new terminology;
- understand the importance of personal hygiene, appearance, and etiquette for interaction with the public;
- have the physical and mental ability to satisfy long hours, demands, and stress that the restaurant industry cultivates.

Culinary Arts is a fast growing field with tremendous job potential. Quality employees are always in high demand. The Culinary Arts program provides opportunities for fulfilling jobs in all aspects of an exciting and growing industry.

Students who successfully complete this program will be able to:

- demonstrate basic knife skills as well as describe the French terminology of each knife cut;
- prepare stocks, sauces, soups from fundamental ingredients following industry practice;
- demonstrate using procedures and terminology in creating recipes from basic ingredients;
- produce several regional ethnic dishes from within the United States and internationally;
- demonstrate the use of the different pieces of equipment in the kitchen;
- demonstrate different cooking techniques such as sautéing, roasting, grilling, boiling, steaming, braising;
- be hired from entry-level to sous-chef positions in larger restaurants;
- be able to manage a fully functioning kitchen as a culinary cook in smaller establishments;
- establish cost and purchasing controls in food management;
- apply hospitality laws to any kitchen/dining service venue

ASSOCIATE IN SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
LCUL1460	Bakery Production	1	4	3
LCUL1510	Culinary Fundamentals	1	6	3
LCUL1520	Sanitation and Safety	3	0	3
LENG1200	College Composition	3	0	3
LHOS1140	Dining Room Management I	0	6	3
	Totals	8	16	15

Spring Semester		CL	LAB	CR
LCUL1580	Restaurant Facility and Menu Design	3	0	3
LCUL1590	Cost Control	3	0	3
LHOS1130	Introduction to Worldwide Cuisine	1	6	3
	HOSPITALITY	1	0	1
	LIBERAL ARTS	3	0	3
	MATHEMATICS	3	0	3
	Totals	14	6	16

Summer Semester		CL	LAB	CR
LCUL2320	Culinary Co-operative Education (300 hours required)	0	9	3
	LIBERAL ARTS	3	0	3
	Totals	3	9	6

Total Credits for Year = 37

SECOND YEAR

Fall Semester		CL	LAB	CR
LCUL2530	Introduction to Garde Manger	1	6	3
LCUL2540	Classical Cuisine	1	6	3
LHOS2220	Quantity Food Purchasing	3	0	3
LSCI1290	Nutrition for Health and Fitness	3	0	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	Totals	11	12	15

Spring Semester		CL	LAB	CR
LCUL1470	Hot and Cold Plated Desserts	1	4	3
LCUL2550	Italian Cuisine	1	6	3
LCUL2560	U.S. Regional and Infusion Cuisine	1	6	3
	ENGLISH	3	0	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	Totals	9	16	15

Total Credits for Year = 30
Total for A.S. Degree = 67

EARLY CHILDHOOD EDUCATION

Employment opportunities in New Hampshire in early childhood education and childcare remain excellent and will continue to grow. Sixty-seven percent of children under the age of six in New Hampshire receive some form of childcare provided by persons other than their parents. Many of these young children spend eight to eleven hours each day in childcare. Because of a shortage of trained directors, teachers, and workers, many childcare programs strive but are unable to fully meet the developmental needs of children in their care.

The Early Childhood Education Associate in Science Degree program provides theoretical and practical experiences for preparation to work as an Early Childhood Education Director, responsible for the care and education of young children, management of personnel, finances, and facilities of an early childhood education program. The certificate prepares graduates to become childcare teachers.

The Early Childhood Education program seeks students who have a strong desire to nurture and care. To ensure that the Early Childhood Education Associate in Science applicant chooses the appropriate career, candidates are encouraged to meet with the program coordinator and the college counselor.

Successful completion of this program satisfies New Hampshire Childcare Bureau of Licensing requirements for certification as a childcare director or teacher. This program also provides an ideal preparation for those students wishing to continue their education on the baccalaureate level.

The New Hampshire Bureau of Childcare Standards and Licensing may restrict certification of candidates who have been involved in civil or criminal action. Questions about certification restrictions should be addressed to the New Hampshire Bureau of Childcare Standards and Licensing.

Technical Requirements

Early Childhood Education Program candidates must:

- have command of the English language;
- have the ability to stand for sustained periods of time, walking, running, bending, sitting on the floor and on child-size furniture to meet the child's needs and accomplish tasks;
- have sufficient strength, stamina and motor coordination to perform frequent lifting, moving and transferring children, especially infants and toddlers;
- have sufficient visual and hearing acuity to ensure a safe environment and the ability to respond quickly in the event of an emergency;
- have sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, fellow students, and supervising teachers;
- have the ability to work with frequent interruptions, to respond appropriately to unexpected situations, and to cope with extreme variations in workload and stress levels;
- have the ability to secure transportation to Practicum and field observation sites;
- uphold the ethical codes relevant to his or her discipline (National Association for the Education of Young Children);

- ability to demonstrate and maintain organizational skills, time management and professional respect and conduct as an early childhood education student, either at a practicum site, or in the community;

Upon completion of this program the successful student will be able to:

- communicate skillfully, both orally and in writing;
- demonstrate empathy with children and their families;
- perform accurate development assessments;
- devise imaginative developmentally appropriate learning experiences.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
LECE1210	Growth and Development of the Young Child	3	0	3
LECE1230	Foundations of Early Childhood Education	3	0	3
LENG1200	College Composition	3	0	3
	MATHEMATICS	3	0	3
	Totals	**15**	**2**	**16**

Spring Semester		CL	LAB	CR
LECE1220	Curriculum Development in Early Childhood	3	0	3
LECE1240	Health, Nutrition and Safety in Child Care	3	0	3
LHUS1260	Learning and Behavior	3	0	3
LPSY1250	Introduction to Psychology	3	0	3
LSCI1440	Human Biology with Lab	3	2	4
	Totals	**15**	**2**	**16**

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
LECE1260	Infant/Toddler Development	3	0	3
LECE1610	Early Childhood Education Practicum I	2	9	5
LECE2160	Young Children's Special Needs	3	0	3
LPSY1260	Human Growth and Development	3	0	3
LSOC2350	Children, Youth and Families	3	0	3
	Totals	**14**	**9**	**17**

Spring Semester		CL	LAB	CR
LECE2240	Math and Science in Early Childhood	3	0	3
LECE2310	Early Literacy Development	3	0	3
LECE2610	Early Childhood Education Practicum II	2	9	5
LENG2240	American Short Story			
	OR			
LENG2500	Introduction to Literature	3	0	3
LPHI2270	Ethical Issues	3	0	3
	Totals	**14**	**9**	**17**

Total Credits for Year = 34
Total for A.S. Degree = 66

ASSOCIATE TEACHER CERTIFICATE

This certificate program satisfies New Hampshire Childcare Bureau of Licensing requirements for childcare worker certification.

Courses		CL	LAB	CR
LECE1210	Growth and Development of the Young Child	3	0	3
LECE1240	Health, Nutrition and Safety in Child Care	3	0	3
LECE1260	Infant/Toddler Development	3	0	3
	Totals	**9**	**0**	**9**

LEAD TEACHER CERTIFICATE

This certificate program satisfies New Hampshire Childcare Bureau of Licensing requirements for teacher and childcare worker certification.

Courses		CL	LAB	CR
LECE1210	Growth and Development of the Young Child	3	0	3
LECE1220	Curriculum Development in Early Childhood	3	0	3
LECE1230	Foundations of Early Childhood Education	3	0	3
LECE1240	Health, Nutrition and Safety in Child Care	3	0	3
LECE1260	Infant/Toddler Development	3	0	3
LECE1610	Early Childhood Education Practicum I	2	9	5
	Totals	**17**	**9**	**20**

EARLY CHILDHOOD EDUCATION ADVANCED CERTIFICATE

This certificate prepares students to independently implement program activities and supervise childcare teachers and workers.

Courses		CL	LAB	CR
LECE1210	Growth and Development of the Young Child	3	0	3
LECE1220	Curriculum Development in Early Childhood	3	0	3
LECE1230	Foundations of Early Childhood Education	3	0	3
LECE1240	Health, Nutrition and Safety in Child Care	3	0	3
LECE1260	Infant/Toddler Development	3	0	3
LECE1610	Early Childhood Education Practicum I	2	9	5
LECE2240	Math and Science in Early Childhood	3	0	3
LENG1200	College Composition	3	0	3
LENG2240	American Short Story			
	OR			
LENG2500	Introduction to Literature	3	0	3
	Totals	**26**	**9**	**29**

ELECTRICAL POWER AND CONTROL TECHNOLOGIES

The electrical industry offers an ever-increasing number and variety of employment opportunities to qualified industrial electricians. Along with these opportunities come the responsibilities associated with one of today's most sophisticated technologies. A well-grounded individual can expect entry-level employment with rapid upward mobility in construction, industrial electricity, electrical design, or electrical inspection.

Successful completion of this curriculum satisfies all the related education requirements for electrical licensing within the State of New Hampshire. New Hampshire license holders receive reciprocity with the states of Massachusetts, Vermont and Maine.

Technical Requirements

In order to be successful in the EPCT Program a student must:

- have command of the English language;
- have the ability to stand for extended periods of time;
- have a normal vision for reading instructions and course materials and for performing manipulative task;
- have a high school degree or equivalent;
- be able to complete requirements for college level classes;
- must be able to understand and follow both written and oral instructions;
- have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information from a computer screen (adaptive equipment acceptable);
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare required reports;
- have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable);
- have the physical strength to lift 50lbs;
- have sufficient dexterity to perform manual skills related to electricity.

As a result of completing the Electrical Program, the student will:

- be able to demonstrate an understanding of the theory and skills associated with the electrical profession;
- understand and use appropriately the technical vocabulary associated with the electrical profession;
- attain and demonstrate a high level of professional integrity in the implementation of his/her technical skills;
- possess the skills and attitudes to enable successful employment and upward mobility within the electrical profession.

ASSOCIATE IN APPLIED SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
LELC1220	Residential Wiring and Electrical Blueprint Reading	3	6	5
LELC1240	AC/DC Theory	3	3	4
LENG1200	College Composition	3	0	3
LMAT1310	Boolean Algebra	1	0	1
LMAT1320	Tech Math I	3	0	3
	Totals	**13**	**9**	**16**

Spring Semester		CL	LAB	CR
LELC1280	Fundamentals of Electrical Control	2	6	4
LELC1300	Direct Current Machinery and Power Lab	2	6	4
LELC1410	NEC-Residential	2	0	2
LMAT1330	Tech Math II	3	0	3
LPDv1050	Career Success	1	0	1
	ENGLISH	3	0	3
	Totals	**13**	**12**	**17**

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
LELC1420	NEC-Multi-Family Unit	2	0	2
LELC2050	Industrial Electronics	2	3	3
LELC2400	Stationary Machinery	2	6	4
LSCI1250	Physics I	2	2	3
	SOCIAL SCIENCE	3	0	3
	Totals	**11**	**11**	**15**

Spring Semester		CL	LAB	CR
LELC1430	NEC-Commercial/Industrial Applications	2	0	2
LELC2100	Introduction to Electrical Estimating and Design	2	2	3
LELC2280	AC Rotating Machinery	2	6	4
LELC2350	Programmable Controllers	2	3	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	ELECTIVE	3	0	3
	Totals	**14**	**11**	**18**

Total Credits for Year = 33
Total for A.A.S. Degree = 66

ELECTRICAL POWER AND CONTROL TECHNOLOGIES CERTIFICATE

Courses		CL	LAB	CR
LELC1220	Residential Wiring and Electrical Blueprint Reading	3	6	5
LELC1240	AC/DC Theory	3	3	4
LELC1280	Fundamentals of Electrical Control	2	6	4
LELC1300	Direct Current Machinery and Power Lab	2	6	4
LELC1410	NEC-Residential	2	0	2
LELC1420	NEC-Multi-Family Unit	2	0	2
LMAT1320	Tech Math I	3	0	3
	Totals	**17**	**21**	**24**

NATIONAL ELECTRICAL CODE INTERPRETATION CERTIFICATE

Courses		CL	LAB	CR
LELC1410	NEC-Residential	2	0	2
LELC1420	NEC-Multi-Family Unit	2	0	2
LELC1430	NEC-Commercial/Industrial Applications	2	0	2
	Totals	**6**	**0**	**6**

RESIDENTIAL CONSTRUCTION WIRING CERTIFICATE

Courses		CL	LAB	CR
LELC1220	Residential Wiring and Electrical Blueprint Reading	3	6	5
LMAT1320	Tech Math I	3	0	3
	Totals	**6**	**6**	**8**

COMMERCIAL CONSTRUCTION WIRING CERTIFICATE

Courses		CL	LAB	CR
LELC1230	Wiring Theory and Techniques (Commercial)	4	6	6
LELC1240	AC/DC Theory	3	3	4
LELC1410	NEC-Residential	2	0	2
LMAT1320	Tech Math I	3	0	3
	Totals	**12**	**9**	**15**

INDUSTRIAL CONSTRUCTION WIRING CERTIFICATE

Courses		CL	LAB	CR
LELC1420	NEC-Multi-Family Unit	2	0	2
LELC2240	Wiring Theory and Techniques (Industrial)	4	6	6
LMAT1320	Tech Math I	3	0	3
	Totals	**9**	**6**	**11**
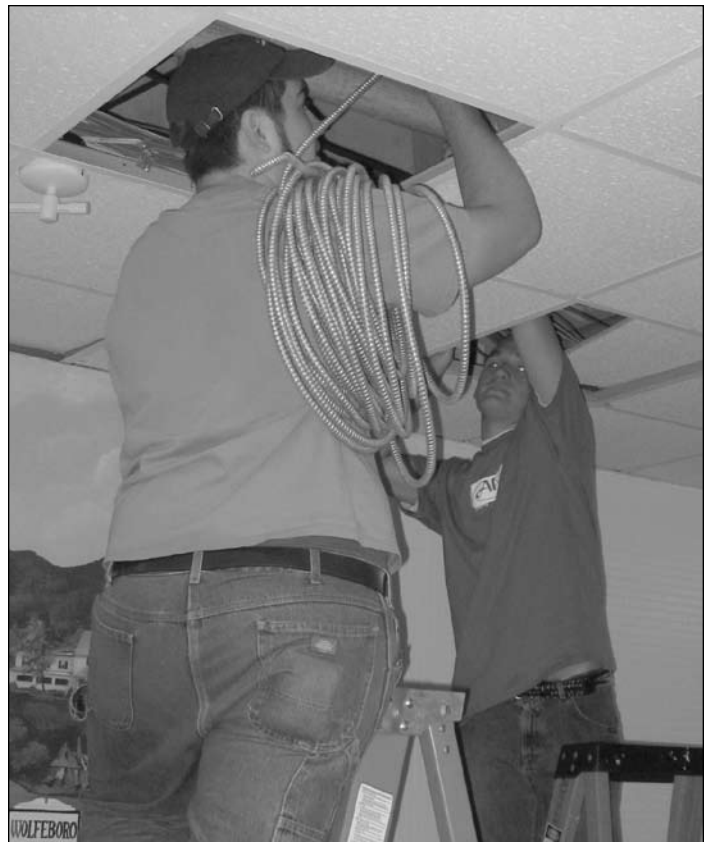
ELECTRICAL SYSTEMS INSTALLATION AND MAINTENANCE

The Electrical Technology programs provide the knowledge needed for employment as an electrical construction electrician, industrial electrical technician, electrical estimator, or electrical inspector. The electrical programs meet the education requirements of the New Hampshire Electrical Licensing Board.

Opportunities for electrical construction electricians are available in nearly all geographic locations. Employment opportunities exist in residential construction, industrial construction, and commercial construction as an electrician or as a maintenance electrician. Graduates may find employment as industrial electricians, maintenance electricians, electrical inspectors, electrical estimators, or in any of the high-tech electrical fields.

Technical Requirements

In order to be successful in the ESIM Program a student must:

- have command of the English language;
- have the ability to stand for extended periods of time;
- have a normal vision for reading instructions and course materials and for performing manipulative task;
- have a high school degree or equivalent;
- be able to complete requirements for college level classes;
- must be able to understand and follow both written and oral instructions;
- have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information from a computer screen (adaptive equipment acceptable);
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare required reports;
- have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable);
- have the physical strength to lift 50lbs;
- have sufficient dexterity to perform manual skills related to electricity.

As a result of completing the Electrical Program, the student will:

- Be able to demonstrate an understanding of the theory and skills associated with the electrical profession;
- understand and use appropriately the technical vocabulary associated with the electrical profession;
- attain and demonstrate a high level of professional integrity in the implementation of his/her technical skills;
- possess the skills and attitudes to enable successful employment and upward mobility within the electrical profession.

ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LELC1220	Residential Wiring and Electrical Blueprint Reading	3	6	5
LELC1240	AC/DC Theory	3	3	4
LENG1200	College Composition	3	0	3
LMAT1320	Tech Math I	3	0	3
	Totals	**12**	**9**	**15**

Spring Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
LELC1230	Wiring Theory and Techniques (Commercial)	4	6	6
LELC1410	NEC-Residential	2	0	2
LPDv1050	Career Success	1	0	1
	ENGLISH	3	0	3
	MATHEMATICS	3	0	3
	Totals	**16**	**8**	**19**

Total Credits for Year = 34

SECOND YEAR

Fall Semester		CL	LAB	CR
LELC1420	NEC-Multi-Family Unit	2	0	2
LELC2050	Industrial Electronics	2	3	3
LELC2300	Electrical Motor Control	2	6	4
LSCI1250	Physics I	2	2	3
	SOCIAL SCIENCE	3	0	3
	Totals	**11**	**11**	**15**

Spring Semester		CL	LAB	CR
LELC1430	NEC-Commercial/Industrial Applications	2	0	2
LELC2100	Introduction to Electrical Estimating and Design	2	2	3
LELC2240	Wiring Theory and Techniques (Industrial)	4	6	6
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	ELECTIVE	3	0	3
	Totals	**14**	**8**	**17**

Total Credits for Year = 32
Total for A.A.S. Degree = 66

ELECTRICAL SYSTEMS INSTALLATION AND MAINTENANCE CERTIFICATE

Courses		CL	LAB	CR
LELC1220	Residential Wiring and Electrical Blueprint Reading	3	6	5
LELC1230	Wiring Theory and Techniques (Commercial)	4	6	6
LELC1240	AC/DC Theory	3	3	4
LELC1410	NEC-Residential	2	0	2
LELC1420	NEC-Multi-Family Unit	2	0	2
LELC1430	NEC-Commercial/Industrial Applications	2	0	2
LMAT1320	Tech Math I	3	0	3
	Totals	**19**	**15**	**24**

ENERGY SERVICES AND TECHNOLOGY

The Energy Services and Technology Program (ESTP) will provide students with the knowledge and skills to enter the rapidly expanding field of energy services and technologies. Students will be prepared to utilize knowledge and skills gained in the areas of energy fuels and consumption, energy efficiency, energy economics, electricity, HVAC, technical communications and computer sciences, to optimize the production, delivery, and use of energy resources.

Graduates of the program will be prepared to enter into a variety of energy management and technological fields such as Energy Auditor, Energy Analyst, Building Operator, Resource Conservation Manager, Measurement and Verification Technician, Technical Service Representative, and many other related professions.

Technical Requirements

In order to be successful in the Energy Services Program a student must:

- have written and verbal command of the English Language;
- be able to complete requirements of college level courses;
- be able to understand and follow both verbal and written directions;
- have hand/eye coordination for the manipulation and operation of handheld diagnostic tools and computer keyboard and mouse;
- have the ability to stand and walk for extended periods of time;
- be well versed in word processing, spreadsheet, and presentation software.

As a result of completing the Energy Services and Technology Program, the student will be able to:

- demonstrate an understanding of the theory and skill sets associated with the energy services profession;
- communicate and understand the technical vocabulary and jargon associated with the energy profession;
- attain and demonstrate a high level of professional integrity in the implementation of his/her technical skills;
- possess the skills and attitudes to enable successful employment and upward mobility within the energy management profession.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LEST1100	Introduction to Energy Management Principles	3	0	3
LEST1150	Renewable Energy Sources	2	2	3
LMAT1230	Introductory Algebra	3	0	3
LSOC2210	Organizational Behavior	3	0	3
	Totals	**14**	**2**	**15**

Spring Semester		CL	LAB	CR
LEST1250	Energy Efficiency and Conservation Methods	3	0	3
LEST1300	Spreadsheets, Reading Drawings and Blueprints	3	0	3
LEST1400	Basic Electricity	3	0	3
LEST1600	Building Materials Overview	3	0	3
LSCI1250	Physics I	3	0	3
	LIBERAL ARTS ELECTIVE	3	0	3
	Totals	**18**	**0**	**18**

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
LENG1220	Technical Communications	3	0	3
LEST2100	Heating Systems	2	2	3
LEST2200	Cooling Systems	2	2	3
LEST2250	Indoor Air Quality	3	0	3
LEST2300	Lighting and Electric Motors	3	0	3
	HUMANITIES ELECTIVE	3	0	3
	Totals	**16**	**4**	**18**

Spring Semester		CL	LAB	CR
LEST2400	Water Conservation and Hot Water	3	0	3
LEST2500	Energy Economics and Control Strategies	2	2	3
LEST2600	Overview of NH Utilities and Energy	3	0	3
LEST2750	Energy Analysis Capstone	2	2	3
	LIBERAL ARTS ELECTIVE	3	0	3
	Totals	**13**	**4**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 66

ENERGY SERVICES AND TECHNOLOGY CERTIFICATE

Courses		CL	CEU
LEST1010	Building Systems Overview	11	1
LEST1020	Energy Conservation Techniques	11	1
LEST1030	HVAC Systems and Controls	20	2
LEST1040	Efficient Lighting Fundamentals	11	1
LEST1050	Indoor Air Quality	7	1
LEST1060	Facility Electrical Systems	11	1
LEST1070	Energy Management Planning	12	1
	Totals	**83**	**8**

FINE ARTS

The Associate in Arts in Fine Arts provides students with an introduction to the discipline of the visual arts as a means of self-expression and communication. The curriculum provides a solid foundation in a wide range of media, methods, and materials. These develop the skills and experiences that lead to transfer to a four-year institution, and eventually to a career in the visual arts. The educated artist balances artistic and practical training with a liberalizing background of general studies, art history, and cultural trends. The graduate with an A.A. in Fine Arts is at the beginning of an exciting and dynamic career in the visual arts.

The curriculum presents students with a thorough exploration of a variety of art fundamentals, beginning with first year courses in Drawing, Design, and the History of Art. Building on these foundation experiences, the second year of the program continues these studies and extends them into the disciplines of Painting and Printmaking. In addition, a number of courses are available as art electives. The Senior Portfolio Project gives the student the practical skills to develop a professional portfolio for eventual transfer to a four-year institution of higher education, or for pursuit of a career in the visual arts, such as a studio apprentice, assistant to an artist or craftsperson, art gallery associate, or creating their own fine art business.

Students intending to transfer to a four-year program of study work closely with their advisor to identify the programs of interest to them. Students may then develop a course of study and a focused portfolio for admissions review by the selected four-year programs. To become eligible for transfer to a variety of four-year programs, students must successfully complete all general education coursework in addition to their Fine Arts program of study. Poor academic performance will affect transferability whether it is after one semester or upon completion of all degree requirements.

Technical Requirements
Candidates for the Fine Arts program must:

- have command of the English language;
- have normal vision for reading instructions and course materials and for performing manipulative tasks;
- be able to complete requirements for college level classes;
- must be able to understand and follow both written and oral instructions;
- have sufficient vision to distinguish colors, read gauges, scoped, diagnostic equipment and information from a computer screen (adaptive equipment acceptable);
- have communication skills sufficient to prepare required reports;
- have sufficient dexterity to perform manual skills;
- have no strong tactile sensitivities (e.g., having hands covered in charcoal, paint, clay, etc.);
- have no life-threatening chemical sensitivities;
- be self-motivated and self-directed;
- be able to engage with open-ended pursuits, and have a high tolerance for ambiguity (e.g., comfortableness with many possible answers or solutions rather than "the" answer or solution, and with finding one's own way through these);

- be able to easily make adaptations and adjustments, and to diagnose and solve problems, thereby minimizing frustrations levels;
- have no moral or other objections to studying human anatomy and form from live nude models.

Among expected outcomes to be mastered are:

- the ability to communicate effectively both verbally and non-verbally;
- to develop an awareness and appreciation for the development of western and other cultures through an examination of their artistic production;
- to practice and gain a functional familiarity with core foundations skills and techniques for making art objects;
- to develop a portfolio of work that reflects a serious and considered point of view as well as technical competence;
- to develop an awareness of the value of creative people and the role of Art and Artists in today's world.

ASSOCIATE IN ARTS DEGREE
FIRST YEAR

Fall Semester

		CL	LAB	CR
LART1100	Drawing I	2	4	3
LART1200	2-D Design	2	4	3
LART1300	History of Art I	3	0	3
LENG1200	College Composition	3	0	3/4
	SCIENCE	3	2	4
	Totals	**13**	**10**	**16/17**

Spring Semester

		CL	LAB	CR
LART1150	Drawing II	2	4	3
LART1250	3-D Design	2	4	3
LART1350	History of Art II	3	0	3
	ENGLISH	3	0	3
	MATHEMATICS	3/4	0	3/4
	SOCIAL SCIENCE	3	0	3
	Totals	**16/17**	**8**	**18/19**

Total Credits for Year = 34–36

SECOND YEAR

Fall Semester

		CL	LAB	CR
LART2150	Drawing III	2	4	3
LART2400	Painting I	2	4	3
	ART/GRAPHIC ARTS	3	0	3
	SCIENCE	3	2	4
	SOCIAL SCIENCE	3	0	3
	Totals	**13**	**10**	**16**

Spring Semester

		CL	LAB	CR
LART2200	Drawing IV	2	4	3
LART2550	Printmaking	2	4	3
LART2510	Issues in Contemporary Art	1	0	1
LART2650	Senior Portfolio	0	4	1
	MATHEMATICS	3/4	0	3/4
	SOCIAL SCIENCE	3	0	3
	ART ELECTIVE	2	4	3
	Totals	**13/14**	**16**	**17/18**

Total Credits for Year = 33–34

Total for A.A. Degree = 67

FIRE TECHNOLOGY

Fire Technology offers three degree programs: Fire Investigation, Fire Protection, and Fire Science. Fire Technology students acquire basic or advanced knowledge that allows them to begin at entry level in different aspects of the fire service.

Upon successful completion of a selected program, students qualify for employment in the following areas: firefighting, fire investigation, fire prevention, management, extinguishers, extinguishing systems repair and servicing, and other fire-related career opportunities. Recent graduates have successfully transferred their Associate Degree credits to Keene State College, University of New Haven, University of Maryland, Lake Superior State, Eastern Kentucky University, Oklahoma State University, Granite State College, and Northeastern University.

Technical Requirements

Fire Technology applicants must:

- have command of the English language;
- have a high school diploma or equivalent;
- be able to complete requirements for college level courses;
- be able to understand and follow both written and oral instructions;
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare and present required reports;
- have sufficient hearing to distinguish various sounds and noises;
- have sufficient dexterity to perform manual skills;
- have the ability to stand for extended periods of time;
- have normal vision for reading instructions and course materials and for performing manipulative tasks;
- be able to work in a fire emergency environment;
- be able to wear fire protective clothing and a self contained breathing apparatus for an extended period of time;
- have sufficient writing ability to formulate written assessment, charting notes, and reports;
- have the ability to sustain cognitive integrity in areas of short and long term memory, areas of written documentation, and follow through of responsibilities;
- have the ability to concentrate on the execution of treatment plans, assigned skills, and tasks as well as the integration and communication of this work for both short and long term periods of time;
- have the ability to work in settings that may lend themselves to frequent interruptions and immediate crisis response;
- have the ability to cope with a variety of stressors, including people-place occurrences, and demonstrate safe and required care for individuals and the workplace as a whole;
- have the ability to secure transportation to the NH Fire Academy and to other sites;
- have the ability to consistently attend and participate in classes;
- have the physical strength necessary for maneuvering and/or lifting heavy objects;
- have the ability to exercise initiative and judgment while dealing with changing situations.

FIRE INVESTIGATION

The student who successfully completes this program will:

- be prepared to be lifelong learners;
- be prepared for entrance into a fire department or private fire company that is responsible to conduct investigations;
- comprehend every facet associated with safety while conducting fire investigations;
- understand the importance of the fire investigator's role and how it impacts the fire service in general.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LFIR1200	Concepts of Fire Science	3	0	3
LFIR1310	Fire Protection Systems	3	0	3
LFIR1420	Investigation Procedures	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	**15**	**0**	**15**

Spring Semester		CL	LAB	CR
LFIR1280	Municipal Fire Management	3	0	3
LFIR1400	Building Construction and Blueprint Analysis	3	0	3
LFIR2510	Criminal Law	3	0	3
	FIRE INVESTIGATION ELECTIVE	Varies	Varies	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	MATHEMATICS	3	0	3
	Totals	**Varies**	**Varies**	**18**

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
LFIR2350	Hazardous Materials	3	0	3
LFIR2500	Hydraulics and Water Supply Analysis	3	0	3
LFIR2530	Applied Law	3	0	3
LSCI1210	Chemistry I	2	2	3
	LIBERAL ARTS	6	0	6
	Totals	**17**	**2**	**18**

Spring Semester		CL	LAB	CR
LFIR1220	Risk Management	3	0	3
LFIR2230	Fire Prevention/Codes and Standards	3	0	3
LFIR2400	Teaching Methodology	3	0	3
LFIR2740	Chemistry for Fire Investigation	3	0	3
	ENGLISH	3	0	3
	Totals	**15**	**0**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 66

Fire Investigation Electives:		CL	LAB	CR
LFIR1500	National Electrical Code for Fire	3	0	3
LFIR2240	Tactics and Strategies	3	0	3
LFIR2550	Occupational Safety Techniques	3	0	3
LFIR2560	Community Fire and Risk Analysis	3	0	3

FIRE PROTECTION

The student who successfully completes this program will:

- be prepared to be a lifelong learner;
- be prepared for entrance into companies associated with the fire service such as; fire extinguishers and systems, safety and risk, and sprinkler system installment;
- comprehend every facet associated with safety in the many fire service businesses;
- understand the role in the company that employs him/her and how it impacts the fire service in general.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LFIR1200	Concepts of Fire Science	3	0	3
LFIR1310	Fire Protection Systems	3	0	3
LFIR2400	Teaching Methodology	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	**15**	**0**	**15**

Spring Semester		CL	LAB	CR
LFIR1220	Risk Management	3	0	3
LFIR1280	Municipal Fire Management	3	0	3
LFIR1400	Building Construction and Blueprint Analysis	3	0	3
	FIRE PROTECTION ELECTIVE	Varies	Varies	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	MATHEMATICS	3	0	3
	Totals	**Varies**	**Varies**	**18**

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
LFIR1500	National Electrical Code for Fire	3	0	3
LFIR2230	Fire Prevention/Codes and Standards	3	0	3
LFIR2350	Hazardous Materials	3	0	3
LFIR2500	Hydraulics and Water Supply Analysis	3	0	3
LSC1210	Chemistry I	2	2	3
	LIBERAL ARTS	3	0	3
	Totals	**17**	**2**	**18**

Spring Semester		CL	LAB	CR
LFIR2360	Fire Investigation	3	0	3
LFIR2550	Occupational Safety Techniques	3	0	3
LFIR2560	Community Fire and Risk Analysis	3	0	3
	ENGLISH	3	0	3
	LIBERAL ARTS	3	0	3
	Totals	**15**	**0**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 66

Fire Protection Electives:		CL	LAB	CR
LFIR2510	Criminal Law	3	0	3
LFIR2530	Applied Law	3	0	3
LFIR2740	Chemistry for Fire Investigation	3	0	3
LFIR2790	Fire Prevention Internship	0	9	3

FIRE SCIENCE

The student who successfully completes this program will:

- be prepared to be a lifelong learner;
- be prepared for entrance into a fire department;
- comprehend every facet associated with safety while on or off an emergency ground;
- understand procedures on and off emergency grounds;
- understand elements related to teamwork;
- understand psychological factors associated with living in a fire department.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LFIR1200	Concepts of Fire Science	3	0	3
LFIR1280	Municipal Fire Management	3	0	3
	OR			
LFIR1360	Fireground Procedures	2	12	6
LFIR1310	Fire Protection Systems	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	**14/15**	**0/12**	**15/18**

Spring Semester		CL	LAB	CR
LFIR1280	Municipal Fire Management	3	0	3
	OR			
LFIR1360	Fireground Procedures	2	12	6
LFIR1400	Building Construction and Blueprint Analysis	3	0	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	LIBERAL ARTS	3	0	3
	MATHEMATICS	3	0	3
	Totals	**14/15**	**0/12**	**15/18**

Total Credits for Year = 33

SECOND YEAR

Fall Semester		CL	LAB	CR
LFIR2230	Fire Prevention/Codes and Standards	3	0	3
LFIR2240	Tactics and Strategies	3	0	3
LFIR2250	Emergency Medical Technician- Basic	1	6	3
LFIR2400	Teaching Methodology	3	0	3
LFIR2500	Hydraulics and Water Supply Analysis	3	0	3
LSCI1210	Chemistry I	2	2	3
	Totals	**15**	**8**	**18**

Spring Semester		CL	LAB	CR
LFIR2280	Incident Command	3	0	3
LFIR2360	Fire Investigation	3	0	3
	ENGLISH	3	0	3
	FIRE SCIENCE ELECTIVE	Varies	Varies	3
	LIBERAL ARTS	3	0	3
	Totals	**Varies**	**Varies**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 66

*LFIR2250 Emergency Medical Technician - Basic and Fire Science Electives are offered in the Fall and Spring semesters.

