NHCTC-Laconia The Lakes Region's Community College











New Hampshire Community Technical College-Laconia 379 Belmont Road Laconia, NH 03246

603-524-3207 or NE 800-357-2992

Fax: 524-8084

www.laconia.nhctc.edu



HOW TO APPLY TO NHCTC-LACONIA

Official applications forms for NHCTC Laconia are available at high school guidance offices, at the college, or from our web site at www.laconia.nhctc.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 New Hampshire Community Technical College 379 Belmont Road Laconia, New Hampshire 03246-1364 (603) 524-3207 (TDD Direct Line) New England (800) 357-2992 Website: www.laconia.nhctc.edu Email: laconow@ccsnh.edu Fax: (603) 524-8084

Autumn on the Hill Come See Your Community College



DON'T MISS OUR FALL OPEN HOUSE

- Program Demonstrations
- Exhibits
- Meet Our Alumni
- Refreshments
- Door Prizes

All Welcome!

Wednesday, October 17, 2007 4:00–7:00 р.м.



New Hampshire Community Technical College Laconia

Providing Quality Education in the Lakes Region and Beyond

Welcome to New Hampshire Community Technical College-Laconia, a fully-accredited, comprehensive community college. Whether your goal is immediate preparation for a career or transfer to a four year university, you will find at NHCTC an educational experience that is both stimulating and rewarding.

At NHCTC-Laconia, we offer twenty-one 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 and Printing Technology, 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 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 NHCTC-Laconia. We look forward to meeting you and working with you to achieve your educational goals.

> 379 BELMONT ROAD, LACONIA, NH 03246 603-524-3207 (TDD DIRECT LINE) OR NEW ENGLAND 800-357-2992 FAX 603-524-8084 www.laconia.nhctc.edu • email: laconow@ccsnh.edu



Mark G. Edelstein, Ph.D. President

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DISCLAIMER
NHCTC-Laconia 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 regula
tions change and that these changes may alter the information
in this publication. This catalog is not intended to be a com
plete statement of all policies, rules, procedures and regulations
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.
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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 and Printing Technology Human Services 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 Baking and Pastry **Business Management** Career and Technical Education Commercial Construction Wiring Database Administrator Early Childhood Education Advanced Electrical Power and Control Technologies **Electronic Publishing** 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 Liberal Arts Marine Technology Medical Office Assistant Medical Transcription National Electrical Code Interpretation Network Administrator Licensed Nursing Assistant PC Systems Manager **Press Operations** Printing Management **Residential Construction Wiring Restaurant Management** Technologies for Education

PROFESSIONAL CERTIFICATES

Graphic Design **Printing Technology**

DRIVING DIRECTIONS

From the South:

- 1. Follow I-93 North and get off at exit 20 (Laconia/Tilton exit) At the end of the ramp.
- 2. Turn LEFT onto LACONIA RD/US-3/DANIEL WEBSTER HWY. Continue toward Laconia, approximately 7 miles . (You will pass the Belknap Mall on your left)
- 3. One block beyond the mall, turn RIGHT onto US-3 N/RT-11 East.
- 4. Take the first exit off US-3/11-E (marked Belmont RT-106).
- 5. At top of exit, turn RIGHT and proceed South on Route 106. The College is 100 yards on the right.

From the North:

- 1. Follow I-93 South and get off at exit 20 (Laconia/Tilton exit) At the end of the ramp,
- 2. Turn LEFT onto LACONIA RD/US-3/DANIEL WEBSTER HWY. Continue toward Laconia, approximately 7 miles. (You will pass the Belknap Mall on your left)
- 3. One block beyond the mall, turn RIGHT onto US-3 N/RT-11 East.
- 4. Take the first exit off US-3/11-E (marked Belmont RT-106).
- 5. At top of exit, turn RIGHT and proceed South on Route 106. The College is 100 yards on the right.

From Vermont/the West:

- 1. Take I-89 south to the RT-11 E exit- exit number 11toward NEW LONDON/KING RIDGE RD. 0.17 miles
- 2. Turn LEFT onto KING HILL RD 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 5toward 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 New Hampshire Community Technical College-Laconia is one of seven colleges in the Community College System of New Hamsphire. For information on any of the colleges dial toll-free 1-800-247-3420.

COLLEGE MISSION

New Hampshire Community Technical College-Laconia provides high guality academic, technical and professional higher education services preparing students to be educationally and professionally positioned to meet personal goals and the needs of business, industry and the community.

SYSTEM MISSION

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

DISABILITIES SERVICES MISSION

It is the mission of Community College System of New Hamsphire 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, the Laconia campus, 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 and Printing Technology.

In 1996, "Community" was added to the college name and as the for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) college grows, plans are underway for new courses, new build-271-2767; and/or the Equal Employment Opportunity Commission, ings, and a wider variety of options for learners. However, the JFK Federal Building, Boston, MA 02203, (617) 565-3200. basic philosophy remains to provide area residents with a firstrate two-year college education. Our graduates are competitive **AFFIRMATIVE ACTION** in the job market, advance on the job and grow as individuals. The College President serves as the Affirmative Action representative for the college. For issues related to Affirmative Action, you In the thirty-nine years of its existence, the college has consismay reach the President at NHCTC-Laconia, (603) 524-3207. tently sought to provide quality education, allowing each student the opportunity to choose an occupation of interest and to gain COMPLIANCE

the personal and professional skills needed to be successful in a It is the policy of the Community College System of New 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 New Hampshire Community Technical College-Laconia 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.

Approximated 1,000 students attend the College each year (800 FTE) in its technical, professional and transfer programs. 48% of the students are male and 52% are female. 63% of the students are 24 years of age or younger. 45% of the students are enrolled full time in a degree or certificate program, 23% are non-matriculating students, and 1% are enrolled in non-credit courses.

NOTICE OF NON-DISCRIMINATION

New Hampshire Community Technical College-Laconia 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 Hamsphire and NHCTC-Laconia 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 Gary Courtney, NHCTC-Laconia, (603) 524-3207, or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hamsphire, 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

Hamsphire 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

New Hampshire Community Technical College at Laconia 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 post-graduate 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

New Hampshire Community Technical College-Laconia 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 NHCTC-Laconia. A student may enroll at Laconia 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.

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 Laconia and transfer to four-year institutions. The General Studies curriculum offers the flexibility to take or combine courses from different majors to create a selfdesigned 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 288 full-time, first-time degree/certificate-seeking students entering NHCTC Berlin-Laconia in the fall of 2003, 109 completed their programs within 150% of the normal time, resulting in a graduation rate of 38%.

CAMPUS SECURITY POLICY

Campus Commitment to Safety

All of us at New Hampshire Community Technical College-Laconia 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

New Hampshire Community Technical College-Laconia 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 is Steve Morin. Officer Morin 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 Student Affairs office or switchboard.

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 Student 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.

Should a potentially dangerous situation arise, the Vice President of Student Affairs, in consultation with the college President, will decide what constitutes an immediate threat. If a potentially dangerous situation is determined to exist on or near the campus, an immediate warning to all campus constituencies will be issued using current notification methods.

Annual Crime Statistics

Category	2002	2003	2004	2005
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	0	1	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 & 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.

ADMISSIONS POLICIES AND PROCEDURES

Admission to the New Hampshire Community Technical College-Laconia 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 New Hampshire Community Technical 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 New Hampshire Community Technical College-Laconia are available at high school guidance offices, at the college, or from the college's website at www.laconia.nhctc.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.

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 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 26.**
- 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 NH Community Colleges/Institute 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.

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. New England Regional Student Program (NERSP) The New England Regional Student Program provides qu

Full-time status for financial aid and/or insurance purposes requires a minimum of 12 credits each semester, except for coop 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 \$6 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 New Hampshire.