FIRE INVESTIGATION CERTIFICATE

Fall Semester		CL	LAB	CR
LFIR1200	Concepts of Fire Science	3	0	3
LFIR1280	Municipal Fire Management	3	0	3
LFIR1310	Fire Protection Systems	3	0	3
LFIR1420	Investigation Procedures	3	0	3
LFIR2350	Hazardous Materials	3	0	3
	Totals	**15**	**0**	**15**
Spring Semester				
LFIR1400	Building Construction and Blueprint Analysis	3	0	3
LFIR2230	Fire Prevention/Codes and Standards	3	0	3
LFIR2400	Teaching Methodology	3	0	3
LFIR2510	Criminal Law	3	0	3
LFIR2740	Chemistry for Fire Investigation	3	0	3
	Totals	**15**	**0**	**15**

Total for Certificate = 30

FIRE PROTECTION CERTIFICATE

Fall Semester		CL	LAB	CR
LFIR1200	Concepts of Fire Science	3	0	3
LFIR1280	Municipal Fire Management	3	0	3
LFIR1310	Fire Protection Systems	3	0	3
LFIR1500	National Electric Code for Fire	3	0	3
LFIR2350	Hazardous Materials	3	0	3
	Total	**15**	**0**	**15**
Spring Semester				
LFIR1220	Risk Management	3	0	3
LFIR1400	Building Construction and Blueprint Analysis	3	0	3
LFIR2230	Fire Prevention/Codes and Standards	3	0	3
LFIR2360	Fire Investigation	3	0	3
LFIR2550	Occupational Safety Techniques	3	0	3
	Total	**15**	**0**	**15**

Total for Certificate = 30

FIRE SCIENCE CERTIFICATE

Fall Semester		CL	LAB	CR
LFIR1200	Concepts of Fire Science	3	0	3
LFIR1280	Municipal Fire Management	3	0	3
LFIR1360	Fireground Procedures	2	12	6
LFIR2500	Hydraulics and Water Supply Analysis	3	0	3
	Total	**11**	**12**	**15**
Spring Semester				
LFIR1400	Building Construction and Blueprint Analysis	3	0	3
LFIR2230	Fire Prevention/Codes and Standards	3	0	3
LFIR2250	Emergency Medical Technician-Basic	1	6	3
LFIR2280	Incident Command	3	0	3
LFIR2360	Fire Investigation	3	0	3
	Total	**13**	**6**	**15**

Total for Certificate = 30

Fire Science Electives:		CL	LAB	CR
LFIR1220	Risk Management	3	0	3
LFIR2260	Emergency Medical Technician – Intermediate	1	6	3
LFIR2350	Hazardous Materials	3	0	3
LFIR2510	Criminal Law	3	0	3
LFIR2530	Applied Law	3	0	3
LFIR2550	Occupational Safety Techniques	3	0	3
LFIR2560	Community Fire and Risk Analysis	3	0	3
LFIR2740	Chemistry for Fire Investigation	3	0	3
LFIR2790	Fire Prevention Internship	0	9	3
LFIR2000	Advanced Fireground Procedures	1	6	3

GENERAL STUDIES

The General Studies degree offers a flexible curriculum that students can tailor to individual professional needs. This flexibility includes meeting the needs of students who wish to transfer acceptable credits earned at other colleges. This self-designed degree requires a total of 64 credits, with a minimum of 32 credits in the major-related or core courses.

Since the General Studies curriculum meets the individual needs of each student, and allows for exploration of options not provided within existing degree programs, it is imperative that the student formulate and identify his/her own career goal with the assistance of the General Studies advisor. The final plan must be approved by the Vice President of Academic Affairs prior to matriculation.

All college policies, including residence credits, apply to this degree. It is recommended that the applicant begin the process by contacting the General Studies advisor or the Vice President of Academic Affairs for specific information.

Graduates of the LRCC program will meet expected outcomes including the ability to:

- demonstrate integrity, responsibility, perseverance and tolerance of ambiguity through the acquisition of knowledge and skills for leadership, further education and team work;
- communicate effectively both verbally and non-verbally;
- demonstrate a process for evaluating information rationally and consistently;
- demonstrate scientific thought both quantitatively and qualitatively by learning to recognize and formulate questions for analysis of human and technical problems.

Students may start this degree program in the fall, spring or summer semester.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester	CL	LAB	CR
College Composition	3	0	3
COMPUTER ELECTIVE	2	2	3
MAJOR/RELATED COURSES	6	0	6
MATHEMATICS	3/4	0	3/4
Totals	**14/15**	**2**	**15/16**

Spring Semester	CL	LAB	CR
ENGLISH	3	0	3
HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
MAJOR/RELATED COURSES	9	0	9
SCIENCE	Varies	Varies	3/4
Totals	**Varies**	**Varies**	**18/19**

Total Credits for Year = 33-35

SECOND YEAR

Fall Semester	CL	LAB	CR
LIBERAL ARTS	3	0	3
MAJOR/RELATED COURSES	9	0	9
SOCIAL SCIENCE	3	0	3
Totals	**15**	**0**	**15**

Spring Semester	CL	LAB	CR
ELECTIVE	3/4	0	3/4
LIBERAL ARTS	3	0	3
MAJOR/RELATED COURSES	9	0	9
Totals	**15/16**	**0**	**15/16**

Total Credits for Year = 30/31
Total for A.S. Degree = 64

GRAPHIC DESIGN

The Graphic Design program offers a diverse educational experience in all phases of graphic communications. The program exposes the student to a thorough scope of the industry. The program's faculty covers and discusses all the phases of the Graphic Arts Industry which leads to an understanding of mass production of graphic designs. This is the unique characteristic of our program. A strong combination of theory and hands-on application gives students a variety of valuable, as well as very employable, learning experiences.

As one of the largest and most diversified industry in the country, the graphic arts industry offers a large variety of placement opportunities. Graduates obtain positions as graphic designers, desktop publishers, electronic color separation specialists, electronic pre-press pre-flighters, scanning and imaging specialists, web page designers, multimedia production technicians, plate technicians for offset (sheet-fed and web) press, art specialists for screen and flexographic printing, estimators, pre-press customer service representatives, and sales trainees. Projected growth in the graphics communication industry shows increased demand for highly skilled individuals in all areas. Recent graduates have successfully transferred their Associate Degree credits to Keene State College, Plymouth State University, Rochester Institute of Technology and Savannah College of Art.

Technical Requirements

In order to be successful in the Graphic Design Program a student must:

- have command of the English language;
- have normal vision for reading instructions and course materials;
- have a high school diploma or equivalent;
- be able to complete requirements for college level classes;
- be able to understand and follow both written and oral instructions;
- have sufficient vision to make fine visual discriminations;
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare required reports;
- have a sufficient dexterity to perform manual skills related to graphics industry;
- have adequate typing skills;
- have good understanding of measurement systems;
- have the ability to work with others;
- have a good eye for detail/attitude toward quality.

As a result of completing the Graphic Design Program, the student will be able to:

- demonstrate an understanding of the theory and processes associated with the Graphic Design profession;
- understand and use appropriately, in both verbal and written context, the technical vocabulary associated with the Graphic Design profession;
- demonstrate the ability to apply critical thinking skills to successfully problem solve customer needs;
- demonstrate the skills and attitudes of a life long learner.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LGRA1340	Typography and Layout with Adobe® InDesign®	2	3	3
LGRA1460	Imaging for Graphic Design	2	3	3
LART1100	Drawing I	2	4	3
LMAT2150	Statistics **OR**			
	Mathematics Elective	3	0	3
	Totals	**12**	**10**	**15**

Spring Semester		CL	LAB	CR
LART2100	35mm Photography	2	2	3
LGRA1350	Introduction to Graphic Design with Adobe® Illustrator®	2	3	3
LMMA1500	2D Animation	2	3	3
LART1150	Drawing II	2	4	3
	ADVERTISING/MARKETING OR BUSINESS ELECTIVE	3	0	3
	ENGLISH	3	0	3
	Totals	**14**	**12**	**18**

Total Credits for Year = 33

Fall Semester		CL	LAB	CR
LGRA2230	Graphic Design I	2	3	3
LMMA1400	Web Design I	2	3	3
LART1200	2-D Design	2	4	3
	SCIENCE	3	0	3
Select 6 credits:				
LGRA1760	Cooperative/Internship Education	0	5	3
LMMA1300	Non-Linear Editing I	2	3	3
LMMA2000	2D Animation II	2	3	3
LMMA2100	Introduction to 3D Design	2	3	3
	Totals	**13/15**	**16/18**	**18**

Spring Semester		CL	LAB	CR
LGRA2240	Publication Design	2	3	3
LART2120	Digital Photography	2	3	3
	SOCIAL SCIENCE	3	0	3
Select 6 credits:				
LGRA1760	Cooperative/Internship Education	0	5	3
LMMA1350	Non-Linear Editing II	2	3	3
LGRA2710	Screen Process Printing	2	3	3
LMMA1450	Web Design II	2	3	3
	Totals	**9/11**	**12/14**	**15**

**Total Credits for Year = 33**
Total for A.S. Degree = 66

GRAPHIC DESIGN CERTIFICATE

Courses		CL	LAB	CR
LGRA1340	Typography and Layout with Adobe® InDesign®	2	3	3
LGRA1350	Introduction to Graphic Design with Adobe® Illustrator®	2	3	3
LGRA1460	Imaging for Graphic Design	2	3	3
LGRA2230	Graphic Design I	2	3	3
Select 6 credits:				
LART2120	Digital Photography	2	2	3
LGRA2240	Publication Design	2	3	3
LMMA1400	Web Design I	2	3	3
LMMA1450	Web Design II	2	3	3
LMMA1500	2D Animation I	2	3	3
LMMA2000	2D Animation II	2	3	3
	Totals	**10**	**17/18**	**18**
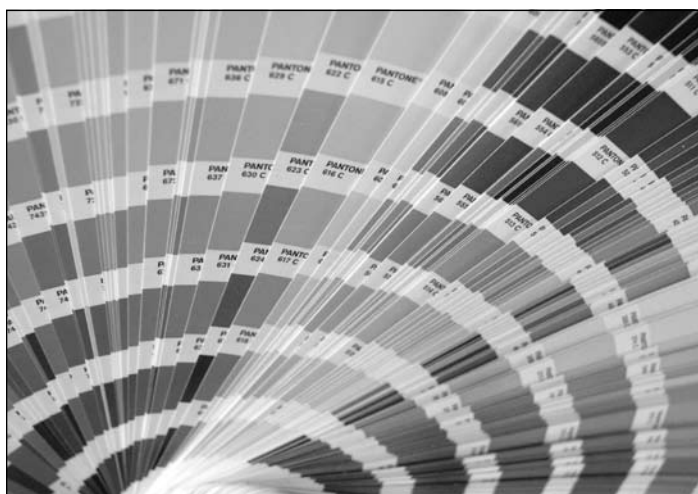
HUMAN SERVICES

The Human Services Program, with concentrations in Human Services or Gerontology, utilizes a strength- based approach to working with people in the community. At the core of the program is the understanding that in order to successfully help others one must be able to build and support healthy relationships. In order to accomplish this, students develop skills in the areas of supportive counseling, written and oral communication, assessment, planning, asset identification, and community organization. The Program provides a sound theoretical understanding of the traditional models used to understand and assist people with differences including the sociology of deviance, disability, and service systems, while recognizing that methods for understanding and helping others are constantly evolving. Opportunities to apply the skills and knowledge acquired in the classroom to real work situations is provided in Practicum courses that require students to work in community settings under the supervision of professionals in the field.

The field of Human Services is broad and diverse. It offers opportunities to work with community members who may be disadvantaged, disabled, and/or socially devalued. Assisting such individuals to acquire skills and relationships necessary to become valued members of community life is an honor and a privilege. Regardless of the type or extent of disability; recipients of human services not only have the same needs as everyone else, but also have untapped capacities that can benefit the community and society. The effective human services worker uses professional interventions to identify and enhance competencies, and strengthen the connections between individuals and their communities.

Human service occupations demand that prospective employees have more than just a strong desire to help. Therefore, to ensure that the candidate chooses the appropriate career, the applicant will be required to meet with the Department Chair and the College Counselor to discuss the specific professional standards and competencies (behaviors) necessary for satisfactory human service work. Human service students must demonstrate capacities for systematic analysis, skilled communication, imaginative problem-solving, empathic insight, and a strong sense of accountability to the persons on whose behalf they work.

The Human Services Program prepares students to:

- enter occupations in public and private human services agencies;
- acquire skills and knowledge related to the student's current human services employment;
- pursue further studies leading to advanced academic degrees and special certifications.

Students benefit from an agreement between Springfield College School of Human Services and Lakes Region Community College which allows graduates to transfer directly into Springfield's Bachelor program as third year students.

Depending on the employment setting, job titles and duties vary a great deal. The Certificate in Human Services provides students with knowledge, skills, and attitudes required for humane and effective work in entry level positions. The Associate Degree

in Human Services prepares students for more advanced positions requiring greater autonomy and a broader range of knowledge and skills. Many students completing the Human Services Program continue their education and obtain bachelor and master level degrees in Human Services and allied professions.

The college must ensure that students do not place clients in jeopardy during learning experiences. Therefore, students in practica and service learning must demonstrate sufficient emotional stability to withstand stresses, uncertainties, and changing circumstances that characterize client care responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, and accept direction and guidance from a supervisor or faculty coordinator; and establish rapport and maintain sensitive interpersonal relationships with employees, customers, and/or clients and their families.

Character Expectations

It is important for perspective students to keep in mind that failure to complete the required practica will result in the student being ineligible to successfully complete the Human Services Certificate or Degree Program.

- Human Services students work closely in the field with individuals of all ages. Many practicum sites and potential employers perform background checks through the New Hampshire Department of Safety as well as through the Police and possibly the FBI. A student's driving record will also be examined and considered prior to acceptance by some practicum sites and potential employers. The student may be called upon to pay for such background checks.
- Applicants who have been in difficulty with the law, depending upon the nature of the problem, may not be employable or even eligible for practica. Applicants need to discuss these issues in an interview with the Department Chairperson prior to admission to the program so that future goals will not be compromised.

Technical Requirements

Technical Standards have been established as guidance tools to inform program applicants of skills and standards necessary for successful completion of the Human Service Programs. Any applicant who has concerns or questions regarding the Technical Standards is encouraged to contact the Department Head to discuss their individual issues.

Students entering Human Services programs must demonstrate:

- command of the English language;
- ability to communicate verbally as a student in class, and later as a professional in individual work environments;
- sufficient verbal skills and language to collaborate with a wide variety of helping professionals in clinical, societal, and professional areas; deliver accurate and required information; and to search for information, e.g., questioning;
- sufficient writing ability to formulate written assessment, charting notes, and reports, etc.;
- ability to sustain cognitive integrity in areas of short and long-term memory, areas of written documentation, and follow-through of responsibilities;
- ability to concentrate on the execution of treatment plans, assigned skills, and tasks as well as the integration and communication of this work for both short and long-term periods of time;
- ability to work in settings that may lend themselves to frequent interruptions, immediate crisis response, and role responsibility exchange;
- ability to cope with a variety of stressors, including people-place occurrences, and demonstrate safe and required care for individuals and the workplace as a whole;
- ability to secure transportation to practicum sites and classes;
- ability to consistently attend and participate in classes;
- ability to demonstrate and maintain organizational skills, time management and professional respect and conduct as a human service student, either at practicum site, or in the community;
- ability to adhere to and practice the Human Service Department's ethical guidelines.

Upon completion of the program the successful student will be prepared to:

- enter occupations in public and private human services agencies;
- enhance and strengthen the individual capacities of those they work with, encouraging full community participation;
- demonstrate skills and knowledge related employment in the human services profession;
- pursue further studies leading to advanced academic degrees and special certifications.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
LENG1200	College Composition	3	0	3
LHUS1200	Introduction to the Human Services Profession	3	0	3
LHUS1220	Supportive Communication Skills	3	0	3
LPSY1250	Introduction to Psychology	3	0	3
	Totals	**15**	**2**	**16**

Spring Semester		CL	LAB	CR
LENG1230	Business Communications	3	0	3
LHUS1260	Learning and Behavior	3	0	3
LHUS1280	Individual Assessment and Planning	3	0	3
LHUS1300	Gerontology	3	0	3
LHUS1500	Introduction to Practicum	1	0	1
LSOC1280	Chemical Dependency	3	0	3
	Totals	**16**	**0**	**16**

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
LHUS1610	Human Services Practicum I	2	9	5
LHUS2210	Mental Health/Developmental Disabilities	3	0	3
LPSY1260	Human Growth and Development	3	0	3
LSOC2350	Children, Youth, and Families	3	0	3
	MATHEMATICS	3	0	3
	Totals	**14**	**9**	**17**

Spring Semester		CL	LAB	CR
LHUS2280	Political/Social Issues in Human Services	3	0	3
LHUS2620	Human Services Practicum II	2	9	5
LPHI2270	Ethical Issues	3	0	3
	HUMAN SERVICES ELECTIVE	3	0	3
	LAB SCIENCE	3	2	4
	Totals	**14**	**11**	**18**

Total Credits for Year = 35
Total for A.S. Degree = 67

HUMAN SERVICES CERTIFICATE

Courses		CL	LAB	CR
LENG1200	College Composition	3	0	3
LHUS1200	Introduction to the Human Services Profession	3	0	3
LHUS1220	Supportive Communication Skills	3	0	3
LHUS1260	Learning and Behavior	3	0	3
LHUS1280	Individual Assessment and Planning	3	0	3
LHUS1500	Introduction to the Practicum	1	0	1
LHUS1610	Human Services Practicum I	2	9	5
LPSY1260	Human Growth and Development	3	0	3

Choose 3 credits

		CL	LAB	CR
LHUS1300	Gerontology	3	0	3
LHUS2210	Mental Health/Developmental Disabilities	3	0	3
LSOC1280	Chemical Dependency	3	0	3
	Totals	**24**	**9**	**27**

Human Services
With a Concentration in Gerontology

Fall Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
LENG1200	College Composition	3	0	3
LHUS1200	Introduction to the Human Services Profession	3	0	3
LHUS1220	Supportive Communication Skills	3	0	3
LPSY1250	Introduction to Psychology	3	0	3
	Totals	**15**	**2**	**16**

Spring Semester		CL	LAB	CR
LENG1230	Business Communications	3	0	3
LHUS1260	Learning and Behavior	3	0	3
LHUS1280	Individual Assessment and Planning	3	0	3
LHUS1300	Gerontology	3	0	3
LHUS1500	Introduction to Practicum	1	0	1
LSOC1280	Chemical Dependency	3	0	3
	Totals	**16**	**0**	**16**

Total Credits for Year = 32

SECOND YEAR

Fall Semester		CL	LAB	CR
LHUS1310	Psychosocial Aspects of Aging	3	0	3
LHUS1710	Gerontology Practicum I	2	9	5
HUS2300	The Aging Process	3	0	3
LPSY1260	Human Growth and Development	3	0	3
	MATHEMATICS	3	0	3
	Totals	**14**	**9**	**17**

Spring Semester		CL	LAB	CR
LHUS2280	Political/Social Issues in Human Services	3	0	3
LHUS2710	Gerontology Practicum II	2	9	5
LPHI2270	Ethical Issues	3	0	3
LSCI1440	Human Biology with Lab OR			
LSCI1450	Anatomy and Physiology I	3	2	4
LSOC2210	Organizational Behavior	3	0	3
	Totals	**14**	**11**	**18**

Total Credits for Year = 35
Total for A.S. Degree = 67

GERONTOLOGY CERTIFICATE

Courses		CL	LAB	CR
LENG1200	College Composition	3	0	3
LHUS1220	Supportive Communication Skills	3	0	3
LHUS1300	Gerontology	3	0	3
LHUS1310	Psychosocial Aspects of Aging	3	0	3
LHUS1500	Introduction to the Practicum	1	0	1
LHUS1710	Gerontology Practicum I OR			
LNUR1000	Licensed Nursing Assistant	2	9	5
LHUS2300	The Aging Process	3	0	3
LSOC1280	Chemical Dependency	3	0	3

Choose 3 credits

		CL	LAB	CR
LHUS2320	Political/Social Issues in Gerontology	3	0	3
LSOC1240	Introduction to Sociology	3	0	3
LPSY1260	Human Growth and Development	3	0	3
	Totals	**24**	**9**	**27**

LIBERAL ARTS

This Associate in Arts (A.A.) degree program offers the equivalent of the first two years in a four-year Bachelor of Arts or Bachelor of Science program. In this flexible program, students select courses based on the requirements of the four-year college to which they plan to transfer. Working with an advisor, students design a program that best meets their future plans. It is recommended that students identify the college to which they plan to transfer and discuss a transfer plan with their advisor as soon as possible.

Upon completion of the program, students have an academic background sufficient to transfer into a baccalaureate degree program. The program provides a foundation for the acquisition of skills and abilities essential for jobs requiring a broader base of arts and sciences. In addition, students have the option of a one-year certificate in Liberal Arts.

Students may start this degree program in the fall, spring or summer semester.

Graduates of this program must master eight general outcomes designed to prepare them to perform competently and confidently in a rapidly changing world. Four of these outcomes involve their ability to:

- communicate effective both verbally and non-verbally;
- explore diverse ideas and emotions, as expressed through the disciplines, to evaluate the effect of historical trends, events, institutions, and social systems as applied to the Liberal Arts;
- perform mathematical operations basic to functioning in present and future disciplines or occupations and to prepare for further education;
- demonstrate scientific thought both quantitatively and qualitatively by learning to recognize and formulate questions for analysis of human and technical problems.

ASSOCIATE IN ARTS DEGREE

FIRST YEAR

Fall Semester	CR
LENG1200 College Composition	3/4
Mathematics	3/4
Humanities	3
Social Science	3
Science	4
Totals	**16/18**

Spring Semester	CR
English Elective	3
Mathematics	3/4
Computer Elective*	3/4
Social Science	3
Liberal Arts Elective	3
Totals	**15/17**

*Recommended but can be replaced with an open elective if student is proficient in computers and receiving institution doesn't require a computer course.

Total Credits for Year = 31/35

SECOND YEAR

Fall Semester	CR
Liberal Arts Elective	3
Humanities	3
Open Elective	3
Science	4
Social Science	3
Totals	16

Spring Semester	CR
Humanities	3
Open Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3/4
Liberal Arts Elective	3/4
Open Elective*	2/3
Totals	**15/17**

*If needed to ensure minimum credits for degree requirements.

Total Credits for Year = 31/33
Total Credits for A.A. Degree = A Minimum of 64

CERTIFICATE

Course Requirements	CR
English and Humanities	8
Mathematics	3
Science	6
Social Sciences	6
Liberal Arts	6
Computer Elective	3
Totals	**Minimum of 32**

MARINE TECHNOLOGY

The Marine Technology program concentrates on recreational marine equipment; including outboards, inboards, inboard/outboards, engines, and diagnostic equipment. Students become knowledgeable in the maintenance and repair of internal combustion engines and drive systems through classroom and lab experience.

In addition to the mechanical aspects, students learn basic marina operations, safety management, uses of marine products, customer relations, and communications.

Opportunities for marine technicians are found in coastal and lakeside communities. Graduates will find employment as inboard drive, or outboard technicians. Many other opportunities in the recreational off-road vehicle market; such as motorcycle and snowmobile technician are also available.

Technical Requirements
Candidates for Marine Technology must:

- have command of the English language;
- have a high school diploma or equivalent;
- be able to purchase the minimum required tools;
- be able to work in a marine service environment;
- be able to work in confined spaces;
- be able to complete requirements for college level classes;
- be able to understand and follow both written and oral instructions;
- have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment, and information from a computer screen (adaptive equipment acceptable);
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare required reports;
- have sufficient hearing to distinguish various sounds and noises (adaptive equipment acceptable);
- have the ability to stand for extended periods of time and the physical strength to lift components and equipment;
- have sufficient dexterity to perform manual skills related to marine service.

ASSOCIATE IN APPLIED SCIENCE DEGREE
FIRST YEAR

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LMAR1200	Fundamentals of Electricity and Electronics	3	3	4
LMAR1220	Basic Service Operations	3	3	4
LMAR1250	Marine Technician Fundamentals	3	0	3
	Totals	**12**	**6**	**14**

Spring Semester		CL	LAB	CR
LMAR1230	Outboard Engine Service I	3	3	4
LMAR1240	Starting, Ignition, and Charging Systems	3	3	4
	ENGLISH	3	0	3
	MATHEMATICS	3	0	3
	SOCIAL SCIENCE	3	0	3
	Totals	**15**	**6**	**17**

Summer Semester		CL	LAB	CR
LMAR1703	Independent Study	3	0	3
	Totals	3	0	3

Total Credits for Year = 34

SECOND YEAR

Fall Semester		CL	LAB	CR
LMAR2230	Inboard Engine Service	3	6	5
LMAR2310	Outboard Engine Service II	3	4	4
	HUMANITIES	3	0	3
	SCIENCE	3	0	3
	Totals	**12**	**10**	**15**

Spring Semester		CL	LAB	CR
LMAR2220	Marina Operations	3	3	4
LMAR2250	Marine Drive Systems and Service	3	6	5
LMAR2350	Advanced Diagnostics	3	0	3
	LIBERAL ARTS	3	0	3
	Totals	**12**	**9**	**15**

Total Credits for Year = 30
Total for A.A.S. Degree = 64

MARINE TECHNOLOGY CERTIFICATE

Courses		CL	LAB	CR
LMAR1200	Fundamentals of Electricity and Electronics	3	3	4
LMAR1220	Basic Service Operations	3	3	4
LMAR1230	Outboard Engine Service I	3	3	4
LMAR1240	Starting, Ignition, and Charging Systems	3	3	4
LMAR1250	Marine Technician Fundamentals	3	0	3
LMAR2230	Inboard Engine Service	3	6	5
LMAR2250	Marine Drive Systems and Service	3	6	5
	Totals	**21**	**24**	**29**

MEDIA ARTS AND TECHNOLOGY

Media Arts and Technology is the convergence of new media technology and traditional graphic design. Lakes Region Community College has a long history of teaching graphic design with detailed technical proficiency accompanied by a foundation of design that encourages creativity in students.

The Media Arts and Technology program at Lakes Region Community College is committed to educating responsible designers with the fundamentals of Design, Technology and the Arts, and encourages student experimentation and personal growth. A detailed education in Design and Media Arts practice, history and criticism, the program encourages critical exploration of emerging forms of visual communication, typography, interactive design and sequential art. The Media Arts and Technology Program has been created as a natural evolution of the Graphic Design Program into a program that is more inclusive of new media design and production. The program has been developed in collaboration with Belknap County Economic Development Council, Rochester Institute of Technology, and Graphic Design and Media Arts professionals throughout New Hampshire.

Media Arts and Technology students will have a rich selection of core courses that will assist them in meeting their individual career or transfer focus. The core of the program will include a detailed education in Design and Media Arts practice, history and criticism, while encouraging critical exploration of emerging forms of visual communication, typography, interactive design and sequential art.

Technical Requirements

In order to be successful in the Media Arts and Technology Program a student must:

- have command of the English language;
- have the ability to stand for extended periods of time;
- have normal vision for reading instructions and course materials and for performing manipulative tasks;
- have a high school degree or equivalent;
- be able to complete requirements for college level classes;
- be able to understand and follow both written and oral instructions;
- have sufficient vision to distinguish colors, read gauges, scopes, diagnostic equipment and information from a computer screen (adaptive equipment acceptable);
- have reading comprehension skills sufficient to read and comprehend service literature;
- have communication skills sufficient to prepare required reports;
- have sufficient hearing to distinguish various sounds and noises(adaptive equipment acceptable);
- have the physical strength to lift 50 lbs;
- have a sufficient dexterity to perform manual skills related to graphics industry;
- have adequate typing skills;
- have a good understanding of measurement systems;
- have a basic mechanical aptitude;
- have the ability to work with others;
- have a good eye for detail/ attitude toward quality.

As a result of completing the Media Arts and Technology Program, the student will be able to:

- demonstrate an understanding of the theory and processes associated with the Media Arts profession;
- understand and use appropriately, in both verbal and written context, the technical vocabulary associated with the Media Arts profession;
- demonstrate the ability to apply critical thinking skills to successfully problem solve audio, video and interactive tasks;
- demonstrate the skills and attitudes of a life long learner.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LART1100	Drawing I	2	4	3
LENG1200	College Composition	3	0	3/4
LMMA1200	Imaging for New Media	2	3	3
LMMA1300	Non-Linear Editing I	2	3	3
LMMA1400	Web Design I	2	3	3
	Totals	**11**	**13**	**15/16**

Spring Semester		CL	LAB	CR
LART1150	Drawing II	2	4	3
LENG2300	Creative Writing Workshop	3	0	3
LMAT2150	Statistics			
	OR			
	MATHEMATICS	3	0	3
LMMA1350	Non-Linear Editing II	2	3	3
LMMA1450	Web Design II	2	3	3
LMMA1500	2D Animation I	2	3	3
	Totals	**14**	**13**	**18**

Total Credits for Year = 33/34

SECOND YEAR

Fall Semester		CL	LAB	CR
LART2150	Drawing III	2	4	3
LENG2340	Script Writing for Film and Television	3	0	3
LMMA2000	2D Animation II	2	3	3
LMMA2100	Introduction to 3D Design	2	3	3
	SCIENCE	3	0/2	3/4
	Totals	**12**	**10/12**	**15/16**

Spring Semester		CL	LAB	CR
LMMA2200	3D Animation	2	3	3
LMMA2250	Dynamic Type Design	2	3	3
LMMA2500	Portfolio	0	2	1
	LIBERAL ARTS	6	0	6
	SOCIAL SCIENCE	3	0	3
	Totals	**13**	**8**	**16**

Total Credits for Year = 31/32
Total for A.S. Degree = 64/66

NURSING

The Associates Degree in Science with a major in Nursing prepares students for licensure as a registered nurse. The program combines general education courses with nursing courses. Nursing students must earn a minimum grade of C in Anatomy and Physiology I and II and in Microbiology for successful transfer of science into the nursing program courses.

Graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses, (NCLEX-RN). A GPA of 2.0 in nursing courses and a satisfactory rating in clinical components is necessary for students to complete the nursing program. At the completion of the nursing program graduates will be able to effectively utilize nursing processes, critical thinking, effective teaching techniques, excellent communication skills, and practice within the ethical and legal standards necessary and be able to care for people of all ages and in a variety of settings.

Admission into the program is highly competitive. This program follows the NH Board of Nursing standards for student to faculty ratio (8:1). Selection is determined by a cumulative point system that is based on high school level prerequisite courses and grades, college courses and the NLN score. Transfer credits will depend on course content, applicability to the nursing program, grade earned and length of time since completion.

Two program options exist. A two year program or when space is available a one year program for nurses who have successfully completed an LPN program. At present there is an evening clinical available for eight students.

Students thrive in the small campus setting earning a pass rate of 92% on the NCLEX in 2006. This was above the national score for 2006.

Admission Requirements for Level I Applicants:

- Meet college requirements for admission;
- Successfully complete the NLN Pre-Admission Exam for RNs with a minimum percentile score of 50 in each of the subtests;
- Provide the admissions office with documented credit for high school biology with lab, algebra I, and chemistry with lab; with a minimum grade of C;
- Submit a statement of professional goals;
- Submit a completed admissions application with all of the above-mentioned documents in place. Completed applications must be received prior to February 1. Following this deadline, evaluation of the applications will begin and admissions decisions will be made;
- If applicable, seek transfer credits for Anatomy and Physiology I and II, and Microbiology, for courses with a grade of C or better. These courses must have been completed within the past 5 years;
- Candidates who do not meet admissions requirements may be evaluated on an individual basis for evidence of competence based on recent college level academic performance.

Admission Requirements for Level II Applicants:

- Meet college requirements for admission;
- Meet all Level I course requirements and possess a current NH Practical Nurse License or be eligible for NH Practical Nurse Licensure;
- Upon acceptance, participate in an assessment of knowledge, and skills, in fundamentals of nursing and maternal and child nursing;
- Provide the admissions office with documentation of three credits for college level psychology, with a minimum grade of C. The applicant must also provide the equivalent of eight college credits of Anatomy and Physiology with lab, with a minimum grade of C. These courses must have been completed within the past five years. Applicants whose Anatomy and Physiology, and/or Microbiology course credit is more than 5 years old; can elect to retake the course(s), or take the Excelsior College Exam. Applicants must attain a grade of C or better in these subject areas to meet this admission requirement.

Call the Admissions Office for more information on the Excelsior College Exam or for a schedule of courses.

All students who are accepted into the Nursing Program will:

1. submit a completed health record, including proof of required immunizations;
2. provide proof of health insurance (Available to matriculated students through the college.);
3. obtain, and maintain, current BLS-C (Basic Life Support) certification;
4. *The above criteria (#1–3) must be completed prior to the first day of class.
5. purchase lab equipment, course materials, liability insurance, and program uniform (estimated cost is $100–$130 per year). Pay the nursing clinical surcharge of $350 per semester.

Students admitted into the Nursing program must achieve a minimum grade of C in all science and nursing courses; and a grade of satisfactory, in the clinical component; in order to continue in the program.

The New Hampshire State Board of Nursing may restrict licensing of candidates who have been involved in civil or criminal legal action. Questions about licensing restrictions should be addressed to the New Hampshire State Board of Nursing or the state in which the practice is planned. Satisfactory completion of the A.S. in Nursing does not guarantee RN licensure.

Technical Requirements
The following technical standards are to guide students to make an informed decision regarding a career in nursing. These standards are required to complete the nursing curriculum and to enter nursing practice as a Registered Nurse.

The skills are as follows:

Auditory: Each student must possess auditory ability to monitor, and assess health needs, including (but not limited to);

- hear and interpret information a client is communicating verbally;
- hear auscultory sounds using a stethoscope;
- hear auditory signals from equipment;
- communicate over the telephone.

Visual: Each student must possess visual ability sufficient for observation, and assessment necessary to provide nursing care, including (but not limited to);

- observe drainage on dressings and drainage of body fluids;
- note fluid levels in supplies and equipment;
- read gauges that monitor clients;
- see to administer treatments;
- observe changes in client skin color;
- observe clients behavior and movement.

Tactile: Each student must possess tactile ability sufficient to perform a physical assessment, and procedures on clients, including (but not limited to);

- perform palpation, and other functions necessary for physical exam;
- assess texture, shape, size, temperature, and vibration;
- perform therapeutic procedures;
- collect specimens.

Sense of Smell: It is desirable that each student possess a sense of smell acute enough to detect strong odors that may indicate a change in a client's condition, including (but not limited to);

- a purulent wound;
- ketones on a person's breath;
- body fluids that have a strong odor;
- smoke or other indicator of danger.

Communication: Each student must be able to communicate in English effectively with clients, families, and other health care professionals. This includes expressive, and receptive modes of verbal, nonverbal, and written communication, including (but not limited to);

- explain procedures, and treatments;
- initiate health education;
- document nursing assessment, planning, implementation, and evaluation of nurse and client actions, and responses;
- read client documentation, and medical literature;
- give an accurate report of client information to other health care providers.

Motor Function: Each student must have sufficient motor function, neuromuscular strength, and coordination to effectively perform nursing functions, including (but not limited to)

- transfer clients to/from wheelchair to bed, and bed to/from stretcher;
- gather assessment data by palpation, auscultation and percussion;
- manipulate instruments to perform physical assessment;
- apply pressure (to stop bleeding).

Gross and Fine Motor Coordination: Each student must have sufficient gross and fine motor coordination to;

- move around in the health care environment;
- perform treatments, and procedures;
- calibrate, and use equipment;
- navigate stairs or other non-handicapped client settings.

Stamina: Each student must have sufficient stamina to sit, stand, and move within the classrooms; skills lab, nursing units, operating room, and community settings, for periods of time as long as eight hours at a time. Each student must be able to lift 20 lbs.

Behavioral: Each student must possess the ability to establish, and maintain, appropriate professional relationships, including the following factors;

- act ethically;
- exercise sound clinical judgment;

- be compassionate;
- develop mature, and effective relationships with clients;
- complete all responsibilities required for client care.

Emotional Health: Each student must possess the emotional health required for full utilization of his/her intellectual abilities, including (but not limited to);

- prioritize competing demands;
- function in stressful situations;
- tolerate physically taxing workloads;
- adjust to changing circumstances.

Program Outcomes:

- to educate the student to provide safe, and competent nursing care;
- to promote the student's individual growth in meeting personal, and career goals;
- to prepare the student to take the NCLEX–RN exam;
- to provide for the nursing employment needs within the community through multiple program options.

ASSOCIATE IN SCIENCE DEGREE

LEVEL I (FRESHMAN)

Fall Semester		CL	LAB	CR
LNUR1300	Fundamentals of Nursing	7	0	7
LNUR1310	Clinical I	0	15	5
LSCI1450	Anatomy and Physiology I	3	2	4
	Totals	**10**	**17**	**16**

Spring Semester		CL	LAB	CR
LNUR1400	Nursing Care of Families	7	0	7
LNUR1410	Clinical II	0	15	5
LPSY1250	Introduction to Psychology	3	0	3
LSCI1460	Anatomy and Physiology II	3	2	4
	Totals	**13**	**17**	**19**

Total Credits for Year = 35

LEVEL II (SENIOR)

Fall Semester		CL	LAB	CR
LENG1200	College Composition	3	0	3
LNUR2200	Psychiatric/Medical/Surgical Nursing	7	0	7
LNUR2210	Clinical III	0	15	5
LSCI2410	Microbiology	3	2	4
	Totals	**13**	**17**	**19**

Spring Semester		CL	LAB	CR
LNUR2300	Advanced Psychiatric/Medical/ Surgical Nursing	7	0	7
LNUR2310	Clinical IV	0	15	5
	ENGLISH	3	0	3
	HUMANITIES	3	0	3
	MATHEMATICS	3	0	3
	Totals	**16**	**15**	**21**

Total Credits for Year = 40
Total for A.S. Degree = 75

OFFICE TECHNOLOGY MANAGEMENT

The Office Technology Management degree offers a solid foundation in office management skills with opportunities for specialization in administrative or medical Office Technology Management. Certificates are also available in Administrative Office Assistant, Medical Office Assistant, Medical Transcription, or Health Care Unit Coordinator. These programs define and develop knowledge, skills, and attitudes needed by office professionals to integrate the office resources of people and technology in today's changing environment. Certificate programs may be extended through additional coursework to meet degree requirements.

Each concentration offers excellent employment opportunities. Economic forecasts continue to project an increase in office positions through 2012. Employers in today's business climate require employees who possess excellent interpersonal, communication, and technical skills. Graduates are positioned to enter this ever-changing viable marketplace. Students may declare a concentration in Administrative Office or in Medical Office. The requirements for the Administrative Office concentration include: LCIS2350, LCIS2420, LOTM2250, and OTM2550. The Medical Office concentration includes: LOTM1310, LOTM1560, LOTM2270, and LOTM2520.

Technical Requirements

Candidates for the Office Technology Management program must:

- have command of the English language;
- have eye/hand coordination (dexterity) for manipulating computer keyboard and other office equipment;
- have grade 12 level verbal, written, oral communication skills and critical thinking skills;
- have grade 10 level arithmetic and computation skills;
- have the ability to cope with multi-tasking, self-management of some course content/tasks/simulations, and a variety of teaching/learning methods;
- ability to sit/concentrate for long periods of time completing office-oriented tasks at the computer and in groups;
- have the ability to follow instructions;
- exercise professional decorum in the classroom environment.

The student who successfully completes this program will:

- demonstrate employable skill sets in Word, Excel, Access, Outlook, and PowerPoint;
- complete routine office tasks without supervision;
- demonstrate appropriate verbal and written communication;
- demonstrate analysis and decision-making skills in completing tasks and projects.

ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LBUS1300	Introduction to Business	3	0	3
LENG1200	College Composition	3	0	3
LOTM1210	Business Documentation I	2	2	3
Select One Concentration				
ADMINISTRATIVE OFFICE ASSISTANT				
LSOC2250	Critical Thinking and Decision Making	3	0	3
	LIBERAL ARTS	3	0	3
	OR			
MEDICAL OFFICE ASSISTANT				
LOTM1310	Medical Terminology	3	0	3
LOTM1560	Law and Ethics for the Medical Professional	3	0	3
	Totals	**14**	**2**	**15**

Spring Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
LENG1230	Business Communications	3	0	3
LOTM1250	Administrative Office Management	3	0	3
LOTM2210	Business Documentation II	2	2	3
	BUSINESS (LBUS, LCIS, LFIN, LOTM)	3	0	3
	Totals	**14**	**4**	**16**

Total Credits for Year = 31

SECOND YEAR

Fall Semester		CL	LAB	CR
LACC1310	Accounting I	3	0	3
LOTM 1400	Principles of Records Management	2	0	2
	BUSINESS (LBUS, LCIS, LFIN, LOTM)	3	0	3
	MATHEMATICS (LMAT1230, 2100 or 2150 recommended)	3	0	3
ADMINISTRATIVE OFFICE ASSISTANT				
LCIS2420	Database Management	2	2	3
LOTM2250	Administrative Office Procedures	2	2	3
	OR			
MEDICAL OFFICE ASSISTANT				
LOTM2270	Medical Office Procedures	2	2	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	Totals	**15/16**	**4/2**	**17**

Spring Semester		CL	LAB	CR
LBUS1150	Professional Development	1	0	1
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	SCIENCE	3	0	3
	ELECTIVE	3	0	3
ADMINISTRATIVE OFFICE ASSISTANT				
LCIS2350	Spreadsheets	2	2	3
LOTM2550	Computerized Accounting (QuickBooks Pro)	2	2	3
	OR			
MEDICAL OFFICE ASSISTANT				
LOTM2520	Medical Insurance Billing	3	0	3
	LIBERAL ARTS	3	0	3
	Totals	**14/16**	**0/4**	**16**

Total Credits for Year = 33
Total for A.A.S. Degree = 64

HEALTH UNIT COORDINATOR

Courses		CL	LAB	CR
LOTM1210	Business Documentation I	2	2	3
LOTM1310	Medical Terminology	3	0	3
LOTM1560	Law and Ethics for the Medical Professional	3	0	3
LOTM1600	Orientation to Health Care (HUC)	3	0	3
LOTM1610	Health Unit Coordinating Procedures I	3	0	3
LOTM1620	Health Unit Coordinating Procedures II	1	4	3
LOTM1630	Health Unit Coordinator Internship	0	6	2
LOTM1640	HUC Certification Test Review	1	0	1
	Totals	**16**	**12**	**21**

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE

Courses		CL	LAB	CR
LACC1310	Accounting I	3	0	3
LBUS1150	Professional Development	1	0	1
LCIS1320	Software Applications	3	2	4
LENG1230	Business Communications	3	0	3
LOTM1210	Business Documentation I	2	2	3
LOTM1250	Administrative Office Management	3	0	3
LOTM1400	Principles of Records Management	2	0	2
LOTM2210	Business Documentation II	2	2	3
LOTM2250	Administrative Office Procedures	2	2	3
LOTM2550	Computerized Accounting (QuickBooks Pro)	2	2	3
	Totals	**23**	**10**	**28**

MEDICAL OFFICE ASSISTANT CERTIFICATE

Courses		CL	LAB	CR
LBUS1150	Professional Development	1	0	1
LCIS1320	Software Applications	3	2	4
LOTM1210	Business Documentation I	2	2	3
LOTM1250	Administrative Office Management	3	0	3
LOTM1310	Medical Terminology	3	0	3
LOTM1400	Principles of Records Management	2	0	2
LOTM1560	Law and Ethics for the Medical Professional	3	0	3
LOTM2210	Business Documentation II	2	2	3
LOTM2270	Medical Office Procedures	2	2	3
LOTM2520	Medical Insurance Billing	3	0	3
	Totals	**24**	**8**	**28**

MEDICAL TRANSCRIPTION CERTIFICATE

Courses		CL	LAB	CR
LBUS1150	Professional Development	1	0	1
LOTM1210	Business Documentation I	2	2	3
LOTM1310	Medical Terminology	3	0	3
LOTM2210	Business Documentation II	2	2	3
LOTM2270	Medical Office Procedures	2	2	3
LOTM2320	Medical Machine Transcription I	2	2	3
LOTM2330	Medical Machine Transcription II	2	2	3
	Totals	**14**	**10**	**19**

RESTAURANT MANAGEMENT

This program prepares students for responsible, mid-level employment in both skilled and professional positions. It combines a foundation of culinary and management skills that the industry demands. The curriculum incorporates opportunities to learn and work in a student-operated restaurant located in the Lakes Region. Summer employment in restaurant management complements the learning experience. These workplace opportunities provide the student with hands-on knowledge and the benefit of work experience.

The Restaurant Management program offers a two-year degree and a one-year certificate.

Graduates of the degree may transfer to Southern New Hampshire University with junior year status in the Hospitality Administration Program.

Restaurant Management is a fast growing field with tremendous job potential. Graduates have a selection of jobs in many areas including; assistant food and beverage manager, dining room manager, bar manager, kitchen manager, food and beverage manager, and assistant restaurant manager. Quality employees are always in high demand in a growing field. The Restaurant Management program provides opportunities for fulfilling jobs in all aspects of an exciting and growing industry.

Technical Requirements

Restaurant Management candidates must:

- have command of the English language;
- be capable of lifting or carrying at least twenty five pounds;
- comprehend new terminology;
- understand the importance of personal hygiene, appearance, and etiquette for interaction with the public;
- have the physical and mental ability to satisfy long hours, demands, and stress that the restaurant industry cultivates.

Students who successfully complete this program will:

- be prepared for mid-level management employment in both skilled and professional positions;
- have an understanding of successful management styles which promote skills such as teamwork, employee motivation, no excuses management, critical thinking and decision making;
- acquire managerial accounting skills that will specifically deal with cost controls within the Hospitality Industry and prepare them for both chain and independent properties;
- gain practical experience in the complete management of the front of the house, both dining room and bar, including hiring, termination, POS control systems, dining techniques and scheduling;
- gain practical experience in the complete management of the back of the house focusing on costing, purchasing, menu design and terminology, quality recipe production and kitchen organization;
- gain practical experience in catering thru actual mandatory functions taken by the restaurant management program;
- understand the laws and legislation which apply to hotels and inn-keeping, restaurants and related hospitality operations with an emphasis on management policies to minimize the risks of liability.

ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LCIS1320	Software Applications	3	2	4
LENG1200	College Composition	3	0	3
LHOS1120	Introduction to Hot Foods	1	6	3
LHOS1140	Dining Room Management I	0	6	3
	LIBERAL ARTS	3	0	3
	Totals	**10**	**14**	**16**

Spring Semester		CL	LAB	CR
LBUS2600	Principles of Marketing	3	0	3
LHOS1010	Bartending I	1	0	1
LHOS1130	Introduction to Worldwide Cuisine	1	6	3
LHOS1150	Dining Room Management II	0	6	3
LHOS1230	Food and Beverage Management	3	0	3
	HOSPITALITY	1	0	1
	MATHEMATICS	3	0	3
	Totals	**12**	**12**	**17**

Summer Semester		CL	LAB	CR
LHOS1762	Restaurant Cooperative Education	0	6	2
	Totals	**0**	**6**	**2**

Total Credits for Year = 35

SECOND YEAR

Fall Semester		CL	LAB	CR
LACC1310	Accounting I	3	0	3
LHOS2020	Banquet Dining Room Techniques	0	6	3
LHOS2100	Hospitality Law	3	0	3
LHOS2220	Quantity Food Purchasing	3	0	3
LSOC2250	Critical Thinking and Decision Making	3	0	3
	LIBERAL ARTS	3	0	3
	Totals	**15**	**6**	**18**

Spring Semester		CL	LAB	CR
LHOS2010	Banquet and Buffet Cooking Techniques	1	6	3
LHOS2230	Accounting Applications for Hotels and Restaurants	3	0	3
	ENGLISH	3	0	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	SCIENCE	3	0	3
	Totals	**13**	**6**	**15**

Total Credits for Year = 33
Total for A.S. Degree = 68

BAKING AND PASTRY CERTIFICATE

Courses		CL	LAB	CR
LCUL1450	Bread and Rolls	1	4	3
LCUL1460	Production Baking	1	4	3
LCUL1470	Hot andCold Plated	1	4	3
LCUL1480	Cake Decorating	1	4	3
LCUL1490	Baking and Pastry Technologies	3	0	3
	OR			
LCUL2300	Banquet and Pastry Co-op	0	6	3
LCUL2310	Baking and Pastry Capstone Project	1	0	1
	Totals	**7/8**	**16/22**	**16**

RESTAURANT MANAGEMENT CERTIFICATE

Courses		CL	LAB	CR
LBUS2600	Principles of Marketing	3	0	3
LHOS1010	Bartending I	1	0	1
LHOS1120	Introduction to Hot Foods	0	6	3
LHOS1130	Introduction to Worldwide Cuisine	0	6	3
LHOS1140	Dining Room Management I	0	6	3
LHOS1150	Dining Room Management II	0	6	3
LHOS1230	Food and Beverage Management	3	0	3
LHOS2020	Banquet Dining Room Techniques	0	6	3
	HOSPITALITY (Choose 3 one-credit electives)	3	0	3

Choose One

LHOS1763	Restaurant Cooperative Education	0	9	3
LHOS2220	Quantity Food Purchasing	3	0	3
	Totals	**9/12**	**30/39**	**28**

INSTITUTIONAL FOOD SERVICE CERTIFICATE

Courses		CL	LAB	CR
LHOS1170	Institutional Dining Services Management	0	2	1
LHOS1180	Institutional Dining Services Management Lab	0	3	1
LHOS1190	Institutional Cooking	1	6	3
LHOS1240	Sanitation and Safety	1	0	1
LHOS1770	Institutional Cooperative Education	0	6	2
LHOS2010	Banquet and Buffet Cooking Techniques	0	6	3
LHOS2040	Therapeutic Nutritional Foodservice	2	0	2
LHOS2050	Institutional Foodservice Management	3	0	3
LHOS2070	Institutional Foodservice Computer Skills	1	0	1
LHOS2220	Quantity Food Purchasing	3	0	3
	Totals	**11**	**23**	**20**

TEACHER PREPARATION

The Associate in Arts in Teacher Preparation concentrates on the foundations of education in a well-balanced approach. The program is designed to allow a student to transfer to a 4-year degree program to become a teacher. It allows students to focus on elementary, middle, and secondary education with a common first year of course work. In the second year, students elect an educational transfer focus in any of the following areas: elementary education; math education; science education; social science education, or English education. This program also provides teachers and paraprofessionals with the knowledge, skills, and strategies for supporting students with disabilities.

By offering a broad range of courses, the program prepares graduates to be Paraeducators, or to transfer their credits to baccalaureate degree-granting institutions to pursue a career in teaching. The Community College System of New Hampshire has transfer agreements with both the University of New Hampshire System, and Southern New Hampshire University. Those students who intend to transfer to Plymouth State University must achieve a minimum GPA of 2.7 in addition to passing the Praxis 1 exam.

Technical Requirements

Teacher Preparation Program candidates must:

- have both oral and written command of the English language;
- have the ability to secure transportation to field observation sites;
- be able to complete requirements for college level classes;
- be able to understand and follow both written and oral instructions;
- be able to demonstrate and maintain organizational skills, time management and professional respect and conduct as a Teacher Preparation student, either at a field observation site, or in the community;
- uphold the ethical codes relevant to his or her discipline (Council for Exceptional Children, National Association for the Education of Young Children, and National Education Association);
- have sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, fellow students and supervising teachers.

Upon successful completion from this program the successful students will:

- understand the learning process and how curriculum is planned, adopted, implemented and assessed;
- be able to demonstrate an understanding of various instructional modalities and educational delivery systems;
- be able to demonstrate knowledge of how children learn and develop, and provide learning opportunities that support their intellectual, social and personal development.

ASSOCIATE IN ARTS DEGREE

FIRST YEAR

Fall Semester		CL	LAB	CR
LEDU1200	Foundations of Education	3	0	3
LEDU1300	Introduction to Exceptionalities	3	0	3
LENG1200	College Composition	3/4	0	3/4
LPSY1250	Introduction to Psychology	3	0	3
	COMPUTER ELECTIVE	2	2	3
	Totals	**14/15**	**2**	**15/16**

Spring Semester		CL	LAB	CR
LEDU2000	Teaching and Learning	3	0	3
LPSY1260	Human Growth and Development	3	0	3
	EDUCATIONAL ELECTIVE***	3	0	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE	3	0	3
	LITERATURE ELECTIVE	3/4	0	3/4
	MATHEMATICS** (200 Level)	3/4	0	3/4
	Totals	**18/20**	**0**	**18/20**

Total Credits for Year = 33–36

SECOND YEAR

Fall Semester		CL	LAB	CR
LHUM1310	Cultural Anthropology	3	0	3
LPSY2000	Educational Psychology	3	0	3
	EDUCATIONAL ELECTIVE***	3	0	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE*	3	0	3
	LAB SCIENCE****	3	2	4
	Totals	**15**	**2**	**16**

Spring Semester		CL	LAB	CR
LPOL2310	American Government	3	0	3
	EDUCATIONAL ELECTIVE***	3	0	3
	HUMANITIES/FINE ARTS/ FOREIGN LANGUAGE*	3	0	3
	LAB SCIENCE****	3	2	4
	MATHEMATICS** (200 Level)	3/4	0	3/4
	Totals	**15/16**	**2**	**16/17**

Total Credits for Year = 32–33
Total for A.A. Degree = 65–69

Students are advised to contact transfer institutions in addition to consulting with their academic advisor in order to make appropriate course selections.

* *Recommend Art, Music, History*

** *Mathematics electives can only be Finite Mathematics, Statistics, Pre-Calculus, Calculus, Intermediate Algebra, and Mathematical Concepts.*

*** *Educational Electives – Students will select transferable courses. Options will include: LECE2310, LEDU1450, LEDU1550, LEDU2010, LEDU2040, LEDU2080, LEDU2090, LEDU2100, LEDU2300, and courses from the 200 level areas of Computer Information Systems, English, Mathematics, Science, and Social Science.*

**** *Lab sciences are those sciences with a laboratory component. In some transfer programs, sequential science courses may be required. Other transfer programs require that courses be taken from a variety of science disciplines. Please check with academic advisor prior to registering.*

BASIC SKILLS

Basic Skills is a competency-based program designed for students who would benefit from building academic skills in English, mathematics and/or reading prior to enrollment in college level courses. With small class sizes, instructors provide a supportive environment, focusing on students' individual academic needs. Peer tutoring, instructor-led labs and ongoing meetings with Basic Skills advisors help maximize student success.

Basic Skills courses follow the same grading system as college-level courses; however, these grades are not computed into the grade point average (GPA). To exit a Basic Skills course, students must receive a grade of C- or better. Tuition is charged for each semester of Basic Skills coursework.

Nursing applicants who require Basic Skills courses are not automatically admitted to the nursing program upon completion of Basic Skills courses. Nursing applicants must meet prerequisite course requirements and participate in the nursing pre-admission examination before admission review.

Basic Skills courses do not provide credits toward graduation. Students enrolled in Basic Skills follow the same college policies regarding tuition, financial aid, academic grading, academic standards and student activities.

DIVISION OF COMMUNITY EDUCATION

The Division of Community Education provides a wide variety of programs and courses to meet the needs of the Lakes Region and beyond. Courses are offered evenings and at other times of the day in many different formats in Dover, Franklin, Laconia, and Nashua. The Division provides individual academic advising and evaluates and awards credit for experiential learning through portfolio review (college-level knowledge acquired outside the classroom) for students who are appropriately qualified.

Academic Advising
Course schedules help students map out their programs and students are encouraged to schedule individual academic advising appointments as well.

Degree Programs
These programs may be substantially or totally completed by enrolling in evening classes:
- Accounting
- Business Management
- Computer Technologies
- Early Childhood Education
- Fine Arts
- Fire Technologies (off-campus)
- General Studies
- Human Services
- Liberal Arts
- Teacher Preparation

Certificate Programs
Many of these certificates lead directly to Associate Degrees (see appropriate degree pages elsewhere in this catalog):
- Application Developer
- Business Management
- Computer Programming
- Database Administrator
- Early Childhood Education
- Human Services
- Network Administrator
- Personal Computer Applications
- PC Systems Manager
- Technologies for Education
- Website Administrator/Developer

CENTER FOR WORKFORCE DEVELOPMENT (CWD)

The CWD provides training services for business and industry by assisting employers in identifying and meeting their workforce training and education goals. The primary mission of the CWD is to prepare people for the workplace of the future through customized training; instilling a drive for continuous learning, and serving as a technical and information resource. Working in partnership with area businesses to advance technological, interpersonal, and management skills, the CWD assists companies in meeting their training and educational goals by first identifying the specific needs of the organization then helping to design training programs that meet the specific needs of New Hampshire employers. We also help business and industry deal with the rapid evolution in technology, management practices, and sophisticated manufacturing and quality initiatives. Our extensive assessment services enable companies to design effective and efficient training programs that have earned commendations from our customers. Find out how we can help you prepare your workforce for the future. Information about this training program is available at 524-3207, Ext. 773.

Services Offered:
- Training Needs Assessments
- Custom-Designed Programs, Workshops and Curricula
- Job Task Analysis
- Grant Development
- Information Resources
- Training Cost-Benefit Analysis
- Group Facilitation Consulting

Workshop and Customized Training:
- Employee Skills Testing
- Business and Technical Skills
- Communication and Problem Solving
- Teamwork
- Interpersonal Skills
- Quality and Production
- Supervision and Leadership
- Customer Service
- Hazardous Materials
- Computer Technology (including Microsoft software)
- English for Speakers of Other Languages (ESOL)
- Maintenance and Motion Control
- Entry Level Manufacturing Technician
- American Sign Language
- Explorations in Clay

Specialized Training Programs

TRACTOR TRAILER DRIVER PROGRAM, CLASS A CDL

The college offers a 16 week competency based, nights and weekends, driver training program that focuses on both classroom work and in-the-vehicle training time. When trainees have mastered driver competencies and earned their CDL's, they begin working in the industry, often having lined-up a job before finishing the course.

Training topics include trip planning, maintaining daily logs, handling cargo, cargo documentation, employer relations, and public relations. The course covers written and practical tests. For those who may need extra help in reading or test taking, tutoring time can be arranged with the on-campus Learning Center.

Students who successfully complete the CDL-A training earn a certificate of course completion and receive assistance in job-seeking skills. Even though the course is non-credit, participants are graded on attendance, understanding regulations, keeping logbooks, pre-trip inspection, range skills, and road skills.

Requirements

Training applicants must be at least 18 years old, possess a valid driver's license, have a clean driving record, and possess a high school diploma or a GED. Additionally, before participants can be enrolled in the program, the program director must review their driving records to determine their suitability for employment. As a condition of enrollment, each applicant must pass a Department of Transportation (DOT) physical exam, and pass a standard DOT pre-employment drug test.

Application and Registration

To apply, prospective applicants should submit a certified copy of their Motor Vehicle Record for the previous five years from the NH Department of Motor Vehicles. Upon approval, applicants should submit a completed registration form for the Department of Transportation (DOT) physical exam and standard DOT pre-employment drug test and pay the non-refundable deposit. The College will then set up the DOT physical and drug screen for the applicant at a health clinic.

After a registrant's driver's record, physical exam and drug screening have been approved by the program director, the student will need to pay the tuition in order to enroll in the program. The college will accept vouchers from funding agencies as well as checks and credit card payments from individual trainees or from their corporate sponsors. Deferred payment plans can be arranged through the College's business office.

SKI LIFT MAINTENANCE

The Ski Lift Maintenance Institute offers the opportunity for ski area lift maintenance employees to participate in a training program designed especially for them, improving lift maintenance skills through pertinent technical classroom training backed up with timely and practical hands-on lab experience. This will enable lift maintenance employees to become more effective in their lift maintenance jobs by better understanding how lift systems operate and enhancing their safety awareness and the overall ski area's operational reliability.