Example:		CL	LAB	CR
LSCI1450	Anatomy & Physiology I	3	2	4
	$4 - 3 = 1 \times 44 = 44			

Other Fees

Application Fee*\$10
Graduation Fee
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 protested fees and bank fees
Basic Service Operations (Marine Technology) \$20
Intro to Hot Foods (Hospitality Sanitatin Test) \$39
LNA Clinical Exam \$95
LNA Written Exam \$65
NLN Pre-Admission Exam Fee \$60
NLN Pre-Admissiopn Rescheduling Fee \$10
LNUR 1400 (required testing)
LNUR 2300 \$63
Proctor Exam Fee for non-CCSNH students \$40
SCBA (Self Contained Breathing Apparatus)** \$350
Turn Out Gear**\$100
* Non-Refundable
** These algorithms and the Changes and Due see house the second

** 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 to max of \$65 per year.

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

Tuition payments are due prior to the **FIRST day of the semester.** 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.

Students whose tuition is not paid prior to the **FIRST day of the semester** are required to complete a "Deferred Payment Agreement" plan. (See the section on Deferred Payment Plan for specific instances where this is required). Students who do not make payment arrangements prior to the first day of the semester may be dropped from their classes.

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)

If extreme hardship is established, full payment shall be deferred until the end of the semester. If final payment is not made by that time, the student shall be referred to the System Collection Department. Further, the student shall not be eligible to receive a grade, transcript or have academic credit awarded for courses taken. The student shall be notified of these conditions in writing.

If extreme hardship is not determined, the student shall be dropped from enrollment. An AW will appear on the student transcript. Grades, transcripts or academic credit will not be awarded. The financial obligation remains, and if not satisfied, the delinquent account process will be followed.

See Academic Section for information regarding AW from a course.

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 NELENT Tuition Management. Go to www.laconia.nhctc.edu and look for the link to NELNET 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 NHCTC System 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 is granted when the student has not vet paid tuition and 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: Laconia 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 NHCTC Financial Aid Verification Form.
- 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 **Project RENEW Grant** Project RENEW provides financial support for single parents and disbefore financial aid reimbursement expense checks can be issued to the student. Please allow at least 30 days from the beginning of placed homemakers who are pursuing an education. Money availthe first class. In addition, books (\$750 estimated per year) must able through this federal college grant program is used for tuition. be paid for in cash, by credit card or by check. Students experi-Students must file an application form and essay. Awards are based encing difficulty should contact the Financial Aid Office. on need, number of dependent children, whether the student is working and whether the student has other sources of income.

LOANS

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.laconia.nhctc.edu.

GRANTS

Federal Pell Grants

This is the federal government's basic grant program. Pell grants range from \$200 to \$4310 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 NHCTC 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.

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 1/2 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 1/2 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 at NHCTC or NHTI 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://studentfa.nhctc.edu/.

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://studentfa.nhctc.edu/.

FEDERAL WORK-STUDY PROGRAM

Three different work-study opportunities exist on the Laconia campus. 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.laconia.nhctc.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. Applications will be accepted now through October 15, 2005.

If your TSS technicians and/or dependents are interested in participating in the 2005 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. 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, this scholarship provides an annual award to a Graphic Arts student.

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). In 2005, up to ten scholarships of \$3,500 each will be awarded nationally. Scholarship recipients will be 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 by 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 FAO'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 Arts program at Laconia. Senior applicants must possess at least a 2.5 academic average.