COURSE DESCRIPTIONS

LIBERAL ARTS

The following courses satisfy Liberal Arts requirements:

English	Courses with LENG prefixes and LHUM1600
Humanities	LENG2230, LENG2240, LENG2460, LENG2500, LENG2540, LENG2550, LENG2560, LENG2570, and courses with LART, LFRE, LHIS, LHUM, LPHI and LSPA prefixes
Literature	LENG2230, LENG2240, LENG2460, LENG2500, LENG2540, LENG2550, LENG2560, LENG2570
Mathematics	Courses with LMAT prefixes
Science	Courses with LSCI prefixes
Social Science	LHUM1310, LHUM1450, LHUM1500, LHUM1510, LHUM2500, LHUM2520, and courses with LHIS, LPHI, LPOL, LPSY and LSOC prefixes

NOTE: Prerequisites may be waived with permission of instructor (POI).

ACCOUNTING

LACC1310   Accounting I   CL3 L0 CR3
An introduction to accounting as the language of business. The student will be introduced to the procedures necessary to record, classify and summarize basic business transactions. The course will cover the accounting cycle for service and merchandising sole proprietorships, including journalizing transactions in general and special journals, recording adjusting and closing entries and preparing worksheets and financial statements. The course will also cover banking procedures and payroll.

LACC1320   Accounting II   CL3 L0 CR3
A more in-depth study of accounting procedures and concepts. The course closely examines balance sheet accounts, such as accounts receivable, notes receivable and payable, inventory, property plant and equipment and long-term debt. Different structures of equity are examined through the study of partnership and corporate forms of business. Financial statement analysis and the statement of cash flows are introduced. General accounting principles are introduced and applications are discussed throughout the course. (Prerequisite: LACC1310)

LACC2310   Cost Accounting   CL3 L0 CR3
Accounting for transactions and summarizing data particular to manufacturing and service environments. The course will examine in detail the three elements of cost: materials, labor and overhead, in both the job order and process cost systems. It will also cover standard cost systems, including variance analysis. The student will be introduced to cost behavior patterns and apply them to cost analysis for decision making. (Prerequisite: LACC1320)

LACC2350   Managerial Accounting   CL3 L0 CR3
The study of the use of accounting information for management decision-making purposes in the manufacturing and service environments. Cost behavior and classification, as well as cost-volume-profit analysis, differential cost analysis and absorption vs. variable costing principles, will be applied to cost and volume control, pricing and other management decisions. The student will learn to develop budgets and evaluate performance internally. Special considerations of decentralized operations and capital investment decisions will be studied. The student will be exposed to current trends in the global business environment, including the principles of activity-based costing, Just-in-Time manufacturing, and the theory of constraints. (Prerequisite: LACC2310)

LACC2510   Federal Taxes   CL3 L0 CR3
A study of Federal Income Tax regulations and reporting. The course will cover individual returns, including filing requirements and status, rules of dependency, income inclusions and exclusions, expenses, deductions and credits, capital gains and losses. Special attention will be paid to depreciation. The partnership and corporate returns will be introduced. Topics relating to tax administration and tax planning will also be covered. (Prerequisite: LACC1320)

LACC2710   PC Accounting Applications I   CL2 L2 CR3
The student will work with an educational version of an integrated accounting system to set up the system and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing the payroll. The student will also work with partnerships, corporations and departmentalized firms. Other topics include preparation of budgets and performance of financial statement analysis. (Prerequisite: LACC1320)

LACC2720   PC Accounting Applications II   CL2 L2 CR3
This is a capstone project course. The student will use a variety of computer applications, such as spreadsheet preparation, word processing, automated tax return preparation, commercial automated accounting systems and the Internet. The projects cover a range of accounting applications, including solving cost and managerial problems, preparing financial statements, preparing tax returns and analyzing financial reports. (Prerequisites: LACC2310, LACC2350 (may be taken concurrently), LACC2510, LACC2710, LCIS1320)

ARTS

LART1100   Drawing I   CL2 L4 CR3
An introduction to the materials, techniques and subject matter of observational drawing in pencil, pen and ink, charcoal, conte and brush, as well as using experimental tools and techniques. Subject matter includes the still life and landscape. One and two point perspective is introduced. The student will gain mastery of the fundamental techniques of drawing as the primary means of documentation, communication and self-expression.

LART1150   Drawing II   CL2 L4 CR3
A continuation of the principles, media and techniques of drawing established in Drawing I. Emphasis is placed on the exploration of creative visual expression through observational and imaginary drawing from the human figure, still life and landscape. Concepts and media of drawing in color are introduced and emphasis is placed on the use of drawing as a means of personal self-expression. (Prerequisite: LART1100)

LART1200   2-D Design   CL2 L4 CR3
An introduction to the basic two-dimensional design concepts of color, composition and the organization of pictorial space. A variety of design media will be explored which includes drawing, painting and collage.

LART1250   3-D Design   CL2 L4 CR3
An introduction to three-dimensional concepts and sculptural materials that are involved in the creation and appreciation of functional and non-functional sculptural form. A variety of sculptural media, materials and techniques will be explored including clay, plaster, wire, cardboard and mixed media.

LART1300   History of Art I   CL3 L0 CR3
An introductory survey of the principle movements and trends in painting, sculpture, and architecture from the pre-historic period through the Middle Ages. Lectures will be supplemented by slides, film, video, and/or computer presentations.

LART1350   History of Art II   CL3 L0 CR3
An introductory survey of the principle movements and trends in painting, sculpture, and architecture from the Renaissance through the 19th Century. Lectures will be supplemented by slides, film, video, and/or computer presentations. (Prerequisite: LART1300)

LART1400   Exploration in the Visual Arts   CL3 L0 CR3
This course is designed to provide an overview of the visual arts, its traditions, history and techniques as part of our general education offerings. This course will fulfill a Liberal Arts elective requirement, but will not be appropriate for students pursuing the Associate Degree in Fine Arts.

LART1450   Explorations in Clay I   CL2 L4 CR3
An overview of basic techniques and processes of working with clay. Topics include hand-building and wheel-throwing methods, glazes and firing. This course will fulfill a humanities or liberal arts requirement for all majors. Fine Arts majors are directed to LART2450 as their elective.

LART1500   Introduction to Art Education   CL3 L0 CR3
An introduction to the art teaching profession. Provides an overview of issues concerning the theory and practice of art education, as well as possible career paths in art education. Topics include, but are not limited to: history of art education in American schools; theory and practice in art education; child development in art; life in the art classroom; and career paths in art education.

LART1630   Screen Printing   CL2 L2 CR3
This course introduces the student to screen printing techniques. Areas of emphasis include: types of frames; terminology; fabric selection; stencil preparation; fabric stretching techniques; screen printing inks; and squeegee selection. Projects are selected and designed by each student. Classroom theory will be supported by lab demonstrations. Credit will not be given for more than one of the following courses: LART1630, LGRA2710

LART2100   Introduction to 35mm Photography CL2 L2 CR3
This course will provide the inexperienced photographer with instruction in basic 35mm camera techniques, types of cameras, lens and exposure controls. Particular attention will be given to various types of films, their exposure and development, followed by print development and darkroom techniques. Understanding technical terminology as it applies to photography will be stressed. Each student must provide film, print paper and his/her own 35mm manual camera.

LART2120   Digital Photography   CL2 L2 CR3
This course is the digital complement to Introduction to 35mm Photography (LART2100). It covers differences between film and digital cameras, the benefits and pitfalls of taking digital photographs, how to move your images from camera to computer, to a printer, or the web. Students will also learn how to use photographic techniques such as lighting and composition, and how to use the cameras automatic and manual settings. Finally, the student will produce a PowerPoint presentation using all of the skills they have learned. (Prerequisite: LART2100 or permission of instructor)

LART2150   Drawing III   CL2 L4 CR3
This course introduces the student to drawing the human figure. Clothed and nude models will be the subjects of this course. Students will study the structure of the figure with an introduction to anatomy for artists, and will continue their exploration of a variety of materials that began in Drawing I and II. Gesture and pose, spatial constructions and the foreshortening of the figure will be discussed. (Prerequisites: LART1100, LART1150 or permission of instructor)

LART2200   Drawing IV   CL2 L4 CR3
This course continues the inquiry from Drawing III into the representation of the human form. Students will be expected to expand upon and refine their observation skills and conceptual knowledge of the figure. The use of color will be introduced to the subject at this time. (Prerequisites: LART1100, LART1150, LART2150 or permission of instructor)

LART2350   20th Century Art   CL3 L0 CR3
This course provides an introductory survey of the styles and conventions of the principle artistic movements and trends of the late 19th through 20th century. (Prerequisite: LART1300, LART1350)

LART2400   Painting I   CL2 L4 CR3
An introduction to the basic principles, media and techniques of painting in oils and acrylics. The development of understanding color mixing, exploration of form, content and space is emphasized while working from abstract and realistic subject matters. The course synthesizes composition, creative thought and critical thinking. (Prerequisite: LART1200)

LART2450   The Clay Experience II   CL2 L4 CR3
An introduction to the media, techniques and processes of clay in both functional and non-functional methods which builds on the skills and experiences of 3-D Design (LART1250). Students will gain an understanding of wheel-throwing and hand-forming methods, as well as glazing and firing. (Prerequisite: LART1450)

LART2510   Issues in Contemporary Art   CL1 L0 CR1
An exploration of current topics, trends, issues, and artists in the contemporary art world. This course will be taught in a seminar format, supplemented with slides, film and video, computer presentations, and visiting artists. When possible, field trips to area galleries, museums, exhibitions, arts events, or studios may be taken. (Prerequisite: LART1300, LART1350)

LART2550   Printmaking   CL2 L4 CR3
An introductory studio course in the methods and materials of printmaking, building on principles and concepts of design established in 2-D Design (LART1200). A variety of printmaking techniques will be introduced including woodblock printing, etching, lino-printing, embossing and collograph. (Prerequisite: LART1200)

LART2600 Sculpture CL2 L4 CR3

Introduction to three-dimensional sculpture processes in a variety of media, which include clay, plaster, metals and wood. The course builds upon concepts and skills established in 3-D Design (LART1250), with emphasis on creative expression and critical thinking. Students will work from a variety of subject matter in both additive and subtractive sculptural methods. (Prerequisite: LART1250)

LART2650 Senior Portfolio CL0 L4 CR1

An introduction to portfolio presentation techniques to provide students with the skills and knowledge essential for the preparation for further education and a career in the visual arts. The course focuses on preparation of artwork, portfolio development, slide production, matting and the care of art works. Through the portfolio development process, students will gain an understanding of the skills essential to the effective transfer to a four-year institution for study of fine arts.

LART2700 Painting II CL2 L4 CR3

Further development of skills introduced in Painting I (LART2400). Primary focus on observational painting from landscape, still-life, and an introduction to painting the figure. The course will include analysis of the painting styles of the past and emphasis upon the role of the artist in contemporary society. (Prerequisite: LART2400)

LART2750 Independent Study in Fine Arts CL0 L6 CR3

The Independent Study in Fine Arts is designed for those students who either want to delve more deeply into a particular aspect of art, or who have a personal project they would like to explore. Students are expected to have enough art experience to formulate their own interests and goals, as well as work independently to completion. (Prerequisite: Permission of instructor)

AUTOMOTIVE TECHNOLOGY

LAUT1210 Automotive Systems CL2 L9 CR5

This course prepares the student for their first co-op experience by introducing the student to safe shop practices; General Motors products; maintenance requirements and procedures; periodic motor vehicle safety inspection and tire service. It consists of five units - Safety and Shop Practices, Maintenance of Automotive Systems, Tire Service, Vibration Correction, and Basic Steering and Brakes.

LAUT1220 GM Automotive Electricity CL2 L8 CR4

This course introduces the student to the theory and application of electricity, magnetism and electronics. This includes reading, understanding and applying the information from GM schematics and service literature to diagnose the integrated electronic control systems used on today's GM vehicles.

LAUT1230 GM Fuel and Emissions CL2 L8 CR4

This course prepares students to diagnose and repair engine fuel injection and electronic controls system concerns as they relate to driveability and emissions. It includes the study of fuel composition and quality, the use of specialized diagnostic tools including the Tech II diagnostic scan tool combined with General Motor's TIS2000 software, and extensive use of the digital multimeter and lab scopes. (Prerequisites: LAUT1210, LAUT1220)

**LAUT1240 GM Engine and Engine
Related Electrical** CL2 L9 CR5

This course provides the student with knowledge and skills necessary to diagnose, service, and repair the advanced engines used in GM vehicles today. The activities include engine disassembly, evaluation, repair, and reassembly of a variety of the latest world-class engines manufactured by General Motors and their industry partners. The student will also study GM ignition systems, starting and charging systems. (Prerequisites: LAUT1210, LAUT1220)

LAUT1750 Cooperative Education CL0 L12 CR4

Provides the opportunity to receive hands-on experience in an automotive service environment. Student will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload and duties of a professional automotive technician. (Prerequisites: Successful completion of ASEP coursework, 2.0 CGPA and a C or higher in their major area classes)

LAUT1760 Cooperative Education CL0 L6 CR2

Provides the opportunity to receive hands-on experience in an automotive service environment. Student will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload and duties of a professional automotive technician. (Prerequisites: Successful completion of ASEP coursework, 2.0 CGPA and a C or higher in their major area classes)

**LAUT 2100 GM Heating, Ventilation and
Air Conditioning** CL2 L8 CR3

This course prepares students to safely diagnose and repair common performance concerns related to heating and AC systems. Emphasis is placed on electrical and electronic control of these systems. Electrical and Electronic theory studied previously is put to practical use in evaluating and diagnosing AC Control Systems and related Sub-Systems. (Prerequisites: LAUT1210, LAUT1220, LAUT1230, LAUT1240)

**LAUT2110 GM Supplemental Inflatable
Restraint and Accessories** CL2 L8 CR3

Students study Supplemental Inflatable Restraint (SIR) Systems, Windshield Wiper Systems, Cruise Control, Body Controllers and Theft Deterrent Systems. This course builds on the electronic/electrical theory studied previously by applying that theory in evaluating and diagnosing these integrated systems. (Prerequisites: LAUT1210, LAUT1220, LAUT1230, LAUT1240)

LAUT2220 GM Drive Trains CL2 L9 CR5

In this course, the student studies GM automatic transmissions and transaxles, manual transmissions and transaxles, transfer cases and rear axles. The learning outcomes include the development of skills in the diagnosis, disassembly, evaluation and repair of these components and the related electronic control systems. (Prerequisites: LAUT1210, LAUT1220, LAUT1230, LAUT1240)

LAUT2250 GM Brakes, Steering and Suspension CL2 L8 CR4

This course prepares students to diagnose, repair and service GM antilock brakes, steering and suspension systems. Emphasis is placed on service of integrated systems and four-wheel alignment, as well as their related electrical and electronic sub-systems. (Prerequisites: LAUT1210, LAUT1220, LAUT1230, LAUT1240)

LAUT2750 Cooperative Education CL0 L12 CR4

Provides the opportunity to receive hands-on experience in an automotive service environment. Student will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload, and duties of a professional automotive technician. (Prerequisites: Successful completion of ASEP coursework, 2.0 CGPA and a C or higher in their major area classes)

LAUT2900   Cooperative Education   CL0 L12 CR4
Provides the opportunity to receive hands-on experience in an automotive service environment. Student will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload, and duties of a professional automotive technician. (Prerequisites: Successful completion of ASEP coursework, 2.0 CGPA and a C or higher in their major area classes)

BUSINESS

LBUS1150   Professional Development   CL1 L0 CR1
This course is designed to improve professional growth in individuals. Topics include business etiquette, appearance, attitude, networking, decision-making, personal and professional growth plans.

LBUS1300   Introduction to Business   CL3 L0 CR3
The study of business world operations including the wide range of occupational functions and the American economic system.

LBUS1350   Small Business Management   CL3 L0 CR3
Problems of a small business operation: going into business, financing a business, the feasibility study, marketing, and management of business phases are covered.

LBUS1752   Cooperative Education   CL0 L9 CR3
Provides the opportunity for the student to utilize learned course competencies in a real-life setting. Provides supplemental laboratory experience on an extensive array of equipment and processes. (Prerequisite: Approval of advisor and department chair)

LBUS2310   Principles of Management   CL3 L0 CR3
A comprehensive survey of the principles and practices of management as they are currently being applied in the United States and abroad. The two continuing themes throughout the course are: (1) the never-ending effort by managers and organizations to meet or exceed customer needs and (2) the need for effective leadership in organizations. Emphasis is placed on determining the role of a manager through the leadership process. Individual and group-work dynamics are explored through case studies, research, and experiential exercises. (Prerequisite: LBUS1300 or permission of instructor)

LBUS2330   Supervision   CL3 L0 CR3
Studies techniques and responsibilities involved in the supervision of employees in business management. Examines human behavior which encourages productive business relationships at all levels. Management of projects and customer service functions are studied. Students learn to work with minimal supervision and to effectively supervise the work of others.

LBUS2380   Business Law I   CL3 L0 CR3
Origins of law, federal and state court systems, classification of criminal and tort law; a working knowledge of the law of contracts, and sales and consumer protection as applied to everyday usage.

LBUS2390   Business Law II   CL3 L0 CR3
A study of the law of personal property and bailment; real property, wills, intestacy and trusts; commercial paper; insurance, secured transactions and bankruptcy; agency and employment; business organization and regulation and emerging trends and issues. In addition, the course is designed to enable students to better comprehend the rules of conduct they can reasonably expect from others, as well as the conduct others may expect from them in various business situations. (Prerequisite: LBUS2380)

LBUS2400   Introduction to Project Management CL3 L0 CR3
This course will provide students with basic skills to define, analyze and manage projects. By using a variety of automated tools and working with a hands-on case study, students will become familiar with project feasibility, cost benefit analysis, and the development of a project plan. Students will also become familiar with a systems development methodology (SDM) and structured business systems analysis. (Prerequisite: LCIS1320 or permission of instructor)

LBUS2410   Human Resource Management   CL3 L0 CR3
The study of human resource issues affecting employees in present and future organizations.

**LBUS2520   Introduction to International
             Business   CL3 L0 CR3**
Study of today's globalization process, international environment and management operations for a multilateral corporation. Particular focus on the organizational, marketing and production strategies employed by companies in a world market. (Prerequisites: LBUS1300, LSOC2310 or LSOC2320)

LBUS2600   Principles of Marketing   CL3 L0 CR3
Product, pricing, promotion and channels of distribution. Marketing in retail, wholesale, service and manufacturing companies.

LBUS2650   Independent Study   CL3 L0 CR3
Students in an independent study option will engage in learning about topics of special interest and/or need. Written reports on the topics of the independent study are required.

COMPUTER INFORMATION SYSTEMS

LCIS0950   Computer Essentials   CL1 L2 CR1
This course is designed to give students the skills required for basic computer use. Students are given a brief overview of basic computer concepts and are provided basic information on hardware, memory, multimedia, storage, networks and application software.

LCIS1320   Software Applications   CL3 L2 CR4
The emphasis of this course is hands-on applications of computer software including Windows, database, spreadsheets and word processing. Students will be exposed in-depth to business uses through simulated projects. Students are also introduced to PowerPoint and other business applications. An analysis of the impact of these programs on the business environment will also be studied. The fourth credit is an independent study/distance-learning format utilizing the Internet. Computer labs will be open for student use.

LCIS1350   Word Processing   CL2 L2 CR3
This course is designed to take the user beyond the basics of word processing. Topics such as edit tracking, forms, merges, macros and tables are just a few of the topics covered.

LCIS1360   Introduction to Computers   CL2 L2 CR3
This course provides an introduction to personal computer hardware and operating systems. Various operating systems, including DOS, Windows and Linux will be among those under investigation, including both user and administrator functions in each environment.

LCIS1400   Introduction to Programming   CL2 L2 CR3
This course provides an introduction to the process of problem solving as it relates to program design and development using Visual Basic.NET. The student will learn to use the top down

approach to programming as well as learning to use the various techniques and tools which have been developed to aid in the process. The basic programming statement types (sequential, conditional, and iterative) will be covered as the student learns to use them in algorithms.

LCIS1500   Introduction to the Internet and Intranets   CL2 L2 CR3
This course offers an introduction to the Internet and Intranets and the resources available for business use. The course includes an overview of browsers, search engines, e-mail, newsgroups, plug-ins and publishing on the Internet, as well as an introduction to networking technology. Implementation decisions concerning connections and use options will also be discussed. Students also will learn the basics of HTML. (Prerequisite: LCIS1360 or equivalent)

LCIS1770   Cooperative Education   CL0 L9 CR3
Provides the opportunity for the student to utilize learned course competencies in a real life setting. Provides supplemental laboratory experience on an extensive array of equipment and processes. (Prerequisites: Approval of advisor and department chair)

LCIS2230   Fundamentals of CADD   CL2 L2 CR3
Introduction to computer aided drafting and design systems prepares the student to operate the systems and understand applications of computer graphics to industry standards. Topics include the use of interactive computer graphics systems to prepare drawings on a CRT, and storing, retrieving, and production using a computer driven plotter.

LCIS2240   Advanced CADD   CL2 L2 CR3
This course supplements LCIS2230, Fundamentals of CADD, by building upon basic skills and presenting the more advanced functions and abilities of AutoCADD, such as layering, color, hatching, auto dimensioning, dynamic text, advanced blocking, isometrics, 3D, production drafting techniques and file and disk management. Class instruction is evenly complemented by hands-on experience using interactive color graphics systems equipped with high-resolution printing devices. (Prerequisite: LCIS2230)

LCIS2260   Advanced Office Applications   CL2 L2 CR3
This course introduces the student to the Office Applications of OneNote, Publisher, FrontPage and InfoPath. OneNote is an application that allows the user to organize, save and search notes. Publisher is a desktop publishing system that allows the user to work with text and graphics beyond the capabilities of word processors. FrontPage allows the user to create web pages easily and quickly. InfoPath allows the user to easily work with data in an HTML-based form and XML. This course is an alternative to LCIS1320 Software Applications for students who already have some familiarity with MS Office and wish to develop additional marketable skills. It is assumed that students already have basic software application and file manipulation skills. (Prerequisite: LCIS1320 or permission of instructor)

LCIS2270   IT Developmental Applications   CL2 L2 CR3
This course introduces the student to MS Visio and MS Project. Students will learn to work with various types of diagrams in Visio, as well as how to work with Project to plan and track projects using a variety of resources. This is a hands-on course where students will work extensively with the software to develop projects based on individual interests and course of study. It is designed for the IT industry, but the skills learned can translate to any industry. (Prerequisite: LCIS1320 or permission of instructor)

LCIS2320   Website Development   CL2 L2 CR3
This course offers an introduction to Website Development using tools such as FrontPage and various other software products available. The basics of good page and form design, graphics, mapping, lists and tables will be discussed. An overview of integrating text, video, data, audio, graphics and animation will also be covered. (Prerequisite: LCIS1360 or equivalent)

LCIS2330   Introduction to Multimedia   CL2 L2 CR3
This course offers an introduction to multimedia concepts with emphasis on web-based multimedia. Students will study the different multimedia elements to include text, images, video, sound and interactive content. Additionally, students will learn about the hardware and software used to produce multimedia, to include such applications as Maya, Macromedia Director and Flash. A number of projects will give students the opportunity to reinforce their learning by building computer applications that incorporate graphics, animation, audio and video. (Prerequisites: LCIS1360, LCIS1500)

LCIS2350   Spreadsheets   CL2 L2 CR3
This course provides extensive "hands-on" exposure to MS Excel, an industry-standard program. Topics covered include constructing a worksheet, entering and manipulating data, and extracting useful information from the worksheet. Graphs and charts of data will be constructed, and "what-if" projections will be developed. (Prerequisite: LCIS1320 or equivalent)

LCIS2370   Web Programming I   CL2 L2 CR3
This course teaches web site programmers how to use component object model (COM) components on both the client and the server. Other topics include XML, ASP, CSS, ActiveX controls, data objects, simple SQL statements and queries. (Prerequisites: LCIS1360, LCIS1400, and LCIS2320 which may be taken concurrently)

LCIS2380   Web Programming II   CL2 L2 CR3
This course is a companion to Web Programming I. Topics include PERL, CGI, Java and scripting in Visual Basic and Java. (Prerequisites: LCIS1360, LCIS1400, and LCIS2320 which may be taken concurrently)

LCIS2390   E-Commerce   CL2 L2 CR3
This course provides students with an introduction to the technologies required for on-line business activities. Technologies will include security, databases, XML, shopping carts, as well as other current topics. This course also covers the issues concerning international trade, ethics, legal issues and taxes. (Prerequisite: LCIS1320 or equivalent)

LCIS2400   Management with Computers   CL2 L2 CR3
This is a project-based course where students are expected to utilize several software packages including MS Project. Students will study in depth how businesses use computers and software in day-to-day business. Make or buy decisions, artificial intelligence, decision support systems, the software development life cycle, data flow diagrams and CASE tools will also be studied. (Prerequisite: Senior status)

LCIS2420   Database Management and Design   CL2 L2 CR3
This lab course introduces modern techniques of data management, especially with personal computers using MS Access. Students will learn the concepts of data normalization elements and their organization into proper schemata. Screen design and report generation will also be covered. Working with database management systems necessarily involves programming and sequential thinking skills, whereby students create and manipulate databases. (Prerequisite: LCIS1320 or equivalent)

LCIS2430   Database Application Development   CL2 L2 CR3
This lab course is a continuation of Data Management and Design (LCIS2420), with emphasis placed on database application development. Students will be exposed to the more advanced feature aspects of report, form and query design. Students will be introduced to macros, menu design, SQL and modules to automate many aspects of a database application. This course requires familiarity with database design and normalization. (Prerequisites: LCIS1400, LCIS2420)

LCIS2440   SQL Server   CL2 L2 CR3
This course prepares students with the knowledge and skills required to install, configure, administer and troubleshoot MS SQL Server. This course is based on MOC and is designed for preparation for Microsoft Certified Professional Exam: System Administration for Microsoft SQL Server. This is a core requirement for MCDBA, and an elective for MCSE. (Prerequisites: LCIS1320, LCIS1360)

LCIS2490   Network Security   CL2 L2 CR3
This course covers basic security principles, cryptography, security baselines and current attack and defense techniques and technologies. It also covers the development of security policies and procedures and the management of security efforts. The course prepares students for the CompTIA Security+ certification exam. (Prerequisite: LCIS1360 or equivalent)

LCIS2500   Networking Fundamentals
**   (CCNA 1 Cert Test)   CL2 L2 CR3**
This course is an introduction to networking. It is based on the Cisco CCNA 1 course – Networking for Home and Small Businesses. The focus is on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards. (Prerequisite: LCIS1360 or equivalent)

LCIS2510   Routers and Routing Basics   CL2 L2 CR3
This course focuses on initial router configuration, CISCO IOS software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage CISCO IOS software, configure routing protocols and create access lists controlling access to the router. (Prerequisite: LCIS2500)

LCIS2520   PC Hardware Assembly and
**   Maintenance A+ Cert.   CL2 L2 CR3**
Hands-on treatment of procedures and techniques of personal computer assembly, installation and maintenance. Students will also learn maintenance and troubleshooting techniques. This course is NOT recommended for hobbyists. (Prerequisite: LCIS1360 or equivalent)

LCIS2570   PC Operating Systems A+ Cert.   CL2 L2 CR3
This course is a study of the operating systems side of the A+ Cert and is designed to prepare the student to pass the Operating Systems A+ certification. (Prerequisite: LCIS1360 or equivalent)

LCIS2580   Help Desk Concepts   CL2 L2 CR3
This course provides students with the technical and professional skills required to work in a help desk or call center. Students will become familiar with the tools, techniques, processes and procedures required in the help desk and technical support work environment. (Prerequisites: LCIS1320, LCIS1360 or equivalent)

LCIS2590   Intermediate Routing, Switches
**   and WAN   CL2 L2 CR3**
The first part of this course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single area OSPF, EIGRP), command line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP). The WAN Technologies part of the course focuses on more advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT] and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and an introduction to optical networking. (Prerequisite: LCIS2510)

LCIS2600   Window Vista Configuration   CL2 L2 CR3
This course provides students with the skills required to install, configure and administer Windows Vista systems. Topics include mobile computing, security, troubleshooting, and network connectivity. The course prepares the student for the Microsoft Certified Technology Specialist examination, 70-620. (Prerequisite: LCIS1360)

LCIS2610   Manage and Maintain a Server
**   2003 Network   CL2 L2 CR3**
This course teaches students how to manage and maintain a Microsoft Windows Server 2003 environment. (Prerequisites: LCIS2500)

LCIS2620   Implementing and Administrating
**   a Network   CL2 L2 CR3**
This course teaches students the skills and knowledge to install and configure stand-alone or client computers in a work group or domain. Topics include print, file, web and terminal configuration, as well as security and remote computing. (Prerequisite: LCIS1360, LCIS2500)

LCIS2630   Designing Security for a Network   CL2 L2 CR3
This course provides the student with the skills and knowledge needed to design network security. (Prerequisites: LCIS2600)

LCIS2650   Independent Study   CL2 L2 CR3
Students in an independent study option will engage in learning about a topic of special interest and/or need. A written report on the topic of the independent study is required. (Prerequisite: Approval of department chair)

LCIS2670   Server 2003 Network Infrastructure CL2 L2 CR3
This course provides students with the skills needed to plan, implement, manage and maintain a Microsoft Windows 2003 network infrastructure. (Prerequisites: LCIS2610)

LCIS2680   Directory Services 2003   CL2 L2 CR3
This course is designed to teach students the skills necessary to design a directory services infrastructure in an enterprise based on the needs of an organization. Students will also learn how to install, configure and administer directory services, including group policy tasks necessary to centrally manage users and computers. (Prerequisites: LCIS2610)

LCIS2690   Designing Network Services
**   Infrastructure   CL2 L2 CR3**
This course prepares the student for designing a networking infrastructure based on an organization's needs. Topics include DHCP, IP address configuration, DNS, WINS, as well as current technologies. (Prerequisite: LCIS2600)

LCIS2710   Analyzing Software Requirements   CL2 L2 CR3
This course teaches students to develop conceptual, logical and physical designs for a business software solution. This course prepares the student for the Microsoft Certified Exam 70-300. (Prerequisites: LCIS1320, LCIS1360, LCIS2500)

LCIS2720   Object-Oriented Programming-
Visual Basic   CL2 L2 CR3
This course offers a study of the features of Visual Basic. Focus will be on the principles of software design and development specific to the object-oriented approach, including file handling, data structures and report generation. (Prerequisite: LCIS1400 or equivalent)

LCIS2730   Distributed Applications with
Visual Basic and XML   CL2 L2 CR3
This course will teach students the skills necessary to build distributed applications in an n-tier client server environment using Visual Basic and XML. Additional topics include DLL's, COM, ADO and database access in a multi-tier environment. (Prerequisite: LCIS1400 or permission of department chair)

LCIS2750   Object-Oriented
Programming – C++   CL2 L2 CR3
This course offers a study of the features of C++. Focus will be on the principles of software design and development specific to the object-oriented approach, including file handling, data structures and report generation. (Prerequisite: LCIS1400 or equivalent)

LCIS2760   Developing Web Applications   CL2 L2 CR3
This course will teach students the skills necessary to develop and implement web applications. Topics include creating user services, creating and managing components, data manipulation, debugging and security issues. (Prerequisite: LCIS1400 or permission of department chair)

LCIS2770   Programming for Games   CL2 L2 CR3
This in an introductory computer-games programming class, which teaches the programming techniques needed to produce interactive graphical applications like computer games. The topics covered include: game design, storyboarding, animation techniques, game construction tools, artificial intelligence, input devices, sound and real time graphics. During the course, students produce a simple interactive graphical project. (Prerequisite: LCIS1400)

LCIS2780   Programming with DirectX   CL2 L2 CR3
This course is designed to teach the student techniques needed to create games using DirectX technology. This is a hands-on course where students will be expected to complete several games. Topics include: sprites, bitmaps, DirectX game libraries, windows sockets, as well as game design. (Prerequisite: LCIS1400 or permission of instructor)

LCIS2800   Capstone Project   CL2 L2 CR3
This course is intended to provide the vehicle for students to show overall competency in Computer Technologies and the specialties that have been a part of their particular degree program. Under supervision of a faculty advisor, the student will select an appropriate subject, perform the research and present results. Project will include the following components: project proposal, research and definition, and the project presentation. This course should be taken the semester prior to graduation.

LCIS2910   Intro to Artificial Intelligence   CL2 L2 CR3
This is an introductory course to artificial intelligence. Topics include intelligent problem solving, agents, knowledge representation, search techniques, learning and logical reasoning. (Prerequisite: LCIS1400)

CULINARY ARTS

LCUL1450   Breads and Rolls   CL1 L4 CR3
Students will be introduced to the bakers scale and taught how to properly measure ingredients. Reading a formula and recipe conversions will also be covered. The history of bread making will be explored as well as the creating of many classical items from several cultures around the world. The milling process of flour will be discussed as well as the function of important ingredients in the dough. The class will largely focus on the organized process of preparing dough. Mixing, shaping, proofing, baking, and storing are critical steps that will be explored. The bread and roll productions that will be created in each class will be used in our dining room bakery case.

LCUL1460   Bakery Production   CL1 L4 CR3
This course will focus on the common items found in any bakery/pastry shop. Muffins, quick breads, coffee cakes, and donuts will be explored. Pie dough, puff pastry, pâte à choux, short dough and Danish dough will be taught, and several items will be created from each. Classical European pastry will be touched upon and the "classics" of pastry will be introduced. Pies, tarts, cookies, and common bakery items will also be created. Students will be introduced to various ingredients such as nuts, chocolates, and fruits; they will be taught how, when, and why to use them.

LCUL1470   Hot and Cold Plated Desserts   CL1 L4 CR3
The focus of this course is plated desserts that would be found in a restaurant setting. The critical components of a plated dessert will be explored along with detailed instructions of each. Various sauces and garnishes will be introduced, as well as various plate presentations. This course will include the production of slow-bake desserts (custards, cheesecakes), frozen desserts, traditional desserts (Baked Alaska, Bananas Foster, Cherries Jubilee), and creative ways to present simple desserts. Students will be required to use their creativity and create a plated dessert of their own for a project grade.

LCUL1480   Cake Decorating   CL1 L4 CR3
This course will be concerned with creating various cakes, icings, fillings, frostings, and butter creams. Each student will learn the proper techniques for covering a cake, as well as ways to enhance the decoration on it. Making paper cones, writing on cakes, and making several types of butter cream flowers is covered. Classical cakes will also be covered (Dobos, Sacher) along with their history. There will be a large concentration on using a piping bag, the function of various tips, and proper piping techniques. This course will also introduce the use of marzipan, fondant, airbrushing, and wedding cakes.

LCUL1490   Baking and Pastry Technologies   CL3 L0 CR3
Baking and Pastry Technologies is a look into the scientific side of baking. Baking and Pastry Technologies is dedicated to teaching different scenarios, and reactions of ingredients, while baking. The lab element gives the experience of seeing different reactions of ingredients in baking; knowing, by looking at finished products, what works best and what may ruin the project. At the completion of this course, the student will have basic knowledge of the scientific breakdown that goes into the formulas of baking. This course will enable graduates to better be prepared to gain positions as a pastry chef or patissiere.

LCUL1510   Culinary Fundamentals   CL1 L6 CR3
This course encompasses the basic fundamental principles for a career in Culinary Arts. Each subject will be discussed and practiced in detail. This class will emphasize the importance of such terms and procedures as "mise en place", knife skills, proper use

of tools and several other basic principals that are important to the culinary industry. This course will also emphasize the appropriate standard of behavior and uniform that is set by culinary professionals. At the end of this course, students will have a core knowledge and insight into the essential aspects of Culinary Arts.

LCUL1520   Sanitation and Safety   CL3 L0 CR3
This course offers a look into the fundamentals of food service sanitation and safety. Students will demonstrate knowledge of proper hot and cold food handling procedures, cross contamination of ready-to-eat foods, proper receiving practices, proper storage guidelines, who is affected by improper food handling, and federal/state food service sanitation requirements. When this course is completed, the student will test for the ServSafe certification.

LCUL1580   Restaurant Facility and Menu Design CL3 L0 CR3
Both menu and facility design are important aspects of the restaurant industry. This course gives students realistic practice at mastering both. Students will practice proper menu layout as well as its design. Students will learn the importance of cross-utilization and how to optimize it. This course will give students the opportunity to see different writing styles of menus including a la carte, rotating, and institutional menus. Different types of culinary establishments will be discussed as well as the equipment needed for them. Students will be designing menus to match kitchen layouts through projects conducted one-on-one with the instructor.

LCUL1590   Cost Control   CL3 L0 CR3
This course covers such subjects as pricing menus, food costing equations, weights and measurements, scaling, yield testing, food cost percentages, inventories, and recipe conversions. The student will be expected to cost out recipes to find per portion costs as well as multi-portion costs. This course discusses money saving techniques, waste control, and the importance of portion size as it relates to menu prices. Beverage costing, as well as alcohol procurement, will also be examined. The Food for Thought Café's menus, inventories, and recipes will be exposed for practical use through projects or discussion conducted by the instructor.

LCUL2320   Culinary Co-operative Education   CL0 L9 CR3
Co-operative education provides the opportunity for students to utilize learned culinary course competencies in a real-life setting. This course provides supplemental laboratory experience on the extensive array of equipment, ingredients and processes. Students will gain valuable experience and first-hand knowledge as to what a career in the Culinary Arts field outside the classroom entails. Students are expected to complete 300 hours of co-op experience. Instructor's approval of workplace site required. (Prerequisites: LCUL1460, LCUL1510, LCUL1520, LCUL1580, LCUL1590, LHOS1130, LHOS1140)

LCUL2530   Introduction to Garde Manger   CL1 L6 CR3
This course offers an insight into the "cold side" of the restaurant industry. The student during this course will be responsible for researching Garde Manger techniques as well as practicing those techniques. The student will be inspired to practice classic Garde Manger skills through a series of projects created by the instructor. Such skills and techniques include preparation of: Cured meats, aspic and chaud froid, terrines and pates, crudités platters, cheese displays, smoked foods, cold sauces and dressings, salads, hors d'oeuvres, and buffet design/layout. Presentations by guest speakers and visiting chefs as well as off-site demonstrations/applications will enhance student skill sets.

LCUL2540   Classical Cuisine   CL1 L6 CR3
This course will explore the history of classical cuisine and its origins. The accomplishments of our forefathers will be explored and their impact on cooking discussed. Students will absorb these concepts and hone their techniques in order to apply them to modern day cooking. Historical chefs like Escoffier and Careme will be introduced and explored. Classical cuisine will be an overview of how cooking has evolved throughout time and will conclude with modern technology, equipment development, and the evolution of food products.

LCUL2550   Italian Cuisine   CL1 L6 CR3
Students will enhance their cooking skills by studying cooking techniques and cultural aspects that deal in-depth with Italian cookery. Students will rotate through each station in preparing new menu items. Students will be expected to follow recipes in preparing dishes from each of the regions in Italy. This course will reinforce both classical and modern cooking techniques.

LCUL2560   U.S. Regional and Infusion Cuisine   CL1 L6 CR3
This course will give an overview of food origins and how they have shaped our modern day cuisine. Students will focus on a variety of cultural and regional cuisines throughout the United States. The trend towards cross-cultural cuisines, and the eclectic foods they produce, will be discussed in depth. Students will learn how to create dishes using various cultural ingredients. Preparation, plating, and garnishing techniques will be addressed.

EARLY CHILDHOOD EDUCATION

**LECE1210   Growth and Development
             of the Young Child   CL3 L0 CR3**
An introduction to the child, from birth to age eight, as a learner and family member with needs to explore and communicate, as well as to develop social competence. Explanation of current themes of child development is provided with special emphasis on understanding children's developmental levels through childhood. Topics covered include: conception, heredity and prenatal development, infant development, the child in the family, toddlerhood and early childhood.

**LECE1220   Curriculum Development
             in Early Childhood   CL3 L0 CR3**
The design, implementation and evaluation of appropriate programs for young children through age six. Focuses on the concrete, practical application of various theories, philosophies and current research data in the field. Other topics include: the young child as explorer and learner, language, numbers, art and the world, and the effective teacher of young children.

**LECE1230   Foundations of Early
             Childhood Education   CL3 L0 CR3**
The history of early childhood education and child care, including the contributions of Froebel, Montessori and Wheelock. The course concentrates on a diversity of programs including child-care, Head Start, kindergarten and nursery. Profit and non-profit programs will be examined. Discussion includes historical perspectives, current trends, theories and approaches to the care, development and education of young children.

**LECE1240   Health, Nutrition and Safety
             in Child Care   CL3 L0 CR3**
Utilizing National Association for the Education of Young Children guidelines and all applicable local and state standards, this course provides the student with comprehensive concepts, guidelines,

and practices needed to implement appropriate policies and procedures to insure proper nutrition and sanitary, healthy, and safe child care environments. It should be noted that CPR and First Aid training are NOT part of the course.

LECE1260   Infant/Toddler Development   CL3 L0 CR3
Focuses on developmentally appropriate practices for infant/toddler caregivers. Students will explore various theoretical perspectives on infant/toddler development and the pragmatics of caring for young children in early childhood settings. A study of important influences on infant and toddler development, with emphasis on the role and responsibilities of parents and caregivers in creating high quality, supportive environments with sensitivity to attachment and the importance of communication skills in nurturing positive parent/teacher/child relationships.

LECE1610   Early Childhood Education
                Practicum I   CL2 L9 CR5
In order to develop appropriate attitudes and skills and to effectively apply knowledge to the care and education of young children, the student works in a licensed and approved setting under the supervision of a qualified professional. Periodic conferences between the supervisor and the practicum instructor evaluate the student's progress. At the close of the semester, the student submits documentation relating theory, practice and the student's practicum learning experiences. Work at the practicum site along with peer review, self-reflection and disclosure combine to create a structure that promotes and supports personal and professional growth. (Prerequisites: LENG 1200, LECE 1210 or LECE 1260, and LECE 1220)

LECE2160   Young Children's Special Needs   CL3 L0 CR3
This course will broaden the student's awareness of the theoretical and legal foundations for programs serving young children from infancy through age eight with a wide range of special education needs. Students will examine the causes, symptoms, social consequences and behavior characteristics of children with special needs. Emphasis will be on education for children and their families. Disabilities and special needs, theoretical foundations and practical implications, legal requirements, rights and procedures are discussed.

LECE2240   Math and Science in Early Childhood CL3 L0 CR3
This course will provide students with the theoretical and developmental knowledge necessary to effectively teach the basic concepts of math and science to young children. Students will develop their skills in preparing developmentally appropriate activities which promote inquisitiveness, problem solving, and exploration. The interrelationship between math and science and other areas of the curriculum will be explored. Students will need access to young children.

LECE2310   Early Literacy Development   CL3 L0 CR3
Early Literacy Development involves listening, speaking, drawing, singing and acting, as well as reading. It includes all the ways children communicate ideas and receive those of others. This course will focus on concepts underlying early literacy development and using children's literature and creative activities to enable students to develop a repertoire of experiences and a portfolio of resources to enhance emergent literacy in young children.

LECE2610   Early Childhood Education
                Practicum II   CL2 L9 CR5
The student works in a licensed and approved setting under the supervision of a qualified professional to acquire the advanced skills required for greater autonomy in the planning and implementation of activities for young children. Periodic conferences between the student, supervisor and the practicum instructor are held to evaluate the student's progress. At the close of the semester, the student submits detailed documentation relating theory, practice, and the student's learning experiences at the practicum site. Work at the practicum site along with peer review, self-reflection and disclosure combine to create a structure that promotes and supports personal and professional growth. (Prerequisites: LECE1610)

EDUCATION

LEDU1200   Foundations of Education   CL3 L0 CR3
This course investigates the philosophical, historical, and social/cultural character of education in the United States. It examines how schools function organizationally and the motivation for selecting teaching as a profession. Students will complete 20 hours of observation/participation in a public school.

LEDU1300   Introduction to Exceptionalities   CL3 L0 CR3
This course will introduce the federal laws that regulate special education, the basic values that underlie supporting students who experience disabilities, and the roles of teacher assistants in supporting those individuals including: the value of inclusion in home, education, work and community life; respect for the inherent worth and dignity of each person. Through readings, in-class discussions, lectures, presentations and classroom discussions, teachers and teacher assistants will develop strategies on how to facilitate students' independence, learning, social connections and self-advocacy skills. Curriculum will emphasize the philosophical and practical applications of valuing students' abilities and diversity, collaborating with educators and families, supporting classroom teachers and curriculum modifications. Topical issues to be explored include: A History of Disability Law; Implementing IDEA's (IDEIA's) Principles in public education; the practical application of these laws in an inclusive instructional setting; effective instructional strategies for curriculum adaptation and delivery within the context planning under IDEA (IDEIA) and Section 504 of the 1973 Rehabilitation Act; rights of teachers, parents and students; inclusion and collaboration. Emphasis will be placed upon the most prevalent disabilities, such as learning disabilities, emotional disorders, cognitive impairment, and physical disabilities.

LEDU1450   Planning for Diverse Learners   CL3 L0 CR3
This course will explore students with their unprecedented challenges in today's education. It will enable educators to expand the scope of services and delivery they provide for all students, K-12. This course explores all facets of student diversity and addresses the teacher's need to design and deliver effective teaching for all learners. Topics to be explored include: developing and instilling a positive and inclusive classroom; encouraging and developing strengths rather than weaknesses; accommodating broad ranges of student abilities, talents, interest, backgrounds, and preparedness for learning; removing barriers to learning; and tracking student progress through "Follow the Child" initiatives.

LEDU1550   Alternative and Extended
                Learning Models   CL3 L0 CR3
This course explores alternative and extra-curricular educational settings and practices. These settings include, but are not limited to: charter and theme-based schools; home schooling; before and after-school programs; community for-profit and non-profit programs and partnerships; and museum settings. The roles of instructors, administrators, program developers, and their relationship(s) to traditional schooling will also be explored.

LEDU2000   Teaching and Learning   CL3 L0 CR3
This course studies principles of curriculum, organizations, and teaching methods through supervised observation and participation in a public school. This course introduces the student to rubric evaluation and learning styles, lesson planning, and curriculum delivery. (Prerequisite: LEDU1200)

**LEDU2040   Special Education Behavior Methods
              and Teaching Strategies (K-12)   CL3 L0 CR3**
Strategies taught include developing student's study skills through the use of mnemonics, double column notes, reading techniques, time management and organization, and active vs. passive learning. Individual behaviors that influence integrated classrooms (preK-12) will be addressed including the following: designing and adapting instructional material for personal and small group use; teacher characteristics which enhance the learning situation; and assessment (both formal and informal). This course will further focus on techniques to address the needs of pre-kindergarten through grade twelve students exhibiting difficulties with basic reading, writing, and elementary content area subjects. In addition, students will explore how curricula can be used to challenge all students and allow them the opportunity to demonstrate their knowledge and skills. Further, this course will provide students with knowledge and skills for supporting students with challenging behaviors, using the framework of positive behavioral supports. By developing strategies to determine the functions of certain behaviors, students will gain new and effective strategies for supporting students who demonstrate challenging behaviors in the classroom. These strategies for addressing emotional and behavioral issues will also include family, faculty, staff, and community resources. (Prerequisite: LEDU1300)

**LEDU2080   Teaching Literature for Children
              Across the Curriculum   CL3 L0 CR3**
This course explores genres of literature for children in grades K-8 with an emphasis on the integration of the language arts across the content areas. Discussion and development of thematic units using a variety of genre is included. Extensive reading and critiquing of children's books are required with the aim of developing an appreciation and understanding of the value of children's literature in language and literacy development. (Prerequisites: LEDU1200, LEDU2000)

LEDU2090   Integrated Arts   CL3 L0 CR3
An exploration into the value and practical application of integrating the arts across all content areas of the curriculum. Students will gain an understanding of the role of the creative process in the classroom and will investigate the various means of expressing ideas, emotions and images through the use of music, drama, movement, puppetry, visual arts, and theatre. This course involves a team-teaching practicum component with a minimum of 10 hours in a public school setting. (Prerequisites: LEDU1200, LEDU2000)

LEDU2100   Instructional Technology   CL3 L2 CR4
This course presents the theory and strategies for effective integration of technology resources and technology-based methods of instruction, and assistive technology designed for students with disabilities. A background of mediated instruction will be provided along with a review of the qualities and benefits of various technology options, including assistive technology, available to instructional settings. Opportunities to apply instructional delivery using common forms of media, multimedia, computers and specialized programs for students with disabilities will be integral to this course, in addition to the contemplation of future issues of integration of technology and matters of time and place of the

learning experience. The fourth credit is an independent study/distance learning format utilizing the Internet. Computer labs will be open for student use. In order to fully participate in this class, students need to have experience with Microsoft Office applications, to include basic word processing and file management and the use of the Internet for searching and email communication. Students with questions or concerns regarding this requirement should contact the instructor or the Academic Affairs office.

**LEDU2300   Essentials of Career and Technical
              Curriculum and Instruction   CL3 L0 CR3**
This course will explore the history, philosophy, principles, organization and operation of career and technical education in the United States. Students will develop a functional understanding of the role and responsibilities of a professional career and technical educator. This course will provide the participant with the foundation and skills needed to design, implement and manage a curriculum in career and technical education. Identification of resources and occupational analysis, derivation of content, formulation of objectives, defining measurable learning outcomes, and the selection and development of activities and evaluation methods will be explored.

LEDU2400   Independent Study in Education   CL0 L9 CR3
The Independent Study in Education course is designed for those students who have a particular interest in a subject matter, population, or approach to teaching that could be explored in greater depth or breadth than current course offerings allow, or who may wish to design a personal project or practicum experience that supplements or focuses their college experience. Students are expected to have enough knowledge and experience to formulate their own goals and interests, as well as work independently to completion. (Prerequisite: Permission of instructor)

ELECTRICAL TECHNOLOGY

**LELC1220   Residential Wiring and
              Electrical Blueprint Reading   CL3 L6 CR5**
This course covers electrical theory, circuit analysis, techniques used in residential wiring, and reading electrical blueprints. The following topics will be covered: electrical safety and splicing techniques, residential wiring methods, residential wiring applications, residential low-voltage installations, and residential services.

**LELC1230   Wiring Theory and Techniques
              (Commercial)   CL4 L6 CR6**
This course covers commercial building wiring, blueprint reading, branch circuit installations, and service entrance installations based on the National Electrical Code. The following topics will be covered: interpretation of plans, branch circuit installations, feeder installations and calculations, service entrance calculations and installations, and low-voltage installations. (Prerequisite: LELC1220 or permission of instructor)

LELC1240   AC/DC Theory   CL3 L3 CR4
This course is designed to introduce concepts of electricity involving the behavior of both direct and alternating current circuits.

LELC1280   Fundamentals of Electrical Controls   CL2 L6 CR4
Industrial motor control fundamentals are covered, as well as the basic theory of magnetic controls, control components, pilot devices, control circuit diagrams and troubleshooting. (Prerequisite: LELC1240 or permission of instructor)

LELC1300   Direct Current Machinery and Power Lab   CL2 L6 CR4
This course begins with magnetism and electromagnetic theory followed by the principles of operation of series, shunt and compound direct current generators and motors, manual motor starters and applications of bearings used in rotating machinery. (Prerequisite: LELC1240)

LELC1410   NEC-Residential   CL2 L0 CR2
A study of NEC requirements as it applies to residential applications.

LELC1420   NEC-Multi-Family Unit   CL2 L0 CR2
A study of NEC requirements as it applies to Multi-Family Units.

LELC1430   NEC-Commercial/Industrial Applications   CL1 L0 CR1
A study of NEC requirements as it applies to commercial and industrial applications.

LELC2050   Industrial Electronics   CL2 L3 CR3
This course provides the student with a solid grounding in the operation of solid state control devices including; but not limited to, diodes, rectifiers, silicon controlled rectifiers, phototransistors and LED's. (Prerequisite: LELC1240)

LELC2100   Introduction to Electrical Estimating and Design   CL2 L2 CR3
This course uses computer-aided programs. The following topics will be covered: introduction to estimating concepts, computer-aided electrical estimating, and developing an estimate using an electrical blueprint.

LELC2240   Wiring Theory and Techniques (Industrial)   CL4 L6 CR6
Industrial building wiring, blueprint reading, transformer connections, "high-voltage" installations, motor circuit theory and lighting designs are covered, as well as interpretations of plans, transformer connections, "high-voltage" installations, motor circuit theory, and lighting designs and applications. (Prerequisites: LELC1220, LELC1230 or permission of instructor)

LELC2280   AC Rotating Machinery   CL2 L6 CR4
Covered in this course are the design and operational characteristics of single- and three-phase alternators, principles of operation for, and loading characteristics of, single- and poly-phase AC motors. (Prerequisites: LELC1240, LELC1300, LELC2400)

LELC2300   Electrical Motor Controls   CL2 L6 CR4
The course covers control fundamentals incorporating control relays, contactors and motor starters, as well as an introduction to solid state motor controls. (Prerequisite: LELC1240 or permission of instructor)

LELC2350   Programmable Controllers   CL2 L3 CR3
This course covers industrial programmable controllers and program writing including; but not limited to, basic relay logic programming, program control instructions, sequence instructions, data manipulation, math instructions, program editing and troubleshooting. (Prerequisites: LELC1280, LMAT1310 or permission of instructor)

LELC2400   Stationary Machinery   CL2 L6 CR4
A review of magnetism and electromagnetism and the design and operational characteristics of single-phase, three-phase and specialty transformer connections are covered in this course. (Prerequisites: LELC1240, LELC1300)

ENGLISH

LENG0900   Foundations of Writing   CL3 L0 CR3
Strategies for strengthening and developing writing skills, sentence structure, paragraph organization and essay development, as well as spelling, punctuation and grammar usage are emphasized. Critical thinking and library research skills are also included. Credits do not apply to degree requirements.

LENG0951   Reading/Basic Skills   CL1 L0 CR1
Students work on improving reading skills, emphasizing word attack skills and vocabulary development. Credits do not apply to degree requirements.

LENG0952   Reading/Comprehension   CL1 L0 CR1
Students work on improving reading skills, identifying main idea and supporting details, and inferential comprehension. Credits do not apply to degree requirements.

LENG0953   Reading/Organization   CL1 L0 CR1
Students work on patterns of organization, apply critical and analytical thinking skills, and improve study skills. Credits do not apply to degree requirements.

LENG1200   College Composition   CL3 L0 CR3
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. Formal essays and a research paper are required. (Prerequisite: Placement or successful completion of competency assessment)

LENG1204   College Composition/Portfolio   CL1 L0 CR1
Students write additional essays to add to their portfolio. The writing process is emphasized. (Prerequisite: LENG1200, may be taken concurrently)

LENG1220   Technical Communications   CL3 L0 CR3
The focus in this course is on the principles of, and practice in, clear and accurate presentation of information as directed to specific audiences, including planning, composing and editing resumes, reports, descriptions of mechanisms, instructions and critiques, incorporation of graphics. Oral component includes interview strategies, informal and formal presentations. (Prerequisite: LENG1200 or POI)

LENG1230   Business Communications   CL3 L0 CR3
Efficient techniques of written and oral communication emphasizing both process and product in the modern business environment are examined. Students gain an understanding of the theory of the communication process and then prepare reports in direct, indirect and persuasive order. (Prerequisite: LENG1200 or POI)

LENG2230   Survey of American Literature   CL3 L0 CR3
An overview of how America's best-known thinkers, authors and poets have reflected and influenced culture, this course takes an historical approach to studying literature from colonial to contemporary times. (Prerequisite: LENG1200 or POI)

LENG2240   The American Short Story   CL3 L0 CR3
Early, modern and contemporary short stories are read closely and analyzed for theme, plot development, character study and author's style. (Prerequisite: LENG1200 or POI)

LENG2300   Creative Writing Workshop   CL3 L0 CR3
Techniques, practice and feedback help access creative writing skills and develop an understanding of different creative writing genres through weekly writing, revision and a final portfolio. Students compose a short story, five pieces of poetry and two

dramatic scenes. Focus is on characterization, plot, imagery and theme. (Prerequisite: LENG1200 or POI)

LENG2310   Fiction Workshop   **CL3 L0 CR3**
Students involve themselves in the process of imaginative writing. Instruction is guided by the student's individual interests, strengths and needs. Principal, traditional forms of fictional narrative writing are explored, including the short story, novella and novel. Students are encouraged to discover and reflect their own voice in the form most suitable. Attention is focused on character, plot and thematic development. Students submit a portfolio for publication. (Prerequisite: LENG2300 or POI)

LENG2320   Poetry Workshop   **CL3 L0 CR3**
Students involve themselves in the process of imaginative writing. Instruction is guided by the student's individual interests, strengths and needs. The course emphasizes the analysis and writing of poetry. Students study the idea of creativity and the poetic use of language, and are encouraged to discover and reflect their own voice. Attention is focused on tone, style, voice and thematic development. Students submit a portfolio for publication. (Prerequisite: LENG2300 or POI)

LENG2330   Playwriting Workshop   **CL3 L0 CR3**
Students involve themselves in the process of imaginative writing. Instruction is guided by the student's individual interests, strengths and needs. The course includes the analysis and writing of dramatic scripts designed for the theater. Students study and write one- and multiple-act plays and are encouraged to discover and reflect their own voice in the form most suitable. Attention is focused on conflict, character and thematic development. Emphasis is placed on effective dialogue. Students submit a portfolio for publication. (Prerequisite: LENG2300 or POI)

LENG2340   Scriptwriting for Film and Television CL3 L0 CR3
Students involve themselves in the process of imaginative writing. Instruction is guided by the student's individual interests, strengths and needs. The course includes the analysis and writing of dramatic scripts designed for television and/or large screen production. Students are encouraged to discover and reflect their own voice in the form most suitable. Attention is focused on conflict, character and thematic development, as well as logistics. Students submit a portfolio for publication. (Prerequisite: LENG2300 or POI)

LENG2460   Tolkien and The Ring of Power   **CL3 L0 CR3**
The Hobbit and The Lord of the Rings by J.R.R. Tolkien are studied and analyzed. Tolkien's biography, his writing life, the origins of the stories, and their publication history, as well as his construction of a mythological world and its peoples and languages, his characters and their development, and his thematic concerns are researched. Finally, Tolkien's influence on 20th century fantasy literature is considered. (Prerequisite: LENG1200)

 LENG2500   Introduction to Literature   **CL3 L0 CR3**
Various literary types are defined and compared. Representative examples of short stories, plays, poems and novels are read and critically analyzed. (Prerequisite: LENG1200 or POI)

LENG2540   The Nature Writers   **CL3 L0 CR3**
The course introduces students to the prose and poetry of British and American nature writers. It also helps them understand the historical, social and intellectual background of various literary periods. (Prerequisite: LENG1200 or POI)

LENG2550   Popular Fiction   **CL3 L0 CR3**
Elements of horror fiction and popular fiction are studied and researched. Representative samples are read and analyzed for techniques and themes. Writers include Poe, Hawthorne, Faulkner, Oates and Conrad. The evolution of imaginative literature from the gothic through contemporary horror, science fiction and fantasy is studied using various critical approaches. (Prerequisite: LENG1200 or POI)

LENG2560   Introduction to Drama   **CL3 L0 CR3**
The basis of this course is the reading and discussion of significant plays in Western literature, from the Greeks to the present with related writing assignments. The plays are viewed within their historical and social contexts, with an emphasis on the relationship between their literary and theatrical forms. (Prerequisite: LENG1200 or POI)

LENG2570   The Myth of the Hero   **CL3 L0 CR3**
The character of the hero, as he or she appears in the myths of different societies, is studied and analyzed. Students explore the meanings of mythological figures, motifs, and references from a variety of perspectives. Creation and fertility myths of the world, as they impact understanding the role of the hero, are considered as well. (Prerequisite: LENG1200)

LENG2600   Public Speaking   **CL3 L0 CR3**
This course provides an introduction to the fundamentals of public speaking as well as offer students the opportunity to practice these skills through a variety of in-class speeches. Students research, develop, prepare and deliver oral presentations. In addition, class members serve as an audience and provide feedback to their fellow classmates. (Prerequisite: LENG1200 or permission of instructor)

ENERGY SERVICES AND TECHNOLOGY

LEST1010   Building Systems Overview   **CL11 CEU1**
Building Systems Overview provides an overview of the Building Operator Certification program and background in the fundamentals of building operations and systems serving as a foundation for subsequent topics. The class reviews each of the building systems with respect to overall building performance and system interaction. This is a one (1) day training session.

LEST1020   Energy Conservation Techniques   **CL11 CEU1**
Energy Conservation Techniques is designed to assist building operators develop a thorough understanding of how their facility consumes energy, determine how their building performs against other buildings, and finally how they can identify potential areas in their building for energy conservation projects. The course will focus on the collection, organization, and interpretation of building energy consumption data and the techniques necessary to develop a building's Energy Use Index (EUI). Utility rate structures, billing components, and utility conservation programs will be explored. Finally, the concept of benchmarking as a method to compare the performance of their building to other similar buildings and identify areas of potential conservation opportunities will be taught using tools from the EPA's Energy Star building programs.

LEST1030   HVAC Systems and Controls   **CL20 CEU2**
HVAC Systems and Controls focuses on operation and maintenance of equipment and components typically found in commercial buildings, including central heating, cooling, air, and ventilation systems in buildings. The course provides an introduction to automatic control fundamentals, systems, and equipment, particularly for central air systems. An emphasis is placed on group problem solving and exercises with respect to preventive maintenance. This is a two day training session.

LEST1040   Efficient Lighting Fundamentals   CL11 CEU1
This course covers the fundamentals of energy efficient lighting, and the building operator's role in providing that service for their facilities. The participant will be introduced to the principles of providing good lighting design, from both a qualitative and quantitative standpoint, and to proper lighting O and M in the scheme of overall energy efficiency.

LEST1050   Indoor Air Quality   CL7 CEU1
Introduces the basic causes of indoor air quality (IAQ) in commercial and institutional buildings and outlines prevention strategies. Emphasis is placed on IAQ dynamics, building system interactions, and the importance of education and communications with building occupants. Practical and effective control strategies will be discussed along with basic IAQ equipment and measurement demonstrations. Discussion and case studies provide the learner with an essential understanding of the key elements of a preventive IAQ program.

LEST1060   Facility Electrical Systems   CL11 CEU1
Facility Electrical Systems helps participants develop an understanding of how electricity is distributed in a facility and common electrical distribution problems. The hands-on project is to map and describe how power is distributed in a working facility.

LEST1070   Energy Management Planning   CL12 CEU1
Energy Management Planning is the culmination of the previous BOC courses. It touches upon all facets of preparing the student to develop a cost-effective energy management plan. The hands-on project is to create an EMP for a sample facility.