New Hampshire Automotive

Children of persons domiciled in New Hampshire while serving **Education Foundation (NHAEF)** The New Hampshire Automotive Education Foundation in the U.S. Armed Forces after February 28, 1961, and officially interned or missing in action during the Southeast Asian conflict, (NHAEF), in conjunction with the New Hampshire Automobile are eligible to receive full tuition. Information may be obtained Dealers Association (NHADA) and New Hampshire Charitable Foundation, offers scholarships for New Hampshire students from a high school guidance counselor or the State Board of pursuing a career in Automotive Technology at any of New Education, Concord, NH 03301. Hampshire's Community Colleges' Automotive Technology pro-**Veterans Administration Assistance Program** grams (Berlin, Laconia, Manchester, Nashua, and Stratham cam-The New Hampshire Community Technical College is approved puses). Applicant must be a legal New Hampshire resident and for veteran's benefits under the Veterans Adjustment Act. a senior in an approved New Hampshire high school or a first-Qualified enrolled veterans and their dependents may receive year student at one of the five NHCTC automotive programs at monthly financial benefits as full or part-time students. (See regthe time of application. NHAEF requires a minimum Grade Point istrar's office for more information). 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 incenof death are eligible to receive full tuition and a maximum of \$250 tive for graduating high school seniors to continue their education per year for room, board, books and supplies. Information can be at the post secondary level, while acknowledging the academic obtained from: The NH Postsecondary Education Commission, 2 achievement, citizenship, extracurricular activities, community Industrial Park Drive, Concord, NH 03301. service, and work experience of each applicant. The scholarships are fully funded by Sears Craftsman and are administered by the **REFUND OF TITLE IV FUNDS FOR** Youth & Education Services department of the National Hot Rod FINANCIAL AID RECIPIENTS Association. Twenty (20) \$1000 scholarships and one (1) \$25,000 Students who withdraw from all classes before the 60% point scholarship will be awarded to twenty-one (21) students; three (3) in a semester must repay a portion or all of their Federal Pell students from each of the seven (7) geographical divisions of the Grant, Federal SEOG Grant and Federal Perkins Loan funds to National Hot Rod Association, including all fifty states, Canada, the United States Department of Education. In terms of Federal Mexico, and Puerto Rico. Family Education Loans (Stafford student loans), the unearned portion of the loan money will be returned to the student's lender.

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 A.M.-

In addition, the student is liable for the balance owed the col-4:00 P.M. (Pacific Time), Monday through Thursday. lege for tuition, fees and, if applicable, room and board. The student will receive a revised statement of account for the expenses **OTHER SOURCES OF AID** incurred, which will include the reduction and/or loss of Federal New Hampshire Charitable Foundation - New Hampshire residents pursuing undergraduate or graduate study at approved insti-Title IV funds. tutions of postsecondary education are eligible to apply for grants, NOTE: Federal Stafford Loans (FFELP). If a student is in the first interest-free and low interest loans from this fund. Information and vear of an undergraduate program, is a first-time borrower under applications are available from the New Hampshire Charitable the FFEL Program (Stafford Loan), and withdraws from the college Foundation Student Aid Program, 37 Pleasant Street, Concord, prior to 30 days into the term, the student becomes INELIGIBLE NH 03301-4005, (603) 225-6641 or 800-464-6641, or their for the Stafford Loan. 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 Samples of withdrawal calculations are available upon request in after the student leaves college. A FAFSA must be filed. the Financial Aid Office.

POW/MIA Children's Benefits

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 nonservice 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

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.

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.

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 Timofroma Component	Can receive financial

Maximum Timetrame 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	Completion Rate	Maximum Timeframe
Des la servición de la	component	component	component
program of study	Y	Y	Y
Repeat Courses	Y	Y	Y
Transfer Credits	Ν	Ν	Y
Consortium Credits	Ν	Y	Y
Developmental/Remedial/	ESL Y	Y	Y
Incompletes	Y	Y	Y
Audit Courses	Ν	Ν	Ν
Credit by Examination	Ν	Ν	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	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 gualitative and guantitative 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	
<i>Question:</i>	Are there Probationary Periods?	
<i>Answer:</i>	Yes, Probation & Final Probation	
<i>Question:</i>	Is there an Appeal Process?	
<i>Answer:</i>	Yes	
Question:	Can you re-gain Financial Aid eligibility once you lose it?	
Answer:	Yes	
The qualitative and quantitative components of the SAP polic will be reviewed at the end of each semester within the regula 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 to the new program will be evaluated for the Completion Rate and CGPA components. However, all courses attempted will semester be evaluated for the Maximum Timeframe component. If under If the student is still unable to meet the standards for SAP, s/he these circumstances the student is making satisfactory academic will no longer be eligible to receive FSA at the institution until progress, the student will regain eligibility for student aid. If under such time that s/he is able to meet the standards of SAP. these circumstances the student is not making satisfactory aca-**REPEAT COURSES** – Only the most recent grade for a course that demic progress, the student will not regain eligibility for student has been repeated will count towards a student's CGPA. Therefore, aid at this time.