**LEST1100   Introduction to Energy
Management Principles   CL3 L0 CR3**
This course introduces the principles of energy management and provides an overview of the energy industry. Students will learn about the history of energy production and costs, the dynamics of worldwide energy consumption and growth, the principle methods by which energy is used, and its environmental and financial impacts and consequences. Objectives and components of an effective energy management program are discussed. The concepts presented in this course will serve as the foundation for the core courses in the Energy Services and Technology model curriculum. The course is designed for students already working in or training for a variety of occupations such as facility managers, technicians, engineers, contractors, suppliers, and consultants, as well as students who are not vocationally oriented but are interested in energy usage.

LEST1150   Renewable Energy Sources   CL2 L2 CR3
This course provides a comprehensive overview of renewable energies, including solar energy, wind power, hydropower, fuel cells, biomass, and alternative transportation options. Students will be taught the principles of solar home design, solar hot water, pool and space heating, and solar cooling for both new and existing construction. Students will learn how to assess the viability of wind power, hydropower or biomass systems for a given site. Students will also learn about the impact of government regulations on the use of renewable energies. Students will analyze these renewable energy systems and will calculate savings, backup energy needs, financing options, and economic analyses. The student will investigate the potentials of renewable energy technologies to help solve environmental and economic problems within society.

**LEST1250   Energy Efficiency and
Conservation Methods   CL3 L0 CR3**
The student will identify and explain all of the energy efficiency/ conservation methods available for energy use reduction. Energy-consuming facilities, both domestic and commercial, will be analyzed by the students for energy efficiency opportunities. The student will calculate energy savings and environmental impacts for most energy efficiency methods in order to identify and assess energy conservation opportunities. In addition, the student will demonstrate the appropriate usage of energy monitoring and measuring equipment commonly used by energy specialists and energy auditors. (Prerequisite: LEST1100)

**LEST1300   Spreadsheets, Reading Drawings
and Blueprints   CL3 L0 CR3**
This course examines the power of computerized spreadsheets and uses MS Excel as the instructional tool. Much of the coursework will be the construction and utilization of energy related spreadsheets and graphs. The second part of this course introduces the students to blueprints, technical drawings, one-line diagrams, and technical flow charts. It also provides instruction and guidance to the student in their efforts to communicate with a basic drawing or technical sketch. The course is designed for students who may enter into management positions wherein reading a drawing is a key requirement for employment.

LEST1400   Basic Electricity   CL3 L0 CR3
This course provides an overview of electricity, circuits, wiring, and grounding. It approaches the subject from a facility operator's point of view. Modeled after BOC 107 Facility Electrical Systems, participants develop an understanding of how electricity is distributed in a facility and common electrical distribution problems. (Prerequisite: LEST1100)

LEST1500   Introduction to Photovoltaics   CL3 L0 CR3
This course introduces the principles of photovoltaics; including the basics of safety, the electrical basics of solar PV systems, how modules are designed and combined with other system components. Participants will learn how to decide upon the size, electrical and mechanical design of a PV system, as well as how to analyze and troubleshoot problems. At the conclusion of this course, students will be eligible to take the examination for the NABCEP PV Entry Level Certificate of Knowledge. Students should have a basic understanding of electricity fundamentals before enrolling in this class. (Prerequisites: LELC1240 or permission in instructor)

LEST1600   Building Materials Overview   CL3 L0 CR3
Building Materials Overview provides an overview of the common and traditional materials used in construction and renovation of homes, buildings, and industrial sites. It examines the background of building construction practices, serving as a foundation for subsequent topics. It examines the environmental and health impact of the usage of various materials utilized in construction and renovation. (Prerequisite: LEST1100)

LEST2100   Heating Systems   CL2 L2 CR3
This course covers gas, fuel oil, and electric furnaces, as well as heat pumps. Temperature, humidity, air filtering, air movement, and energy efficiency for a complete home conditioning system is also covered. Steam and hot water systems for residential and commercial applications will also be described, including energy conservation and efficiency options, potential savings for new and existing systems, and environmental impacts. (Prerequisite: LEST1100)

LEST2200   Cooling Systems   CL2 L2 CR3
This course covers residential and commercial cooling systems, including temperature, humidity, air filtering, and air movement. Descriptions of new products, and maintenance and operations for residential and commercial cooling systems are also covered, emphasizing energy conservation and efficiency options for new and existing equipment. (Prerequisite: LEST1100)

LEST2250   Indoor Air Quality   CL3 L0 CR3
Introduces the basic causes of indoor air quality (IAQ) in commercial and institutional buildings and outlines prevention strategies. Emphasis is placed on IAQ dynamics, building system interactions, and the importance of education and communications with building occupants. Practical and effective control strategies will be discussed along with basic IAQ equipment and measurement demonstrations. Discussion and case studies provide the learner with an essential understanding of the key elements of a preventive IAQ program. (Prerequisite: LEST1100)

LEST2300   Lighting and Electric Motors   CL3 L0 CR3
The course covers the components of lighting systems and motors. Energy efficiency opportunities and environmental impacts in these areas are identified and analyzed. (Prerequisite: LEST1400)

LEST2400   Water Conservation and Hot Water   CL3 L0 CR3
The course covers the components of water conservation and domestic hot water. It identifies, examines and analyzes energy efficiency opportunities and environmental impacts in these areas. (Prerequisite: LEST1100)

**LEST2500   Energy Economics and
                 Control Strategies   CL2 L2 CR3**
The course pertains to all devices that are used to regulate energy use in building: from pneumatic and electric to electronic; for manual to automatic; from simple switches to microprocessors. An emphasis is placed on identifying and solving control/calibration problems and improving energy efficiency through redesign and energy control strategies. Second section: Energy efficiency measures are sometimes implemented based upon their return on investments. This course will give students the tools to prioritize potential energy efficiency measures based on both cost effectiveness and impact on the environment. Topics include: utility rate analysis, simple payback analysis, compound interest, time value of money, return on investment, life cycle cost analysis, cost estimating, validity and reliability of energy efficiency measures' costs and savings, environmental and pollutant analysis, financing options and effects and simulation tools and associated software. (Prerequisites: LEST1100, LEST1250)

LEST2600   Overview of NH Utilities and Energy CL3 L0 CR3
This course will familiarize the student with regional utilities and the programs they offer. It will be a series of guest speakers and field trips. The second part of this course explores energy production and consumption in New Hampshire from the early beginnings to, as best we can predict, into next century. It will discuss electric, natural gas, fuel oil, propane, nuclear, wind, hydroelectric, solar and all other feasible energy sources. This will be an open forum with hopefully, numerous guest speakers. (Prerequisites: LEST1100, LEST1250)

LEST2750   Energy Analysis Capstone   CL2 L2 CR3
The student will perform critical examinations of energy consuming facilities, both domestic and commercial, for the purpose of identifying energy conservation opportunities. In addition, the student will identify various energy conservation measures, including equipment that can be installed to further conserve energy. Energy audits will be performed at various commercial facilities, selected by the student and approved by the instructor. The student will create a final energy audit report and energy management plan, and will present the plan to both the class and to the energy management team at the facility. (Prerequisites: LEST1100, LEST1250)

FINANCE

LFIN1800   Personal Financial Management   CL3 L0 CR3
Studies the fundamental financial planning procedures and controls for personal finances to include managing assets, credit, insurance needs, budgets, retirement, and estate planning. Students will also be introduced to the concepts of investment as part of the planning procedures, as well as career planning.

FIRE TECHNOLOGY

LFIR1200   Concepts of Fire Science   CL3 L0 CR3
This course introduces the student to the world of fire technology and offers a basic technical understanding of fire behavior, causes of fire, and fire hazards. Successful completion of this course will provide the student with the knowledge he/she will need to perform in the field of fire technology.

LFIR1220   Risk Management   CL3 L0 CR3
This course relates to the study of the organization and the practices of fire insurance companies and smaller companies who subcontract for larger companies. The studies will include: concepts of risk, safety as it relates to the insurance industry, and the functions of insurance, as well as other objectives. Students will conduct loss control field surveys in residential, business, and industrial settings.

LFIR1280   Municipal Fire Management   CL3 L0 CR3
This course covers administration, training and education, public communication, information systems, management techniques, supervisor ethics, labor negotiation, counseling, and grantsmanship of a modern fire department.

LFIR1281   Municipal Fire Management Unit 1   CL1 L0 CR1
This unit will focus on introductory fire administration.

LFIR1282   Municipal Fire Management Unit 2   CL1 L0 CR1
This unit's main focus is on management techniques.

LFIR1283   Municipal Fire Management Unit 3   CL1 L0 CR1
This unit's main focus is on specialized management techniques.

LFIR1310   Fire Protection Systems   CL3 L0 CR3
This course is designed to prepare students in the selection, distribution, and placement of fire extinguishers, including alarms and detection. Theory and practical application of fire control with special hazard fire protection systems and automatic sprinkler systems will also be reviewed in detail.

LFIR1330   Fireground Procedures I   CL1 L6 CR3
This course teaches the student basic fireground procedures including fire department organization, forcible entry, fire behavior, personal protective equipment, and other related subjects necessary for entry-level firefighters. Successful completion of this course certifies the student in Firefighter IA through the State of NH Fire Standards and Training.

LFIR1340   Fireground Procedures II   CL1 L6 CR3
Designed to prepare the student for further firefighting procedures. The study will include ventilation, ladders, water supplies, as well as other related subjects. Successful completion of this

course certifies the student at Firefighter IB through the State of NH Fire Standards and Training. (Prerequisite: LFIR1330)

LFIR1360   Fireground Procedures   CL2 L6 CR6
This course teaches the student basic fireground procedures including fire department organization, forcible entry, fire behavior, personal protective equipment, and other related subjects necessary for entry-level firefighters. Successful completion of this course certifies the student in Firefighter I through the State of NH Fire Standards and Training. LFIR1330 and LFIR1340 can be substituted for LFIR1360.

LFIR1400   Building Construction and Blueprint Analysis   CL3 L0 CR3
The topics covered include, but are not limited to, the effects of building construction on fire and life safety, identification of types of construction and flaws which contribute to smoke and fire spread, concepts of building construction, principles of ordinary construction, and principles of non-combustible construction.

LFIR1420   Investigation Procedures   CL3 L0 CR3
Principles, methods, and procedures of fire investigation are introduced. Detection of arson, collection, and presentation of evidence will be covered, along with interrogation and interview methods, court appearances, and testimony.

LFIR1500   National Electrical Code for Fire   CL3 L0 CR3
Topics will include, but are not limited to, requirements of branch circuits, feeders, services, overcurrent protection, grounding, wiring methods, and calculation for resident, multi-family, commercial, and industrial applications.

LFIR2000   Advanced Fireground Procedures   CL1 L6 CR3
Teaches the student advanced fireground procedures, incident command system, vehicle rescue and extrication, water supply, foam streams, detection systems, and other related subjects necessary for entry-level firefighters. Successful completion of this course certifies the student in Firefighter II through the State of NH Fire Standards and Training. (Prerequisite: LFIR1360)

LFIR2230   Fire Prevention/Codes and Standards CL3 L0 CR3
A study of the various codes and standards used in fire protection and applying the laws to the State of New Hampshire as well as regional and national model ordinances and federal regulations. Methods and techniques of fire prevention through inspection, pre-incident planning, and public fire education are applied in classroom and field environments.

LFIR2240   Tactics and Strategies   CL3 L0 CR3
A study of the sequence of operations, major and minor, necessary in extinguishing fires in various occupancies, as well as factors involved in decision making, pre-fire planning, and mutual aid operation. Techniques using available equipment and manpower will be examined.

LFIR2241   Tactics and Strategies Unit 1   CL1 L0 CR1
This unit's main focus is on pre-fire planning and size up.

LFIR2242   Tactics and Strategies Unit 2   CL1 L 0 CR1
This unit's main focus is on fireground management.

LFIR2243   Tactics and Strategies Unit 3   CL1 L0 CR1
This unit's main focus is on tactical considerations.

LFIR2250   Emergency Medical Technician – Basic   CL1 L6 CR3
This course covers all emergency medical techniques required of the Emergency Medical Technicians in the provision of emergency care with an ambulance/fire service. Successful completion of the course allows the student to sit for the National Registry of Emergency Technicians' written and practical exami-

nation. (Prerequisite: Approval of department chair for non-Fire Science students)

LFIR2260   Emergency Medical Technician– Intermediate   CL1 L6 CR3
This course covers all emergency medical techniques required of the Emergency Medical Technician at the intermediate level in the provision of emergency care with an ambulance/fire service. Successful completion of the course allows the student to sit for the National Registry of Emergency Technicians' intermediate level written and practical examination. (Prerequisites: LFIR2250, approval of instructor, health insurance, and affiliation)

LFIR2280   Incident Command   CL3 L0 CR3
Command control for chief officers, pre-incident preparation, size-up, incident command system and management, and catastrophic disasters. (Prerequisite: Approval of department chair)

LFIR2281   Incident Command Unit 1   CL1 L0 CR1
This unit's main focus is on preparing incident command.

LFIR2282   Incident Command Unit 2   CL1 L0 CR1
This unit's main focus is on command initial response.

LFIR2283   Incident Command Unit 3   CL1 L0 CR1
This unit's main focus is on multi-company operations.

LFIR2350   Hazardous Materials   CL3 L0 CR3
This course covers the study of hazardous materials and their properties and characteristics. The study of direct and indirect reading instruments and strategies for their use are introduced. Selection and use of personal protective equipment and basic scene control techniques are also covered.

LFIR2360   Fire Investigation   CL3 L0 CR3
Students will study the origin, cause and chemistry of fire and arson; the qualifications of a fire investigator; tools; and the firefighter's role.

LFIR2400   Teaching Methodology   CL3 L0 CR3
This course explores the learning-teaching process. It covers behavioral objectives, lesson plans, training aids and factors, such as learning disabilities, that influence the learning climate. Upon completion of this course and Firefighter I through the State of NH, the student is eligible for State certification as a municipal instructor. (Prerequisite: Permission of department chair)

LFIR2500   Hydraulics and Water Supply Analysis   CL3 L0 CR3
Study of static and kinetic energy relating to fire service hydraulics and water supply requirements, including determination and evaluation of capacities needed for strategic planning, recognition of choke-points and calculation of hose and stream requirements for tactical problems.

LFIR2501   Hydraulics and Water Supply Analysis Unit 1   CL1 L0 CR1
This unit's main focus is on driver safety and vehicle systems.

LFIR2502   Hydraulics and Water Supply Analysis Unit 2   CL1 L0 CR1
This unit's main focus is on operating mobile fire pumps.

LFIR2503   Hydraulics and Water Supply Analysis Unit 3   CL1 L0 CR1
This unit's main focus is on hydrostatic and hydrokinetic theory.

LFIR2510   Criminal Law   CL3 L0 CR3
This course covers the scope, purpose, and definition of substantive criminal law including criminal liability, major elements of statutory and common law offenses, and significant defenses.

LFIR2530   Applied Law   CL3 L0 CR3
The focus of Applied Law is on the crime of arson, classifications, elements of proof, intent, conspiracy, responsibility, and common defenses. New Hampshire law and surrounding states' statutes will be discussed.

LFIR2550   Occupational Safety Techniques   CL3 L0 CR3
The requirements for safety, fire protection in industrial workplace, OSHA, NFPA 1500 and safety inspections are examined in this course.

LFIR2560   Community Fire and Risk Analysis   CL3 L0 CR3
This course provides training in analyzing data, identifying problems, formulating objectives, analyzing casual factors, developing selection criteria, identifying alternative solutions, developing implementation strategies, and designing an evaluation plan. Upon completion, the student will be able to evaluate the community needs associated with all hazards, to select and evaluate the most efficient system in developing community fire protection programs, and to define and design a fire and life safety system for a jurisdiction.

LFIR2740   Chemistry for Fire Investigation   CL3 L0 CR3
The recognition, identification, individualization and evaluation of physical evidence such as accelerants, hair, fiber, chemicals and blood will be discussed. Fingerprints as evidence will be included, along with the equipment needed and used in a forensic laboratory. (Prerequisite: LSCI1210 or approval of department chair)

LFIR2790   Fire Prevention Internship   CL0 L9 CR3
In a supervised internship with a fire department, the student will work directly with the office that provides fire prevention for its jurisdiction. (Prerequisites: Approval of department chair, Fire Department and 3.0 GPA or better)

FRENCH

LFRE1200   Elementary French I   CL3 L0 CR3
This course is open to students with little or no prior experience in the language. It stresses the four basic skills of listening, speaking, reading and writing, as well as the language in a cultural setting. (Prerequisite: LENG1200)

LFRE1210   Elementary French II   CL3 L0 CR3
A continuation of LFRE1200 with the same emphasis on listening, speaking, reading and writing. (Prerequisite: LFRE1200)

GRAPHIC DESIGN

**LGRA1340   Typography and Layout with
                    Adobe® InDesign®   CL2 L3 CR3**
A study of typography and type, its form, anatomy, races, design and measurement. A focused study of digital typesetting and Adobe® InDesign® essentials; working with documents, text, pictures, type, color, page elements and printing. Tutorials, lab exercises and hands-on projects will be assigned.

**LGRA1350   Introduction to Graphic Design
                    with Adobe® Illustrator®   CL2 L3 CR3**
This course introduces the student to graphic design: proportion, balance, sequence, emphasis (contrast), unity and color theory. The student will use creative thinking and experimentation to solve visual communication problems. Adobe® Illustrator® is introduced through tutorials, theory classes, demonstrations and hands-on projects. (Prerequisite: LGRA1340 or permission of instructor)

LGRA1460   Imaging for Graphic Design   CL2 L3 CR3
Using Adobe® Photoshop®, students will learn to produce and edit artwork for reproduction in various forms of print media. The course focuses on image acquisition and manipulation, color space, spot vs. process color, resolution requirements, trapping, printing templates such as die-cutting and folding, font issues, file formats and management, and common workflow.

LGRA1760   Cooperative/Internship Education   CL0 L9 CR3
Provides the opportunity for the student to utilize learned course competencies in a real-life setting. A supplemental laboratory experience on an extensive array of equipment and processes may be provided. Resume, cover letter, weekly journal, and employer evaluation are required. Student needs to work a minimum of 300 hours in a Graphic Design job-related environment. Cumulative GPA 2.0 minimum required.

LGRA2230   Graphic Design I   CL2 L3 CR3
A focused study of graphic design including; but not limited to, logo design, business package design and advertising design. The student will be given the opportunity to work on a project of their choice. Pre-flighting and digital mechanicals will be addressed. Adobe® Illustrator® and Adobe® InDesign® will be explored. (Prerequisite: LGRA1350 or permission of instructor)

LGRA2240   Publication Design   CL2 L3 CR3
Students will learn publication design theory, which they demonstrate through the integration of Adobe® Photoshop®, Adobe® Illustrator®, and Adobe® InDesign® to produce a unique magazine. Advanced typesetting and computer techniques will be addressed. (Prerequisite: LGRA1340 and LGRA1460)

LGRA2653   Independent Study with Lab   CL2 L3 CR3
Students in an independent study option will engage in learning about a topic of special interest and/or need. This course has a 48-hour lab requirement. A written report on the topic of the independent study is required. (Prerequisites: Approval of advisor and department chair)

LGRA2660   Independent Study   CL3 L0 CR3
Students in an independent study option will engage in learning about a topic of special interest and/or need. A written report on the topic of the independent study is required. (Prerequisites: Approval of advisor and department chair)

LGRA2710   Screen Process Printing   CL2 L3 CR3
This course introduces the student to commercial screen printing techniques. Areas of emphasis include types of frames, terminology, fabric selection, photo mechanical stencil preparation, fabric stretching techniques, screen printing inks, squeegee selection, and substrates. Projects are selected and designed by each student and must be printed on predetermined substrates. Classroom theory will be supported by lab demonstrations. (Prerequisite: LGRA 1350)

HISTORY

LHIS1310   American History and Civilization I   CL3 L0 CR3
This survey, from the "Age of Exploration" until approximately 1865, examines the development of American civilization, institutions and cultures during this period. The course's approach to American history is a "holistic" one that explores the social, cultural, philosophical, political and economic aspects of that history.

LHIS1320   American History and Civilization II CL3 L0 CR3
This survey, from approximately 1865 to the present, examines the development of American civilization, institutions and culture during this period. The course's approach to American history is a "holistic" one that explores the social, cultural, philosophical, political and economic aspects of that history.

**LHIS1500   Latin American History and
                    Civilization   CL3 L0 CR3**
This course covers the historical development of Latin American/Hispanic culture and civilization from the Pre-Columbian period until the present. Topics will include: the geography and culture of Latin America; Native American cultures and civilizations in the region; the Spanish and Portuguese conquests; the Spanish colonial economy, society, and politics; Latin American independence movements and wars; the early independent republics in Latin America; U.S./Latin American relations, human rights issues, and modern developments in the region.

LHIS2250   History of the Twentieth Century   CL3 L0 CR3
The course examines major social, cultural, political and technological events, trends and movements in the world during the twentieth century. Topics covered include: Russian Revolution, Communism, World Wars I and II, industrial and technological advances and trends, the demise of colonialism, the Cold War, the Middle East, Vietnam, social and cultural trends in the 1950's and 1960's, and the downfall of the Soviet Union. It is hoped that class members will go beyond an understanding of history as simply "who, where and when," and begin to understand why.

LHIS2350   US Labor and Reform Movements   CL3 L0 CR3
The focus of the course is on those trends, movements and leaders that have sought to give voice and power to the traditionally voiceless and powerless segments of American society. Movements that have fought to eliminate or reduce inequality based on class, gender and race and to realize the "American Dream" are studied. The history and development of organized labor and its effect on American life and culture and such related movements and trends as the Civil Rights and Women's Rights movements are discussed. The music, art, literature and other elements of "popular culture" associated with these movements are examined. (Prerequisites: LHIS1310 or LHIS1320 or LHIS2250 or LHUM2500 or LHUM2520 or LPOL2310 or POI)

HUMANITIES

LHUM1310   Cultural Anthropology   CL3 L0 CR3
This survey course involves the study of human beings and their cultures, customs, origins and development. Specific topics examined and discussed include human origins and evolution, human cultures, race and ethnicity, religions, taboos, political systems, economic systems, kinship, sexual norms and mores, gender roles, marriage, educational systems, art, and the effects of globalization on local cultures.

LHUM1500   Arabic Language and Culture   CL3 L0 CR3
This course is designed to teach the students the Arabic alphabet, numbers and their sounds accurately. Also, to teach basic vocabulary words of conversation in the form of politeness, social greetings, etc. Also, the course touches on different Arabic culture, such as education, politics, women's roles, dress code, food, etc.

LHUM1510   Chinese Language and Culture   CL3 L0 CR3
This course is intended for non-Chinese background students with no previous knowledge of Chinese. Emphasis is placed on developing conversational and reading skills, while some relevant cultural background is also integrated with the language training. The Chinese phonetic system "Pinyin" is introduced at the beginning of the course. Vocabularies of 120 words plus approximately 30 sentence patterns are covered in this course.

LHUM1600   Introduction to Theatre   CL3 L0 CR3
This overview of theater through the production process combines a history of theater with elements of stage craft, acting technique, play analysis and script writing. (Prerequisite: LENG1200 or POI)

LHUM1610   Acting and Scene Study I   CL3 L0 CR3
A workshop-style, basic acting and scene study, this course is based on the Sanford Meisner approach, and an overview of the great theater practitioners from Thespis to Stanislavski. Students participate in vocal and movement activities, as well as theater exercises, and they analyze characters through scene studies of playwrights' texts. (Prerequisite: LHUM1600)

LHUM2000   Introduction to Canadian Studies   CL3 L0 CR3
Students acquire an understanding of a nation that is becoming increasingly important to the United States. Why two countries instead of one? Free trade? A unified North American economic zone? Quebec separatism? National health care? These and other pertinent issues are studied and discussed. By comparing the United States with Canada, students gain a better understanding of their own culture.

LHUM2500   Humanities in Western Civilization I CL3 L0 CR3
This interdisciplinary course examines evolutions of western culture from its classical origins up through 1550 A.D. This is accomplished through the examination of multiple perspectives including literature, art, music, philosophy, politics and theater. Classes consist of lectures, group seminars on readings and student projects.

LHUM2520   Humanities in Western Civilization II CL3 L0 CR3
This interdisciplinary course examines the ideological, economic, political, religious, psychological, artistic, social, philosophical, and military components involved in the cause and effect relationships which have molded the western cultural heritage from 1650 to the present. Classes consist of informal lectures, readings, quizzes, seminars on readings, and student presentations.

HUMAN SERVICES

**LHUS1200   Introduction to the
                    Human Services Profession   CL3 L0 CR3**
This course provides the full range of human service topics for the student to become familiar with the profession in all its diversity. Topics include: administration, assessment, diversity, gerontology, mental health, and direct care. Students will understand the theory and practice of the services available for disabled and disadvantaged people in the community. Information and concepts are drawn from history, sociology, and psychology.

LHUS1220   Supportive Communication Skills   CL3 L0 CR3
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.

LHUS1260   Learning and Behavior   CL3 L0 CR3
This course discusses the history and principles of behaviorism and presents learning theories and teaching techniques based on positive behavior principles. Presentation and discussion focus on the ethical and client rights issues of understanding and promot-

ing effective behavior. Recent trends and techniques for applying learning principles in a variety of settings will be included.

LHUS1280   Individual Assessment and Planning   CL3 L0 CR3
In this course we address the question of how human potential can 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.

HUS1300   Gerontology   CL3 L0 CR3
This survey course in gerontology includes a history of the changing demographics of aging, social and economic factors, potential impact of stress, housing, and retirement. Legal issues, as well as protection, safety, community services, and care are discussed.

LHUS1310   Psychosocial Aspects of Aging   CL3 L0 CR3
This course examines the growth and development of older persons from both psychological and sociological perspectives. The interaction of the individual with the social environment provides a framework for this course with special attention given to societal valuing and devaluing of older persons. The growth and development of older adults, social roles, expectations, opportunities, and new perspectives on aging are discussed.

LHUS1400   Justice and the Community   CL3 L0 CR3
This course will provide a comprehensive overview of emerging trends in community justice and support services, with an emphasis on community integration of service delivery, juvenile justice, and violence in society. Changing societal, judicial, and community values will be explored within a historical context; with regard to their impact on the evolution of emerging community-based juvenile justice models and responses to violence through the development of community justice models.

LHUS1450   Foundations of Conflict Resolution   CL3 L0 CR3
This course is designed to provide students with the essential foundations of Conflict Resolution. This is a theory based course that will enhance students' awareness of violence in society as well as bullying and conflict related issues that arise in the workplace and personal environment. Students will study, research, and analyze various theoretical models of conflict resolution to realize that there are a variety of concepts that can be used to create a peaceable environment. Students will participate in role-plays to further enhance their understanding of each model and its impact on the field of conflict resolution. The research component will be the foundation in which the student can build a plan/program for the practicum experience that follows.

**LHUS1480   Marketing Management for
          Non-Profit Organizations   CL3 L0 CR3**
Marketing Management for Non-Profit Organizations combines conceptual learning of the marketing function, the marketing communications process, consumer behavior, and marketing strategy development with a practical hands-on project in which students develop an integrated marketing communications plan for a non-profit organization. Students will learn how to design, manage, and implement marketing function into their agency mission and operations. (Prerequisite: LHUS1200)

LHUS1500   Introduction to the Practicum   CL1 L0 CR1
Designed to prepare students for human services practicum experiences, this course provides opportunities to identify and practice skills in the areas of interviewing, communications, human relations, research, ethics, and management of time and work. This course is required for all Human Services students.

LHUS1610   Human Services Practicum I   CL2 L9 CR5
A course combining: supervised human services work at a community agency, with instructor-facilitated student peer review. This is an individualized learning experience that enables the student to develop and apply attitudes, skills, and knowledge in a real work setting. Work at the practicum site, along with peer review, self-reflection, and disclosure, combine to create a structure that promotes and supports personal and professional growth. (Prerequisites: LHUS1200, 1500 or POI)

LHUS1710   Gerontology Practicum I   CL2 L9 CR5
This course combines supervised human services work at a community agency with instructor facilitated student peer review. This is an individualized learning experience that enables the student to develop and apply attitudes, skills, and knowledge in a real work setting. Work at the practicum site, along with peer review, self-reflection, and disclosure, combine to create a structure that promotes and supports personal and professional growth. (Prerequisites: LHUS1300, 1500 or POI)

**LHUS2210   Mental Health and
          Developmental Disabilities   CL3 L0 CR3**
This course introduces students to human services within the fields of mental health and developmental disabilities. Recent developments in the delivery of services that enhance the self-determination of individuals and families will be examined. Students will also be introduced to concepts and methods of family support, community membership, school inclusion, supported employment, stigma, peer support, and recovery. With guidance, students will be responsible to develop and present an individual learning project.

**LHUS2280   Political/Social Issues
          of Human Services   CL3 L0 CR3**
This course presents students an opportunity to study and present on topics related to social and political trends and forces that profoundly influence service recipients and service systems. An analysis of historical issues with regard to their impact on current service system trends is conducted. Issues that are expected to have a significant impact on service delivery in the future are discussed.

LHUS2300   The Aging Process   CL3 L0 CR3
This course provides an overview of the processes underlying the phenomena of aging across the lifespan. An overview of genetics and the cellular bases of living and dying as factors of growing older are provided. The effects of aging on organs and bodily system functioning, as well as the impact of life style on health and longevity are reviewed.

LHUS2320   Political/Social Issues in Gerontology CL3 L0 CR3
This is an opportunity for students to study and present on topics related to social and political trends and forces profoundly affecting aging individuals and their families. Issues are evaluated in a historical context with regard to their impact on current service system trends. Issues that are expected to have a significant impact on service delivery in the future are discussed.

LHUS2620   Human Services Practicum II   CL2 L9 CR5
Building on skills and knowledge gained in Human Services Practicum I (LHUS1610), students develop more advanced competencies as the basis for the learning experience and will be evaluated using criteria appropriate for second year students. Work at the practicum site, along with peer review, self-reflection, and disclosure, combine to create a structure that promotes and supports a deeper level of personal and professional growth. (Prerequisite: LHUS1610 or POI)

LHUS2710   Gerontology Practicum II   CL2 L9 CR5
Building upon attitudes, skills, and knowledge acquired in Gerontology Practicum I (LHUS1710), the student will develop more advanced competencies as a basis for the learning contract and will be evaluated by criteria appropriate for a second year student. Work at the practicum site, along with peer review, self-reflection, and disclosure, combine to create a structure that pro-motes and supports a deeper level of personal and professional growth. (Prerequisite: LHUS1710 or POI)

MARINE TECHNOLOGY

LMAR1200   Fundamentals of Electricity
**   and Electronics   CL3 L3 CR4**
Theory, principles and measurements of DC and AC electricity and electronics are covered. Schematic and conventional wiring diagram interpretation allows the student to become familiar with common 12-volt marine electrical systems. Hands-on troubleshooting includes various gauge, trim, battery, lighting, ignition feed, dash, engine, accessory, lanyard, relay and other systems found in small craft.

LMAR1220   Basic Service Operations   CL3 L3 CR4
This course covers basic service shop operations including safety, use of hand and power tools, use of marine hardware, service literature, identification and operating principles of marine power packages, and common maintenance procedures. Topics included; but not limited to, are shop practices and safety, minor service procedures, engine model identification, service litera-ture, fuel systems and steering systems. Students are responsi-ble for the additional fee associated with the NH Marine Patrol Boater Safety Course as part of Basic Service Operations. See instructor for details.

LMAR1230   Outboard Engine Service I   CL3 L3 CR4
Entry level fundamentals of recreational marine industry oper-ations to include; but not limited to, model identification, ser-vice support literature, rigging and maintenance procedures for warranty support. (Prerequisite: LMAR1220 or permission of instructor)

LMAR1240   Starting, Ignition,
**   and Charging Systems   CL3 L3 CR4**
This course will concentrate on theory, setup, maintenance and diagnostic procedures for common inboard and stern drive, start-ing, charging and ignition systems. Diagnostic exercises include battery point, Delco EST, Thunderbolt IV and V, MEFI and PCM EFI, Wastefire and other common marine ignition systems. (Prerequisite: LMAR1200 or permission of instructor)

LMAR1250   Marine Technician Fundamentals   CL3 L0 CR3
Materials in this course are offered to the student in various for-mats including video, CD-Rom and printed text. This course also provides basic theoretical and foundational principles of 2- and 4-stroke engines and other marine propulsion systems. Setup and service literature are stressed. This is a required course for all Marine Technology students.

LMAR1703   Independent Study   CL3 L0 CR3
Students in an independent study option will engage in learn-ing about a topic of special interest and/or need. (Prerequisite: Approval of instructor, advisor, and department chair)

LMAR2220   Marina Operations   CL3 L3 CR4
Marina operations will prepare entry-level technicians to use the Mercury Marine's Midas System including; but no limited to, warranty claims, product registration, product history, parts and

insurance estimation. (Prerequisite: LMAR2310 or permission of instructor)

LMAR2230   Inboard Engine Service   CL3 L6 CR5
Internal engine repair, as well as carburetor, fuel injection, ignition, cooling, alignment, maintenance and winterization are covered in this course. Diagnostic methodology is a major strongpoint. (Prerequisite: LMAR1220 or permission of instructor)

LMAR2250   Marine Drive Systems and Service   CL3 L6 CR5
This course involves identification, maintenance, setup and repair procedures for common marine stern drive, transom and trim systems including, but not limited to, MerCruiser, R, Alpha and Bravo systems. A section of inboard transmission setup, align-ment and diagnostic procedures are included. (Prerequisite: LMAR1220 or permission of instructor)

LMAR2310   Outboard Engine Service II   CL3 L4 CR4
This course covers two- and four-cycle engine theory, ignition system theory function and diagnostics, fuel system theory func-tion and diagnostics, cooling system theory function and diagnos-tics, and power transfer systems theory function and diagnostics. (Prerequisite: LMAR1230 or permission of instructor)

LMAR2350   Advanced Diagnostics   CL3 L0 CR3
This highly specialized course is specifically tailored for tech-nicians who require or seek advanced levels of expertise on MerCruiser and Mercury Outboard EFI Systems technology. The research activities of this course are designed to further improve the working knowledge/skills of experienced technicians on EFI Systems technology, diagnosis and repair procedures. (Prerequisites: LMAR2310, LMAR2230)

MATHEMATICS

LMAT0850   Fundamentals of Mathematics   CL3 L0 CR3
This course deals with basic mathematical concepts and devel-opment of critical thinking through the solution of applied prob-lems. Students do an extensive review of the arithmetic skills necessary for algebra or tech math classes and then begin an exploration of early algebra topics as time allows. Students who have advanced placement status should take either LMAT1230 Introductory Algebra or LMAT1320 Tech Math I. Credits do not apply to degree requirements.

LMAT1230   Introductory Algebra   CL3 L0 CR3
Designed to give students a solid foundation in algebraic skills. Algebra topics include properties of real numbers, solving and graphing linear equations and inequalities, polynomials, factor-ing, functions and problem solving. Other topics covered include scientific notation. Credit will not be given for more than one of the following courses: LMAT1230, LMAT1250, LMAT1320. (Prerequisite: LMAT0850 with a grade of C- or better or compe-tence demonstrated on math placement exam)

LMAT1310   Boolean Algebra   CL1 L0 CR1
This course relates principles of Boolean Algebra directly to ele-mentary circuit analysis. It includes an examination of the decimal, octal, binary, and hexadecimal number systems. The use of NOT, AND, OR, XOR, NAND, and NOR in logic statements, as well as in simple circuit analysis, is covered. (Prerequisite: LMAT0850 with a grade of C- or better or competence demonstrated on math placement exam)

LMAT1320   Tech Math I   CL3 L0 CR3
This introductory course is intended for the technical student and includes metric conversions, tolerance, signed numbers, order of operations, algebraic operations, linear equations, variation,

function notation, fractional and negative exponents, scientific notation, formula manipulation, and factoring. A grade of C- or better must be achieved to use this course as a prerequisite for LMAT1330. Should be followed by LMAT1330. Credit will not be given for more than one of the following courses: LMAT1230, LMAT1250, LMAT1320. (Prerequisite: LMAT0850 with a grade of C- or better or competence demonstrated on math placement exam)

LMAT1330   Tech Math II   CL3 L0 CR3
A continuation of LMAT1320, the course includes rational expressions and equations; quadratic and higher degree equations; introduction to exponential and logarithmic equations; compound, absolute value, rational and quadratic inequalities; slope; systems of equations in 2 variables; radicals; dimensional analysis; Pythagorean theorem; plane and solid geometry topics and basic trig functions. Students completing both courses have solid coverage of skills needed for technical programs. (Prerequisite: LMAT1320 with a grade of C- or better or competence demonstrated on math placement exam)

LMAT1410   Geometry   CL3 L0 CR3
This introductory course in geometry includes line and angle relationships, parallel and perpendicular lines, congruent triangles, quadrilaterals, similar triangles, Pythagorean theorem, circles and their formulas, area and volume, proofs using deductive reasoning, basic construction, analytical geometry and an introduction to trigonometry. (Prerequisite: LMAT1230 or equivalent with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2050   Mathematical Concepts   CL4 L0 CR4
This course is designed to provide a thorough understanding of the underlying principles of mathematical concepts. Topics include: mathematical reasoning, sets, numerations systems, number theory, integer operations and properties, as well as rational number operations and properties. Selected topics from algebra, geometry, measurement, probability and statistics are also covered. The instructional format emphasizes activity-based learning, problem-solving, and co-operative learning. This course is recommended for students in Teacher Preparation. (Prerequisites: LMAT1230 with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2100   Intermediate Algebra   CL3 L0 CR3
For the student who has a background in basic algebra, the course includes a study of linear, radical and quadratic functions, their graphs and solutions of their equations; linear, compound, absolute value, and nonlinear inequalities and their graphs; an introduction to exponential and logarithmic functions and their graphs; systems of equations in 2 and 3 variables; and rational exponents. Also included is basic competency on the T183 graphing calculator. A grade of C- or better must be achieved in this class to use it as a prerequisite for a subsequent class. (Prerequisite: LMAT1230 or equivalent with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2104   Trigonometry   CL1 L0 CR1
Topics include trigonometric functions and their graphs, inverse trig functions, solving trigonometric equations, trig identities; law of sines and law of cosines, and introduction to vector analysis. (Prerequisite: LMAT2100 may be taken concurrently)

LMAT2150   Statistics   CL3 L0 CR3
A first course in statistics and probability, analysis of single and bivariate data, algebraic and graphical analysis, sample statistics, probability, probability distributions, sample variability, sample distributions, the Central Limit Theorem, estimation and hypothesis testing are covered. Emphasis is on applications throughout the course. (Prerequisite: LMAT1230 or equivalent with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2250   Finite Math   CL4 L0 CR4
Topics in this course include linear, quadratic, exponential and logarithmic functions; financial formulas such as rate of change, growth, compounding, etc.; the use of matrices and linear programming techniques in solving multi-variable problems; basic set and probability theory with Venn diagrams, permutation/combination formula analysis. (Prerequisite: LMAT2100 or equivalent with a grade of C- or better or competence demonstrated on math placement exam or POI)

LMAT2350   Pre-Calculus   CL4 L0 CR4
Topics include polynomial, rational, trigonometric, logarithmic and exponential functions and their graphs; trig identities; composite and inverse functions; logarithmic and exponential equations; solution of higher degree equations; quadratic, rational and absolute value inequalities. If time allows, topics chosen from conic sections, partial fraction decomposition, sequences, rotation of axes, and parametric equations are also covered. (Prerequisite: LMAT2100 or equivalent with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2450   Advanced Topics   CL4 L0 CR4
Topics include polar coordinates, graphs, and equations; complex numbers in polar form; vectors; dot product; partial fraction decomposition; matrices, determinants, and matrix operations; conic sections; rotation of axes; parametric equations; sequences. (Prerequisite: MAT2350 or equivalent with a grade of C- or better)

LMAT2700   Calculus I   CL4 L0 CR4
This course is designed for the student who has a strong math background. Included is a brief review of topics from Pre-Calculus. Calculus topics include functions, limits, continuity, slope/rate of change and the derivative, rules for and applications of the derivative and derivatives of trigonometric functions, and an introduction to integrals. (Prerequisite: LMAT2350 or equivalent with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2710   Calculus II   CL4 L0 CR4
For the student who has a working knowledge of differentiation. Topics include further integration techniques and applications, introduction to multi-variable functions, derivatives of logarithmic functions, and integrals of transcendental functions, calculus in probability, and introduction to series and sequences. (Prerequisite: LMAT2700 or equivalent with a grade of C- or better)

MEDIA ARTS AND TECHNOLOGY

LMMA1200   Imaging for New Media   CL2 L3 LCR3
In Imaging for New Media, students learn to properly compose and arrange still images to be used for animation, video and film. Animation, video and film have different color and resolution requirements that need consideration in order to be viewed and run properly. This class will cover image size, resolution, layer compositions, and texturing for 3D images.

LMMA1300   Non-Linear Editing I   **CL2 L3 LCR3**
Using Final Cut Pro™, student will edit a short, pre-made documentary. The focus of this course is learning the Final Cut Pro™ interface and workflow process. Students will learn how to import DV footage, organize clips, edit video and sound, package the product, and output a final DVD. This course also introduces cinematography, the use of the DV camera, blocking, staging, and lighting.

LMMA1350   Non-Linear Editing II   **CL2 L3 LCR3**
This course is designed to give the students time on task and to be mentored through the process by the instructor. Each student will have to film and edit a series of shorts to which they will add to their senior reel. Students will work in groups and individually. (Prerequisite: LMMA1300)

LMMA1400   Web Design I   **CL2 L3 CR3**
This course introduces Web Design using Adobe®Dreamweaver® to develop a website. This course covers Adobe® Dreamweaver® interface, workflow process, site management, linking, cascading style sheets (CSS), typography, tables, rollovers, behaviors, editing images and how to get your site online. The fundamentals of graphic design and typography will be addressed.

LMMA1450   Web Design II   **CL2 L3 CR3**
This course develops student's web design skills further with the introduction to XHTML and JavaScript. The course covers forms, accessibility, inserting media objects and using spry tools. Adobe®Dreamweaver® and CSS will be explored in depth. (Prerequisite: LMMA1400)

LMMA1500   2D Animation I   **CL2 L3 CR3**
This course introduces students to digital 2D animation techniques and processes through hands-on lab projects. The course discusses and utilizes industry standard workflows to create animations for web content, broadcast television, HD, and film. The main focus of this class will be asset development and management, character design, background design and prop design.

LMMA2000   2D Animation II   **CL2 L3 CR3**
This class studies character animation techniques which include; but are not limited to, motion, timing, blocking, camera moves and special effects. This class will also examine post-production editing techniques for a professional finish and look. (Prerequisite: LMMA1500)

LMMA2100   Introduction to 3D Design   **CL2 L3 CR3**
Students will learn how to create 3D models (stills) using Cinema 4D. This course looks at the C4D workspace, working in 3D space, modeling with polygons, modeling with nurbs, texturing, color effects, lighting effects and camera views. Students will also be introduced to the rendering process.

LMMA2200   3D Animation   **CL2 L3 CR3**
In this course, students will be introduced to the animation module of Cinema 4D. Each student will be tasked to create a series of short animations of mechanics, such as a bouncing ball and a walk cycle. The final project of this class will be a short 1-minute animation. This course covers rigging a model with bones and animating using inverse kinetics. Outside of the mechanics, it also covers storyboards and character development. (Prerequisite: LMMA2100)

LMMA2250   Dynamic Type Design   **CL2 L3 CR3**
This course introduces students to Adobe® After Effects®. Students create dynamic title sequences, animation of text and special effects for video. An overview of the programs interface and functions will be covered in the course, as well as creat-ing dynamic and interesting type. (Prerequisites: LMMA1200, LMMA1500, LMMA2100)

LMMA2500   Portfolio   **CL0 L2 CR1**
This course prepares the individual student for their next step. Whether they want to go on to a four-year school or start working in their field, a good portfolio will help promote the student. Students will learn to package their work and present them in an engaging manor that will allow them to stand out and be noticed.

NURSING

LNUR1000   Licensed Nursing Assistant   **CL2 L9 CR5**
A 106-hour program with 40 hours of classroom instruction, 60 hours of group clinical instruction, and 6 hours of lab. The State Board of Nursing regulates attendance. The classroom instruction portion is delivered at the College in three-hour sessions, one night a week during the semester. The lab is held two evenings during the semester either at the college or at the Huot Vocational Training Center at the Laconia High School. The group clinical instruction is arranged at a care facility and can entail Saturday and Sunday participation. At the conclusion of the program, all students are administered a written and a clinical assessment of skills to certify that they have achieved required competencies. This final evaluation is required by the NH Board of Nursing. (This course is not part of the A.S. in Nursing program).

LNUR1010   Medication Nurse Assistant   **CL4 L2 CR5**
The Medication Nurse Assistant is prepared to maintain and promote a safe environment to provide medications to stable patients within health care facilities or individual homes. The Medication Nurse Assistant cares for the patients under the direct supervision of a licensed nurse. As a provider of medications, the Medication Nurse Assistant is prepared with basic intellectual, interpersonal, and psychomotor skills needed to meet common independence in a health care facility or home through the administration of medications. (This course is not part of the A.S. in Nursing program). Prerequisite: LNUR1000 and three years experience as a Licensed Nursing Assistant.

LNUR1300   Fundamentals of Nursing   **CL7 L0 CR7**
Presents concepts which provide an orientation to the historic and philosophic perspectives of nursing and the scientific principles which form the foundation for nursing practice. An introduction to the role of the nurse, legal and ethical considerations in nursing practice, the nursing process and the helping relationship are presented. Basic physiologic and psychosociocultural needs of the individual and adaptive responses to health and illness are addressed. Examines the physiological and psychosocial needs and nursing care of the individual and family experiencing the stress of surgery and treatment of cancer. Principles of medication administration, fluid and electrolyte balance and oxygenation are introduced. Concepts of pharmacology, nutrition and legal-ethical issues are integrated. (Corequisite: LSCI1450)

LNUR1310   Clinical I   **CL0 L15 CR5**
The clinical consist of two 7.5 hour days each week in which students will be expected to master basic nursing skills. The settings will include a college based lab and a long term care facility. (Corequisites: LNUR1300 and LSCI1450)

LNUR1400   Nursing Care of Families   **CL7 L0 CR7**
Presents the nursing process as a framework for nursing care of the family experiencing childbirth and parenting. The course continues to examine the physiologic, psychosocial and cultural factors which influence the individual's and family's response

to health and illness. Nursing interventions that support adaptive responses to normal growth and development of the child and family are introduced. Nursing care of the child experiencing common health problems is also addressed integrating the concepts of pharmacology, nutrition and legal-ethical concerns. (Prerequisites: LNUR1300, LNUR1310; Corequisite: LSCI1460)

LNUR1410   Clinical II   CL0 L15 CR5
The clinical consists of two 7.5 hour days in which students will gain experience in nursing assessment and care of pediatric, obstetric, and medical surgical patients. (Prerequisites: LNUR1300, LNUR1310; Corequisites: LNUR1400, LSCI1460)

LNUR2200   Psychiatric/Medical/
**   Surgical Nursing   CL7 L0 CR7**
Examines the theoretical concepts of comprehensive nursing care to individuals experiencing multiple health problems. Basic psychosocial and cultural aspects are integrated with physical parameters within the framework of the nursing process which supports and promotes the effective adaptation in individuals confronted with complex illnesses. The role and responsibility of the technical nurse is integrated with clinical experiences. (Prerequisites: LNUR1400, LNUR1410, LSCI1460, and LPSY1250; Corequisite: LSCI2410)

LNUR2210   Clinical III   CL0 L15 CR5
The clinical consists of two 7.5 hour days in which students will increase their skills in critical thinking, prioritizing, and advanced care of the medical surgical/psychiatric patient. (Prerequisites: LNUR1400, LNUR1410; Corequisites: LNUR2200 and LSCI2410)

LNUR2300   Advanced Psychiatric/Medical/
**   Surgical Nursing   CL7 L0 CR7**
Continues to focus on the delivery of comprehensive care, including psychiatric nursing, to those experiencing multiple health problems. Current health care trends and issues are integrated. Students will provide comprehensive nursing care based on the nursing process to multiple patients with complex problems in the acute care setting and leadership in a variety of settings. (Prerequisites: LNUR2200, LNUR2210, LSCI2410)

LNUR2310   Clinical IV   CL0 L15 CR5
The clinical consists of two 7.5 hour days in which students will incorporate expanded roles in professional practice. These will include medical surgical, psychiatric, and school/community nursing. Prerequisites: LNUR2200, LNUR2210; Corequisite: LNUR2300)

OFFICE TECHNOLOGY MANAGEMENT

LOTM1210   Business Documentation I   CL2 L2 CR3
This course provides training in keyboard skills and document formatting using a word-processing application program. Students participate in simulated office projects to develop competencies in language art skills and document production.

LOTM1250   Administrative Office Management   CL3 L0 CR3
The theory and practice of office management, concepts and applications of personnel, system interactions, and information technology are covered. Keyboarding skills are required.

LOTM1310   Medical Terminology   CL3 L0 CR3
This course establishes the foundation for the medical courses offered in the program. The parts, definitions, applications, and spelling of medical terms will be covered.

LOTM1400   Principles of Records Management   CL2 L0 CR2
A comprehensive course designed to develop proficiency and competency in managing paper and computer records based on ARMA rules.

LOTM1560   Law and Ethics for the
**   Medical Professional   CL3 L0 CR3**
Students will gain a working knowledge of the complex legal, moral, and ethical issues pertaining to the health profession.

LOTM1600   Orientation to Health Care (HUC)   CL3 L0 CR3
A lecture course providing an overview of health care today including current health care professionals and health care delivery systems and services. Third party payers, facility ownership, health organization structure, communications and communication devices, workplace behavior, teamwork, definitions and importance of values, ethics, legalities, patient rights and quality care are a focus, as well as intercultural understanding and communication. Also covered are the history of the health unit coordinating profession, National Association of Health Unit Coordinators (NAHUC) and the certification process, management techniques, and problem solving skills for health unit coordinators. (Prerequisites: LOTM1210, LOTM1310)

LOTM1610   Health Unit Coordinating
**   Procedures I   CL3 L0 CR3**
A lecture course on the principles necessary for the student to comprehend and perform health unit coordinating skills and procedures. (Prerequisite: LOTM1600)

LOTM1620   Health Unit Coordinating
**   Procedures II   CL1 L4 CR3**
A laboratory course during which the student practices health unit coordinating skills and procedures in a simulated work environment; applies knowledge acquired in Health Unit Coordinating Procedures I. (Prerequisites: LOTM1600, LOTM1610)

LOTM1630   Health Unit Coordinator Internship   CL0 L6 CR2
Practice of health unit coordinating skills and procedures on the nursing unit in a health care facility. The student applies knowledge and skills acquired in Health Unit Coordinating courses. (Prerequisites: LOTM1620 and permission of instructor)

LOTM1640   HUC Certification Test Review   CL1 L0 CR1
This course will prepare students for the HUC certification examination. (Prerequisites: Minimum grade of C in LOTM1620 and permission of instructor)

LOTM2210   Business Documentation II   CL2 L2 CR3
This course focuses on the production of business documents by integrating software applications including word processing, spreadsheets and data management, as well as Windows and desktop publishing. Prerequisites: LOTM1210, LCIS1320 or permission of instructor)

LOTM2250   Administrative Office Procedures   CL2 L2 CR3
A systematic simulation-related approach to the increasing complexities of tasks and technology faced by office support personnel. (Prerequisites: LOTM2210, LCIS1320 or permission of instructor)

LOTM2260   Legal Office Procedures   CL3 L0 CR3
This course provides a task-related approach to basic law office procedures, as well as general legal research, law office ethics, the court system, etc. (Prerequisites: LOTM1250, LCIS1320 or permission of instructor)

LOTM2270   Medical Office Procedures   CL2 L2 CR3
This course provides a realistic approach for students to learn the skills required in a medical office including communications, records management, telecommunications, billing, scheduling and terminology. (Prerequisites: LOTM1250, LOTM1310, LCIS1320 or permission of instructor)

**LOTM2300   Administrative Machine
                        Transcription   CL2 L2 CR3**
This course provides intensive instruction and practice in listening and transcribing from recorded and direct dictation. Emphasis is on accuracy, formatting skills and language arts skills. (Prerequisites: LOTM2210, type a minimum of 50 wpm, or permission of instructor)

LOTM2320   Medical Machine Transcription I   CL2 L2 CR3
This course provides intensive instruction and practice in listening and transcribing medical terminology and recorded dictation. Emphasis is on accuracy, formatting skills and language arts skills. (Prerequisites: LOTM1310, LOTM2210, type a minimum of 50 wpm, or permission of instructor)

LOTM2330   Medical Machine Transcription II   CL2 L2 CR3
Medical Machine Transcription II continues building professional medical transcription skills. Students will transcribe chart notes, patient histories, letters, memos and medical reports using computerized dictation methods. Developing accuracy in transcribing dictated materials will be emphasized. Students will be expected to complete timed writings to increase typing speeds to 70+ wpm. (Prerequisite: LOTM2320)

LOTM2520   Medical Insurance Billing   CL3 L0 CR3
This course develops the skills to apply information using proper coding and billing procedures. (Prerequisites: LOTM1210, LOTM1310 or permission of instructor)

LOTM2550   Computerized Accounting   CL2 L2 CR3
This course will introduce the student to computerized accounting systems using QuickBooks Pro. The accounting procedures that were done manually in Accounting I will now be performed on the computer using accounting software that is currently being used in business and industry. These procedures include setting up a chart of accounts, entering transactions, summarizing data, generating financial reports, payroll, and banking transactions. The course will cover the accounting cycle for service and merchandising sole proprietorships. (Prerequisites: LACC1310, LCIS1320)

PERSONAL DEVELOPMENT

LPDv1050   Career Success   CL1 L0 CR1
This course will cover topics designed to fully prepare the student for both a successful co-op placement and continued career development upon graduation. Students will be exposed to resume writing critiques, interview skills, employment expectations, labor market trends, and the role of careful career planning.

PHILOSOPHY

LPHI1290   Introduction to Philosophy   CL3 L0 CR3
This course is an introduction to the major areas of philosophical thought including metaphysics, the investigation and analysis of what is real; epistemology; ethics, the investigation into how we can live a "good life"; and esthetics.

LPHI2250   Comparative World Religions   CL3 L0 CR3
The course examines the major "question" or "issues" addressed by religion in general. It then examines major, representative systems of religious belief and practice, as well as their historical and sociological development. These religious systems are analyzed using a "world view outline" which addresses different aspects of religious belief and practice, such as the Absolute, the Human Problem, the Human Solution, Rituals, the Meaning of History, Life After Death, Community and Ethics, and Attitudes Toward Other Religions.

LPHI2270   Ethical Issues   CL3 L0 CR3
This course examines standards of professional conduct, values identification, moral development and the process of making moral decisions. Major contemporary ethical issues are examined. The emphasis is on acquiring the skills necessary to be able to guide oneself and others in the process of ethical decision-making.

LPHI2300   Introduction to Eastern Philosophy   CL3 L0 CR3
This introductory survey covers various components of Eastern Philosophy, including Jainism, Hinduism, Hinayana Buddhism, Mahayana Buddhism, Taoism, Confucianism and Shintoism. (Prerequisite: LPHI1290 or LPHI2250 or POI)

POLITICS

LPOL2220   Current Social and Political Issues   CL3 L0 CR3
Students learn to understand and analyze important and current events, as well as social, cultural and political issues. Due to the rapid rate of change in our society, specific issues vary depending on what is currently "newsworthy." General topics, however, include foreign affairs and policy, civil rights and liberties, crime and punishment, economic and welfare issues, political and social reform, gender issues, racial and ethnic disharmony, and other current "hot" issues in American life. Class members not only learn how to understand "both sides of an issue" they also learn how to better articulate their own positions.

LPOL2310   American Government   CL3 L0 CR3
This introductory course in government examines the relationship between government, politics and power. Students discuss how people in a representative democracy can effect change in government to address current and future needs.

PSYCHOLOGY

LPSY1250   Introduction to Psychology   CL3 L0 CR3
Various areas of psychology, including scientific investigation, motivation, personality, psychological testing, behavioral deviation, perception, learning and human development are studied.

LPSY1260   Human Growth and Development   CL3 L0 CR3
This course surveys physiological, mental and emotional development over the human life span. Using the central concepts of epigenetic stages and interaction with the environment, the course identifies the main trends of human development and explores the needs and typical responses of persons at each stage.

LPSY2000   Educational Psychology   CL3 L0 CR3
Psychological principles are applied to the learning environment. Theories of learning, memory, cognition, and behavior management are discussed in relation to formal education. (Prerequisites: LPSY1250 and LPSY1260 which may be taken concurrently)

RESTAURANT MANAGEMENT

LHOS1010   Bartending I   CL1 L0 CR1
This course includes a basic overview of mixology, serving mixed drinks, equipping, maintaining and service in a bar setting. Serving liquor outside the regular bar settings, and beverage systems will be covered.

LHOS1030   Bartending II   CL1 L0 CR1
This course includes an more in-depth overview of wine, spirits, liquors, beer types, mixology, serving mixed drinks, managing a bar, and New Hampshire State Laws and T.E.A.M. Certification. Students will be eligible to test for the T.E.A.M. Certification. Upon successful completion of course requirements, students will be awarded a certificate in bartending. (Prerequisite: LHOS1010 or permission of instructor)

LHOS1090   Independent Study   CL1 L0 CR1
Students in an independent study option will engage in learning about a topic of special interest and/or need. A written report on the topic of the independent study is required. Subject matter must be approved by the instructor and the department chair. (Prerequisite: Permission of department chair, matriculated with a minimum cumulative GPA of 2.0)

LHOS1120   Introduction to Hot Foods   CL1 L6 CR3
This foundation course teaches identification and preparation of basic food items. Discussion of procedures for selecting, handling and cooking of meats, poultry, fish, shellfish, appetizers, vegetables, fruits, salads, salad dressings and pasta products will be included. Also included is the making of breads, rolls, pies, cookies and other baked products. Students will become proficient in short-order cooking, service, safety, sanitation, equipment identification, recipe reading and product rotation. They will also receive an introduction to menu planning, soups, salads, stocks, sauces and beverages. Students will continue to operate a restaurant that is open to the public. A six-hour lab with continuous discussion and demonstration based on the basics of cooking will take place.

LHOS1130   Introduction to Worldwide Cuisine   CL0 L6 CR3
The student will apply concepts and skills learned in Introduction to Hot Foods (LHOS1120) and expand knowledge of the restaurant setting. A six-hour lab will focus on international cuisine. Costing, purchasing, menu terminology, quality recipe production and kitchen organization are stressed. Students will continue to operate a restaurant that is open to the public. (Prerequisite: LCUL1510 or LHOS1120, equivalent or permission of instructor)

LHOS1140   Dining Room Management I   CL0 L6 CR3
This course presents an in-depth analysis of dining room personnel as well as menu planning, styles of service, and customer service responsibilities. A six-hour working lab will take place where students will set and serve in a student-run restaurant that is open to the public. A discussion of wines and wine service is included.

LHOS1150   Dining Room Management II   CL0 L6 CR3
This class is an extension of the management aspects of the front of the house. A six-hour lab will take place where students set and serve in a student-run restaurant that is open to the public. A discussion of tableside service, scheduling, customer relations and staff supervision is included.

LHOS1160   Independent Study II   CL0 L3 CR1
Individual courses will vary. This course provides the vehicle for students to demonstrate overall competency in specific concentration areas. Under supervision of a faculty advisor, working individually or as part of a team, the student will select and suc-cessfully carry out a series of projects that pertain directly to their area of interest. Projects will be designed on a case-by-case basis. (Prerequisites: Permission of department chair, matriculated with a minimum cumulative GPA of 2.0)

**LHOS1170   Institutional Dining
              Services Management   CL0 L2 CR1**
This course describes the options available to the institutional dining services managers, including scheduling, settings, servicing your clientele, training and orientation, as well as a clear understanding of the requirements that would present a smooth and efficient operation from the angle of the dining room.

**LHOS1180   Institutional Dining
              Services Management Lab   CL0 L3 CR1**
This course will act as a follow-up to the lecture course by providing the hands-on support of dining services in an institutional setting. This will provide interaction with clients and the experience of serving and setting up the dining room. This experience will reinforce the need for professionalism, provide a variety of dining settings, and expand on the different training methods used in the industry.

LHOS1190   Institutional Cooking   CL1 L6 CR3
Discussion of procedures of selecting, handling and cooking meats, poultry, fish, vegetables, fruits, salads and pasta products in a manner that will be appropriate for large groups, including holding and delivery of food product to remote locations. Included in this course is the preparation of various dietary textures, ground, puree and low salt, the presentation of these textures, and nutritional portions. Cooking in an institutional situation will be emphasized. This course is a one-hour lecture and a six-hour lab where students prepare and serve food in an institutional setting. Provides students with knowledge to organize, plan, cook, and deliver food.

**LHOS1200   Introduction to
              Hospitality Management   CL3 L0 CR3**
This course is an introduction to the field of hospitality, emphasizing the development of the hotel, restaurant and resort industries. It will examine differences and similarities of each of these operations and their relationships to each other. Management styles, skills and functions will be examined as part of the decision-making process with an emphasis on teamwork.

LHOS1230   Food and Beverage Management   CL3 L0 CR3
This course examines the structure and management of a food and beverage operation. Special attention is given to the cost flow within the operation, basic menu design, purchasing, receiving, storeroom operations and production planning and control. Students will also be introduced to the concept of food cost, issues in menu pricing, and elements of food service facility layout and design. During the course, each student will complete a project that includes planning and developing a food service concept.

LHOS1240   Sanitation and Safety   CL1 L0 CR1
This course covers sanitation and safety concepts, regulations, and procedures for food service and other sectors of the hospitality industry. Certificate may be issued.