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.

CREDIT BY EXAMINATION

Financial Aid does not cover courses in which a 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 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://studentfa.nhctc.edu/

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. 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

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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 extracurricular 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

The college actively encourages its alumni to remain involved in the College, especially when it comes to job opportunities available from alumni employers. Alumni with job opportunities to post or alumni news should contact the Alumni Office.

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 A.M. to 1:00 P.M., 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 Program, 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 parttime, 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, the Laconia campus 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.

lege writing, accounting, computers and business management Insurance courses. Peer tutors are students (18 years and older) who have The college offers an optional student accident and medical insursuccessfully completed the courses in which they are tutoring ance plan, at a reasonable cost, with family coverage for students or have proven expertise on the subjects and are validated by a with families. Comprehensive health insurance is required for all professor. Tutoring sessions are on a one-to-one basis and allow health program students prior to beginning clinical experience. students to ask questions, learn at their own pace, and receive Health insurance is also required for Fire Science students and immediate feedback. all students participating in intercollegiate sports. Insurance plans are available on an annual basis. The admissions office provides information on insurance.

Teaching and Learning Center

The Teaching and Learning 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 NHCTC students with a wide variety of print, Faculty advisors maintain close contact with business and induselectronic, and multimedia resources. Reference and interlitry representatives and actively assist students in locating job brary loan services assist with research and informational needs. opportunities. The college also assists students in the area of The Bennett Library webpage (http://www.laconia.nhctc.edu/ resume development, job interviewing techniques and career library/frames3.html) provides 24/7 access to the online catacounseling. log, Ebscohost databases, Ebrary and netLibrary electronic book databases, and web links to other information resources. The Services for Students with Disabilities Library staff collaborates with faculty to provide materials that In compliance with Section 504 of the 1973 Rehabilitation Act support the programs and mission of the college, and to provide and the Americans with Disabilities Act of 1991, NHCTC does instruction to students in learning how to find, evaluate and use not discriminate against students with disabilities in the admisinformation-a life-long skill. The Library Computer Lab offers sion process or in accessing opportunities for academic success. internet access and Microsoft Office software applications for Students with documented disabilities are encouraged to disresearch and for class projects. Wireless access is also available. close their disability in order to see if they qualify for reasonable The Library is open year round with abbreviated hours during the classroom accommodations. 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.

Students may access their college information online at www. Peer Tutoring laconia.nhctc.edu. The Student Information System (SIS) allows Peer Tutoring is an important service the school provides to our current students to register for classes, check seat availabilstudents free of charge. Peer tutoring is available for students ity, look up instructor emails, and to view your class schedule, enrolled in courses at NHCTC-Laconia. Students needing tutorgrades, financial aid status, student billing account and personal ing services should come to the Teaching and Learning Center information. (TLC) Office (room 141) and fill out the "Request for Tutoring" form. Tutors are available for most courses including math, col-

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	.\$22,000
Computer Technology	.\$32,000
Firefighter	.\$34,000
GM Automotive Technician	.\$30,000
Marine Engine Technician	.\$32,000
Office Technology Management	.\$22,500

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 Information System

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.laconia.nhctc.edu and click on "Student Information System", and select "Enter Secure Area".
- Enter your User ID. Your User ID is your social security number.

If you did not provide us with your SSN, enter the 9-digit student ID number, @xxxxxxx, we generated for you. If you do not know your generated ID number, please contact 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.

Continuing Student Access

• Enter your User ID. Your User ID is your social security number.

If you did not provide us with your SSN, enter the 9-digit student ID number. @xxxxxxx, we generated for you. If you do not know your generated ID number, please contact the Registrar's Office.

• Enter your Personal Identification Number (PIN).