**LHOS1761   Restaurant Management
              Cooperative Education   CL0 L3 CR1**
Provides the opportunity for the student to utilize learned restaurant course competencies in the real-life setting, and also provides supplemental laboratory experience on the extensive array of equipment and processes. (Prerequisite: Permission of instructor)

LHOS1762   Restaurant Management
Cooperative Education   CL0 L6 CR2
Provides the opportunity for the student to utilize learned restaurant course competencies in the real-life setting, and also provides supplemental laboratory experience on the extensive array of equipment and processes. (Prerequisite: Permission of instructor)

LHOS1763   Restaurant Management
Cooperative Education   CL0 L9 CR3
Provides the opportunity for the student to utilize learned restaurant course competencies in the real-life setting, and also provides supplemental laboratory experience on the extensive array of equipment and processes. (Prerequisite: Permission of instructor)

LHOS1770   Institutional Cooperative Education CL0 L12 CR2
This course provides the student the opportunity to utilize learned course competencies in the real-life setting. It also provides supplemental laboratory experience on the extensive array of equipment and processes. Site selection is to be determined by instructor. (Prerequisite: Permission of instructor)

LHOS2010   Banquet and Buffet
Cooking Techniques   CL1 L6 CR3
Discussion of procedures for selecting, handling and cooking meats, poultry, fish and shellfish, appetizers, vegetables, fruits, salads and salad dressings, and pasta products in a manner that will be appropriate for buffets and banquets. Cooking for large groups in a banquet situation will be emphasized. A six-hour lab will take place where students prepare and serve food in the student-run restaurant that is open to the public. Provides students with the knowledge to organize, plan and present buffets and banquets.

LHOS2020   Banquet Dining Room Techniques   CL0 L6 CR3
This course presents in-depth analysis of banquet dining room personnel including banquet menu planning, styles of banquet service and customer service responsibilities. A six-hour lab will take place where students set and serve in a student-run restaurant that is open to the public. Students will attain knowledge in all aspects of organizing banquet personnel including hiring, firing and scheduling.

LHOS2040   Therapeutic Nutritional Foodservice CL2 L0 CR2
This course will familiarize students with the USDA and other professional organizations guidelines, along with applicable local and state standards on nutrition. The course provides the student with comprehensive concepts, guidelines and practices needed to implement appropriate policies and procedures to ensure proper nutrition to the customer.

LHOS2050   Institutional Foodservice
Management   CL3 L0 CR3
This course will discuss all aspects of institutional foodservice management, including ethics, scheduling, sexual harassment, employee motivation, management styles, labor costing, training and orientation, hiring and firing, multi-ethnic services and legal issues.

LHOS2070   Institutional Foodservice
Computer Skills   CL1 L0 CR1
This course will familiarize the student with basic software applications needed in the operation of an institutional setting. This will include databases, spreadsheets and word processing. The student will be introduced to the process of collecting information to be used in institutional foodservice. There will be an overview of programs used to develop tray tickets and a hardware application to assist in this process.

LHOS2100   Hospitality Law   CL3 L0 CR3
Laws and legislation which apply to hotels and inn-keeping, restaurants and related hospitality operations are the focus of this course, with emphasis on management policies to minimize the risks of liability. State and federal statutes governing liability, alcoholic beverage controls, safety and responsibility to guests are topics. Personnel and labor laws pertaining to employees are also included.

LHOS2160   Catering   CL1 L0 CR1
This self-directed course provides students with opportunities to learn the catering business. It includes culinary and business skills, licensing and insurance requirements, menu and pricing, developing a marketing plan and contracts.

LHOS2170   Creative Menu and Plate Design   CL1 L0 CR1
The ability to design and artfully create menus and plate presentation is the basis to successful food and beverage management. This course will outline color, design and layout as they pertain to a selection of establishments to contrast their different needs. It will also expand on general food and garnishing techniques.

LHOS2190   Employee Motivation-Team Strategies CL1 L0 CR1
Helpful motivational techniques to assist managers with the difficult task of keeping employees excited about their jobs and specifics on how to assist hospitality employees with teamwork strategies that will increase both profits and customer satisfaction levels.

LHOS2220   Quantity Food Purchasing   CL3 L0 CR3
This course covers the duties of stewardship and all related functions including specifications, centralized procurement and container sizes. Emphasis is given to the examination and establishment of the various grades and types of categories of produce, meats, poultry, and fish. Comparisons are made between canned products as well as scrutinizing their pros and cons. Emphasis will focus on a computer analysis of a complete purchasing operation that enables students to track inventory and profitability.

LHOS2230   Accounting Applications for
Hotels and Restaurants   CL3 L0 CR3
This course emphasizes the operation and integration of accounting applications with an emphasis on managerial accounting and its adaptation to industry standards. Point of sale, payroll, inventory, front desk and general ledger functions will be discussed, and hands-on applications will be explored. Budgeting, purchasing and staffing will be the topics of project simulation. Topics covered reinforce the concepts of Accounting I (LACC1310) and their applications to the hotel and restaurant industry. Course projects will specifically deal with cost controls within the hospitality industry. (Prerequisite: LACC1310 or permission of instructor)

LHOS2240   Restaurant Capstone Project   CL3 L0 CR3
This course provides the vehicle for students to demonstrate overall competency in Restaurant Management and in the specific operations in which they have chosen to concentrate. Under supervision of a faculty advisor, working individually or as part of a team, the student will select and successfully carry out a major project that pertains directly to restaurant operations and food and beverage management.

SCIENCES

LSCI0950   Chemistry for the Biological Sciences CL1 L0 CR1
This course is a fast-paced refresher course about the chemistry needed to understand biological phenomena. Students will learn to recognize various elements present in compounds: know what is meant by pH and by ionization; recognize acids, bases and salts; discriminate between electrolytes and nonelectrolytes; understand osmosis and diffusion; distinguish between pas-

sive and active transport; understand osmotic pressure; understand transmission of nerve impulses, including depolarization and repolarization; understand how neurotransmitters work; know how DNA replicates; know how mRNA is formed and how it regulates protein synthesis; understand oxidation and reduction; know what isotopes are; recognize various organic functional groups; differentiate among carbohydrates, fats and proteins; understand how enzymes function; recognize nucleic acids; understand biological oxidation, including glycolysis, the Krebs cycle and the electron transport chain; understand reactions involved in photosynthesis, including light reactions and the Calvin cycle; and follow the flow of oxygen from the lungs on gas partial pressure gradients. Credits do no apply to degree requirements. (Prerequisites: Any introductory Chemistry and Biology courses)

LSCI1040   Astronomy and Space   CL3 L2 CR4
An introductory course designed to acquaint students with the wonders and complexity of the universe. Topics covered include stars and planets, nebulae, galaxies, black holes, and origins of the universe. Past and current contributions of the Space Program are examined. The lab component consists of frequent outdoor observations, use of telescopes, and scheduled trips to astronomical sites and planetariums. (Prerequisite: LMAT1230)

LSCI1210   Chemistry I   CL2 L2 CR3
The major topics in this course focus on the study of matter, measuring matter, composition of and properties of matter, energy and its measurement, specific heat, metal and non-metal, physical and chemical properties, the structure of the atom, Dalton's atomic theory, sub-atomic particles and their arrangement, isotopes, arrangements of electrons in the principal energy level and sub-level, electron dot formulas, the Periodic Table, the Periodic Law, general character of groups and periods, chemical bonds and types of chemical reactions. Also studied are acid, base, and salt; the pH scale, and some organic compounds such as fats, proteins, and enzymes. Oxygen, hydrogen and water are also studied. . Credit will not be given for more than one of the following courses: LSCI1210, LSCI1360. (Prerequisite: LMAT1230 with a C- or better or equivalent)

LSCI1250   Physics I   CL2 L2 CR3
This course is an introduction to the principles and concepts of physics. Math review, motion, Newton's laws, work, power, energy, friction, equilibrium, torque, mechanical advantage, simple machines are covered. Additional topics are selected from the following options: vectors, concurrent forces, Hookes' Law, hydraulics, light, reflection and heat. (Prerequisite: LMAT1230 or LMAT1320)

LSCI1280   Introduction to Physical Sciences   CL3 L2 CR4
This fast-paced course covers the major concepts of physics and uses them in explaining how our world actually works. These concepts are developed through demonstrations and experiments, and require a minimum of mathematics. What is required is the ability to conceptualize the big underlying ideas, the ability to overcome notions about what we think we see versus what is actually happening, and the ability to combine and apply previously learned concepts to explain technology. The physics content covers motion, mechanics, work and energy, thermodynamics, waves, electricity, magnetism, light, and radioactivity. Amongst the course topics covered are the workings of air conditioners, electric motors, musical instruments, rockets, hot air balloons, four-stroke automobile engines, and radios.

LSCI1290   Nutrition for Health and Fitness   CL3 L0 CR3
This course is a study of the nutrients and how the body handles the nutrients throughout the life cycle. Topics include metabolism of macro- and micro-nutrients; physiological benefits of an optimal diet with exercise; behavioral issues related to eating; energy balance and weight control; and disease prevention strategies related to diet. Life style behaviors, which optimize nutritional health and wellness, are also emphasized.

LSCI1310   Nutrition for Health and Fitness Lab   CL0 L2 CR1
This lab course is designed to reinforce selected topics covered in the lecture portion of Nutrition for Health and Fitness including energy requirements and ideal weight, chemical composition of common foods, chemical aspects of digestion, and several other topics. (Prerequisites: LMAT0850 or competence demonstrated on math placement exam, LSCI1290 may be taken concurrently)

LSCI1360   Principles of Chemistry   CL3 L2 CR4
This algebra-based course with integrated laboratory component is a standard one-semester college introductory chemistry course. Beginning with the basic concepts of measurement, energy, classification of substances, and chemical terminology, it examines how the history of atomic models lead to the development of the wave mechanics model of the atom and the modern Periodic Table. These are then used in explaining chemical bonding and the nature of ionic, metallic, and covalent substances. Chemical reactions and the mole concept are then introduced leading to stoichiometry problems. Finally, the kinetic theory of particles is used in explaining the behavior of the phases of matter. Credit will not be given for more than one of the following courses: LSCI1210, LSCI1360. (Prerequisite: LMAT1230 or LMAT1320 with C- or better)

LSCI1370   Principles of Physics   CL3 L2 CR4
Students study the principles behind physics theory, with topics such as units, dimensional analysis, vectors, kinematics in one or more dimensions (projectiles), Newton's Law, dynamics, work power and energy, momentum and impulse, basic machine and friction, structure of matter, stress and strain, modules of elasticity, ultimate strength and factor of safety. Special emphasis is placed on problem-solving techniques and hands-on laboratory experiments that are correlated with material covered in the lecture. A brief review of plane and solid geometry, trigonometry and basic algebra is included. (Prerequisite: LMAT1330 or equivalent or POI)

LSCI1440   Human Biology with Lab   CL3 L2 CR4
This course is a study of the human anatomical structure and physiological systems. It is designed to provide the student with knowledge and perspectives necessary to work cooperatively with professionals in medicine and other human service disciplines. Background topics include chemistry for human biology, cell structure and function, and human organization. Major topics include the digestive, circulatory, lymphatic, respiratory, urinary, skeletal, muscular, nervous, reproductive systems, the senses and genetics. Lab activities are designed to enhance and reinforce selected lecture topics.

LSCI1450   Anatomy and Physiology I   CL3 L2 CR4
An introduction to the structure and function of the human body. Includes a review of the chemical and biological basis of living organisms and the anatomy and physiology of the integumentary, musculoskeletal and nervous systems. Integrated lab experience is provided using anatomical models and dissection of selected specimens, as well as observation of histologic preparations. (Prerequisite: LSCI1440 or successful completion of high school biology with lab)

LSCI1460   Anatomy and Physiology II   CL3 L2 CR4
Sequential study of the structure and function of the human body. Includes the anatomy and physiology of the blood and lymphatic systems, respiratory system, circulatory system, excretory system, fluid and electrolyte balance and reproductive system. Laboratory work parallels lecture topics, and consists of selected exercises in the study of anatomical models, dissection and physiological experimentation. (Prerequisite: LSCI1450)

LSCI1500   Environmental Science   CL3 L2 CR4
This course provides an introduction to environmental science as a complex, interdisciplinary, scientific area of study. The focus of this course is on the scientific and ecological principles basic to understanding environmental issues. Major themes examined include water quality, human population, sustainability, biodiversity, and the relationship between human society and the natural world. Coursework will include lecture, laboratory exercises, field trips and in-class discussions.

LSCI1550   Biology of AIDS   CL3 L0 CR3
This course provides the student with an opportunity to explore the biology, immunology, epidemiology and treatment of acquired immune deficiency syndrome, or AIDS. This course includes: 1) the emergence of AIDS and the HIV-AIDS connection; 2) viruses and the human immunodeficiency virus (HIV); 3) the immunology of HIV-AIDS; 4) clinical progression of HIV disease and AIDS; 5) the epidemiology of AIDS; 6) transmission of the HIV virus and preventing HIV transmission; 7) HIV testing and diagnosis; 8) treatment of HIV infection and AIDS; 9) possible HIV vaccines; 10) prevalence of HIV and AIDS in various populations; and 11) the social and political aspects of AIDS worldwide.

LSCI1560   Biology of AIDS Lab   CL0 L2 CR1
This lab serves as an introduction to the more advanced concepts in biological laboratory science. The course includes: 1) basics of laboratory safety; 2) use, care and handling of the compound microscope; 3) basic lab skills in pipetting, weighing and measuring; 4) preparing and running agarose gel electrophoresis; 5) staining gels and reading DNA "fingerprints"; 6) preparing and running polymerase chain reactions to amplify DNA; 7) learning to avoid DNA contamination; 8) using PCR to diagnose infectious diseases (including detection of the HIV) and other interesting DNA lab work.

LSCI1600   Introduction to Geology   CL3 L2 CR4
This course provides an introduction to the geologic processes that makes the Earth a very dynamic and active planet. The focus of this course is on discovering why processes such as volcanoes, landslides and earthquakes occur and how these processes shape the Earth's surface on a daily basis. Major themes examined include understanding the Earth's age, the rock cycle, identification of rock types and geologic features, and interaction of atmosphere and ocean with the geological environment. Coursework will include lecture, homework, oral presentations, laboratory exercises, field trips and in-class discussions. (Prerequisites: A minimum of high school level general science and LMAT1230 or equivalent)

LSCI2410   Microbiology   CL3 L2 CR4
Modern principles and concepts of microbiology. The morphology, physiology, genetics and classification of bacteria, viruses and other organisms are studied. Their relationships to sanitation and infectious diseases are emphasized. The course, nature, incidence and control of communicable diseases, especially those of man, are included. (Prerequisite: LSCI1450 with a C or better or equivalent)

LSCI2460   Introduction to Genetics   CL3 L2 CR4
The study of human genetics and its application in various disciplines. It is designed to help students gain knowledge of this subject area and to be able to apply this knowledge in cooperative work with medical, research, criminal justice and many other science-related disciplines. Major topics include introduction and history of genetics, cell reproduction (meiosis and mitosis), genetic pedigrees and inheritance patterns, tools used in genetic testing, mutations and cancer. Lab activities are designed and used to reinforce selected topics. (Prerequisites: LMAT2100, LSCI1440)

LSCI2610   Independent Study in Science   CL3 L2 CR4
Independent Study in Science is an opportunity for a student to enroll in a higher-level science class to explore focused topics in science. Some suggested topics might be the Biology of Cancer, Neuroscience or Environmental Microbiology. This course includes a lab component. (Prerequisites: Permission of department chair, matriculated with a minimum cumulative GPA of 2.0, two or more courses in the sciences with a grade of B or better).

SOCIAL SCIENCES

LSOC1240   Introduction to Sociology   CL3 L0 CR3
Our daily lives are affected, consciously and unconsciously, by social forces and influences of which we are largely unaware. This introductory course to sociology, the scientific study of society, explores and uncovers these hidden factors behind the behaviors and attitudes of individuals, groups and societies.

LSOC1280   Chemical Dependency   CL3 L0 CR3
This course examines chemical dependency and substance abuse issues including etiology, diagnosis and treatment, the effect of alcohol and drugs on the body, family dynamics of addiction, and special topics selected by students.

LSOC1420   Introduction to World Geography   CL3 L0 CR3
An introduction to the physical, cultural and cartographic aspects of the earth's regions, this course is designed to assist students in their understanding of social, political and economic development. Topics covered are location, movement, connection and interaction of populations in Europe, Australia, Pacific areas, South Asia, North, Central and South America, Middle East and Africa.

LSOC2210   Organizational Behavior   CL3 L0 CR3
Coursework involves the students developing an understanding of how working together and leading people in organizations leads to the maintenance of healthy future organizations. It includes the challenges of leadership.

**LSOC2250   Critical Thinking and
             Decision Making   CL3 L0 CR3**
This course focuses on the development of critical thinking skills through analysis and critique. Influences and problems associated with reason and the thinking process are explored, while strategies to develop reason-based decision making are also covered.

LSOC2280   Human Sexuality   CL3 L0 CR3
Students learn about sexuality from a developmental perspective, focusing on stages of growth and development. Personal attitudes, values and controversial social issues related to sexuality are examined and discussed. Upon completion of this course, students will better understand the individual and social impact of human sexuality on thought, feeling and behavior.

LSOC2310 Microeconomics CL3 L0 CR3

The focus of this course is on examination of the functional operation of the economy from a unit analysis perspective. Topics covered include perfect and imperfect competition, factors of consumer demand and elasticity, measurement and principles of international trade, and the individual firm and costs of production.

LSOC2320 Macroeconomics CL3 L0 CR3

Major macroeconomic issues such as world trade, the role of unions, cause of inflation, the role of productivity, supply and demand, the nature of money, as well as the costs and causes of unemployment are surveyed. Special emphasis is placed upon the role government plays through resource allocation and taxation.

LSOC2350 Children, Youth and Families CL3 L0 CR3

Students are provided an introduction to families from a sociological and systems perspective. The interplay between families and the larger society is the background against which the phenomena of childhood, adolescence and parenting are examined. Topics include, but are not limited to, poverty, delinquency, disability, aging, self-determination, community supports and interventions.

SPANISH

LSPA1200 Elementary Spanish I CL3 L0 CR3

This course is open to students with little or no prior experience with the language. It stresses the four basic skills of listening, speaking, reading and writing, as well as the language in a cultural setting. (Prerequisite: LENG1200 may be taken concurrently)

LSPA1210 Elementary Spanish II CL3 L0 CR3

A continuation of LSPA1200 with the same emphasis on listening, speaking, reading and writing. (Prerequisite: LSPA1200)
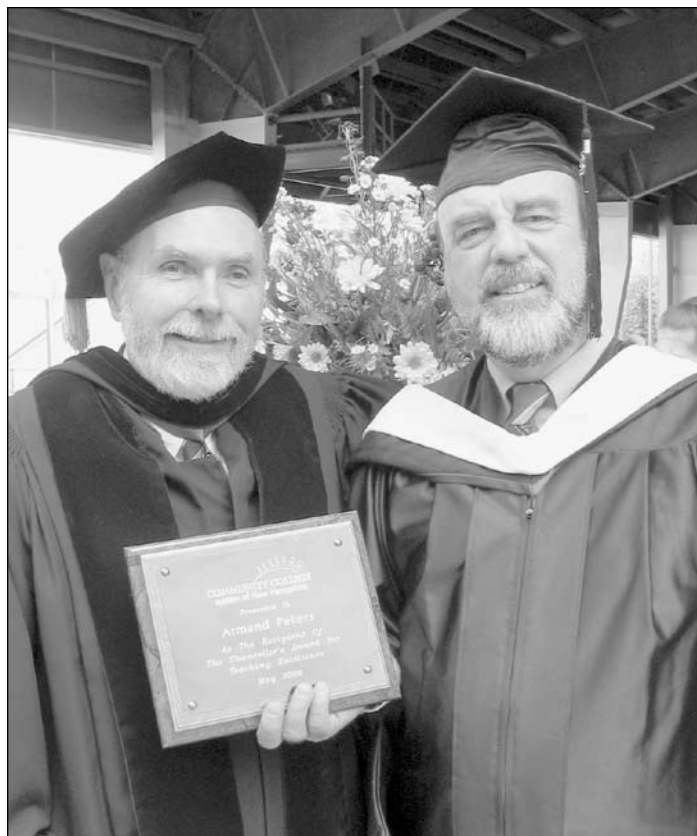
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The Lakes Region Community College is one of seven colleges including six community technical colleges and one technical institute in the Community College System of New Hampshire.

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John Morris (2004)
Human Services
A.S., McIntosh College
B.S., University of Massachusetts
M.S., Southern Connecticut State
University
M.S., Antioch New England
Graduate School

Malcolm Murray (2007)
Liberal Arts
M.S., University of New Hampshire
B.S., Plymouth Teachers College

Jeffrey Murray (2006)
Social Science
B.S., University of Lowell
J.D., Suffolk University Law School

Steve O'Riordan (1998)
Social Science
B.S., New Hampshire College
M.S., New Hampshire College

Robert Petrin (2003)
Fire Technologies
B.S., Franklin Pierce
M.B.A., Plymouth State College

James N. Shepherd, Esq. (2002)
Business Management,
Legal Studies, Fire Investigation
B.A., University of New Hampshire
J.D., University of Maine School of Law

Edith Takantjas (2007)
Liberal Arts
M.A., University of Illinois
B.A., University of Illinois

Dianne Veloski (2005)
Human Services,
Early Childhood Education
B.S., New Hampshire College
M.Ed., Plymouth State College

Dianne Wasmuth (2007)
Liberal Arts
B.A., Notre Dame College
M.Ed., Plymouth State College

Alan Wool (2005)
Mathematics
A.A.S., New Hampshire Community
Technical College-Laconia
B.S., Plymouth State College
M.Ed., Plymouth State College

Juliette Young-Traiger (1990)
LNA Challenge Program Coordinator
A.S.N., New Hampshire Technical
Institute
B.A., Northeastern University
M.S., New Hampshire College

Zehong Xiao (2003)
Computer Technologies
B.A., Beijing Normal University
M.S., Southern New
Hampshire University

SUPPORT SERVICES
ADMISSIONS
Wayne D. Fraser (1998)
Director of Admissions
B.A., University of New Hampshire
Graduate Studies, Plymouth State College

Robert Masse (2007)
Alumni Outreach and Retention Specialist
B.A., English, Plymouth State University
M. Ed., English, Plymouth State University

Sandra O'Riordan (2008)
Admissions Secretary

Cathy Raymond (2001)
Admissions Secretary
A.S., New Hampshire Community
Technical College-Laconia

ACADEMIC AFFAIRS
Terry Hughes (2003)
Administrative Secretary

Victoria Egan (2003)
Academic Affairs Secretary

Kathy Mather (2007)
Academic Affairs Secretary

Jay Plyler (2000)
Running Start Coordinator
B.A., California State University
at Northridge
M.Ed., Plymouth State College

AUTOMOTIVE SERVICE EDUCATION PROGRAM
Nancy Marcoux (2003)
ASEP Secretary

BOOKSTORE
Debbie Laramie (1996)
Bookstore Manager

BUSINESS OFFICE

Carol Dudley (1991)
Account Technician

Charmein Fanning (1996)
Cashier

Alice Mowery (2005)
Chief Financial Officer

Wendy Parent (1990)
Accountant
A.A.S., New Hampshire
Technical Institute

CAFETERIA

B & C Hodder Catering and Concessions
Robert J. Hodder, Owner

CENTER FOR WORKFORCE DEVELOPMENT

Joseph Hallgren (2007)
Director
B.S., Plymouth State College
M.Ed., Plymouth State University

Rae-Allyn Paddleford (2004)
Program Assistant
A.A., Plymouth State College

COMMUNITY AND CORPORATE EDUCATION

Andree Thibault (2008)
Administrative Secretary
A.A.S., New Hampshire Community
Technical College-Berlin

Audrey Godin (2000)
Secretary/Evening Receptionist

Charles Plimpton (1983)
Coordinator,
Division of Community Education
B.S., Keene State College
YMCA Certification, Springfield College

COUNSELING

Jeffery Murray (2008)
College Counselor
Division of Community Education
B.S., University of Lowell
J.D., Suffolk University Law School

William Miller (1997)
College Counselor
B.S., Plymouth State College
B.S., Hawthorne College

ELECTRICAL APPRENTICESHIP PROGRAM

Gary Romagnoli (2005)
Director of Electrical
Apprenticeship Program
A.S. Engineering, New Hampshire
Technical Institute
B.S., Franklin Pierce College

FINANCIAL AID

Kimberly Bean (2005)
Financial Aid Assistant

Mary Flaherty (1997)
Financial Aid Assistant
A.A., El Camino College

Sue Jacobs (1993)
Financial Aid Director

LIBRARY

Cynthia D. Davis (2002)
Director of Learning Resources
B.A., University of North Carolina
M.A., University of Wisconsin

Penelope Garrett (2008)
Library Assistant

MAINTENANCE

John Bernard (2006)
Maintenance Mechanic

Carl Dodge (2006)
Maintenance Mechanic Foreman

Tom DeSisto (2005)
Building Service Worker

Nancy Ettelson (2005)
Building Services Supervisor

James Gott (2000)
Building Service Worker

Jeff Harrison (2005)
Building Service Worker

Roger Lajoie (2005)
Plant Maintenance Engineer

Daniane Outhoummonty
Building Service Worker

Stephen Rosa (1999)
Building Service Worker

PRESIDENT'S OFFICE

Karen Kurz (1970)
Administrative Assistant
Certificate, Pierce College for Women

PUBLIC RELATIONS

Max S. Brown (1987)
Public Information Officer
A.A., Tallahassee Community College
B.S., Indiana University
M.S., University of Tennessee

RECEPTION

Jean MacFarland (1999)
Receptionist/Secretary

REGISTRAR

Jennifer Aiken (2005)
Registrar's Assistant
B.A., Sociology, Keene State College

Kalene M. Barney (1996)
Registrar
A.A.S., New Hampshire Community
Technical College-Laconia
B.S., New Hampshire College

Kathryn Plummer (2007)
Secretary Typist
A.A. Granite State College

SECURITY

TBA
Campus Security

STOCK CONTROL

Scott Bryant (1994)
Stock Clerk

STUDENT ACTIVITIES

Scott Bryant (1994)
Athletic Director

STUDENT AFFAIRS

Randi Provencal (2005)
Secretary to Vice President
of Student Affairs

TEACHING, LEARNING AND CAREER CENTER

Maureen J. Baldwin-Lamper (2000)
Director
B.A., Rhode Island College
M.Ed., Rhode Island College
Specialist in the Assessment of
Intellectual Functioning, Rivier College

Deborah Fifield (2006)
Master Tutor
B.A., Tufts University
M.Ed., Notre Dame College

Gloria Moulton (2006)
Master Tutor
B.A., Plymouth State College

Cathy Raymond (2001)
Teaching, Learning and
Career Center Secretary
A.S., New Hampshire Community
Technical College-Laconia

TECHNICAL SUPPORT

Christopher J. Crowley (1999)
Technical Support Specialist
B.S., Northeastern University

Kristina Guignard (2008)
Technical Support Specialist
A.S., New Hampshire Technical Institute

NOTES

CALENDAR '08–'09

FALL SEMESTER 2008

September	**1**	**Labor Day/Holiday–College Closed**
	2	Fall Day, Evening, 8–Week Session I, and Distance Learning classes begin
	2	ASEP Co-Op Session I class begins
	3	College Picnic 11:00 A.M. to 1:00 P.M.
	9	*Last day to drop with refund Fall, Day, Evening, and Distance Learning classes*
	9	*Last day to drop with refund ASEP Co-Op Session I class*
	17	Constitution Day
October	*3*	*Last day to drop 8–Week Session I classes with a "W" (60%)*
	13	***Columbus Day – All classes will be held as scheduled***
	16	**Registration for ASEP Co-Op Session II class**
	20	*Last day to drop ASEP Co-Op classes with a "W" (60%)*
	24	8–Week Session 1 classes end
	27	8–Week Session II classes begin
November	*3*	*Last day to drop with refund 8–Week Session II classes*
	6	*Last day to drop Day, Evening, and Distance Learning classes with a "W" (60%)*
	11	**Veteran's Day/Holiday–College Closed**
	21	ASEP Co-Op Session I class ends
	24	ASEP Co-Op Session II class begins
	24	Advance **Online** Spring Registration for **returning matriculated** students
	26	**No Evening Classes**– Day classes will meet as scheduled
	27–28	**Thanksgiving/Holiday–College Closed**
December	*1*	*Last day to drop 8–Week Session II classes with a "W" (60%)*
	1	*Last day to drop with refund ASEP Co-Op Session II class*
	8	Registration begins for Spring and Winterim classes
	19	Fall Day, Evening, 8–Week Session II, and Distance Learning classes end
	20	**Winter Break Begins**
	31	Fall workshops end

SPRING SEMESTER 2009

January	2	Spring Workshops begin
	5	8–Week Session I classes begin
	5	ASEP Co-Op Session II class resumes
	5	*Winterim Session begins– Last day to drop with refund Winterim classes*
	9	Winterim Session ends
	11	Registration begins for ASEP Co-Op Session III class
	12	*Last day to drop with refund 8–Week Session I classes*
	12	Spring Day, Evening, and Distance Learning classes begin
	15	*Last day to drop ASEP Co-Op Session II class with a "W" (60%)*
	19	**Martin Luther King Jr. Day/Holiday– College Closed**
	20	*Last day to drop with refund Spring Day, Evening, and Distance Learning classes*

February	6	*Last day to drop 8–Week Session I classes with a "W" (60%)*
	16	**President's Day/Holiday–College Closed**
	20	ASEP Co-Op Session II class ends
	23	ASEP Co-Op Session III class begins
	27	8–Week Session I classes end
March	2	8–Week Session II classes begin
	2	*Last day to drop with refund ASEP Co-Op Session III class*
	9	*Last day to drop with refund 8–Week Session II classes*
	9–13	**Spring Break–No Day or Evening Classes ASEP Co-Op Session III meets through Spring Break**
	23	*Last day to drop Day, Evening, and Distance Learning classes with a "W" (60%)*
	27	Advance **Online** Summer & Fall Registration for **returning matriculated** students
April	*7*	*Last day to drop 8–Week Spring Session II classes with a "W" (60%)*
	10	Registration begins for Summer and Fall day and evening classes
	13	*Last day to drop ASEP Co-Op Session III class with a "W" (60%)*
	28	College Field Day 11:00 A.M.–2:00 P.M.
May	1	8–Week Session II classes end
	4	8–Week Session I classes begin
	7	Spring Day, Evening, and Distance Learning classes end
	15	**ASEP Co-Op Session III class ends**

SUMMER SEMESTER 2009

May	**18**	**ASEP Co-Op Session IV class begins**
	23	Commencement–11:00 A.M.
	25	**Memorial Day Holiday–College Closed**
	26	*Last day to drop with refund ASEP Co-Op Session IV class*
	26	Summer Day, Evening, and Distance Learning classes begin
June	*2*	*Last day to drop with refund Summer Day, Evening, and Distance Learning classes*
	26	8–Week Session I classes end

June 29 to July 3 Summer Break–No Day or Evening classes

July	3	ASEP Co-Op Session IV class ends
	3	**Independence Day/Holiday–No Classes**
	6	ASEP Co-Op Session V class begins
	6	8–Week Session II classes begin
	13	*Last day to drop with refund ASEP Co-Op Session V classes & Session II (8–Week) classes*
August	6	Day, Evening, and Distance Learning classes end
	7	*Last day to drop 8–Week Session II classes with a "W" (60%)*
	28	8–Week Session II classes end
	31	ASEP Co-Op Session V class ends

Student Activity Periods: Tuesday 12:00–12:45 P.M., Wednesday 11:00–11:45 A.M., Friday 2:00–2:45 P.M.

40th Anniversary
LAKES REGION
Community College

LAKES REGION COMMUNITY COLLEGE
40th Anniversary
CELEBRATING 40 YEARS

Providing Quality Education in the Lakes Region and Beyond

Lakes Region Community College
is accredited by the
New England Association of
Schools and Colleges (NEASC)
Commission on Institutions
of Higher Education.