If you have forgotten your PIN, enter your user ID and click on "Forgot PIN?" to reset your PIN.

Please note the following items about schedules and grades

- Day and evening schedules are subject to change up until the day classes begin. If you need to change your schedule, please see your advisor.
- Grades are available online at the end of each semester. Grades are no longer mailed. If you require official grade documentation, please contact the Registrar's Office at 524-3207. Current semester and Cumulative Grade Point Averages are not recalculated until the end of each semester in August, December and May.

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 New Hampshire Community Technical 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 NHCTC-Laconia, 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
 - C. Mathematics
 - **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 creits 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 Candidates must meet the following requirements:

All professional certificate programs require a minimum of 20 semester hours in major and related courses, as well as 12 **Distance Learning** semester hours from the general education core. A cumulative Distance Learning courses are offered via the Internet in a 100% grade point average of 2.0 or higher through the last semester of online environment using the Blackboard platform. Students study must be obtained before becoming eligible for an associate work from home or office to complete the course content. All degree, professional certificate or certificate for credit. competencies and knowledge presented is the same as the student would experience in a classroom based course. This mode **Liberal Arts Categories** of study is increasing in popularity and the College is expanding the course menu every semester.

Liberal Arts courses are categorized as follows:

English	Courses with LENG prefixes and LHUM1600
Humanities	LENG2230, LENG2240, LENG2460, LENG25 LENG2540, LENG2550, LENG2560, LENG25 and courses with LART, LFRE, LHIS, LHUM, LF and LSPA prefixes
Literature	LENG2230, LENG2240, LENG2460, LENG25 LENG2540, LENG2550, LENG2560, LENG257
Mathematics	Courses with LMAT prefixes
Science	Courses with LSCI prefixes
Social Science	LHUM1310,LHUM1450,LHUM1500,LHUM15 LHUM2500, LHUM2520, and courses with LH 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 New Hampshire Community Technical College-Laconia. 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 NHCTC-Laconia. For a certificate, students must complete at least 6 credits or 25% of the credits, whichever is larger, from NHCTC-Laconia.

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 gualified faculty member. A matriculated student must 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.

3-4 Semester Hours

3 Semester Hours

Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered in the day or DCE divisions.

Alternative Delivery 500,

Alternative Delivery is anything other than the once or twice a 570, week traditional classroom meeting. It includes 100% Online PHI Learning or Distance Learning, hybrids, video conference, and other condensed formats. These methods offer flexibility in 500, scheduling while placing more responsibility for learning on the 70 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 510, course. HIS,

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. Matriculated students must 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 NHCTC-Laconia. 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 guality than usual, etc. Judicial Procedural levels in the Student Handbook outline 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 Infromation 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	Se F	mes Iour	ter Quality 's Points
LENG1200	College Composition	А	(4)	3	4x3=12
LSCI1440	Human Biology with Lab) B+	(3.3)	4	3.3x4=13.2
LMAT1230	Introductory Algebra	С	(2)	3	2x3=6
LPSY1250	Introduction to Psycholog	gy 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:

А	4.0 Points	AF–Administrative Failure
A-	3.7 Points	AU–Audit
B+	3.3 Points	CR–Credit by Exam
В	3.0 Points	CS-Continuing Study
B-	2.7 Points	I–Incomplete
C+	2.3 Points	NP–No Pass
С	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.

Students may retake a course, whether to replace an F or to improve their prior grade. The grade achieved in the most recent AU: A course taken as an audit does not earn credit and cannot course will be the grade used in calculating a student's CGPA. be used to meet graduation requirements. Admission by permis-When a student retakes a course at this college, the course and sion of the instructor. Not all courses can be taken for audit. See credit hours appear on the semester's grade report and academic full Audit Policy. record with the letter grade entered. The course grade and hours **CR:** Students earning a C or better on a Credit by Examination are included in the semester and the cumulative grade point averreceive a grade of CR. The credits earned count toward the age computation. The original grade and credit hours will not be figured in the cumulative grade point average, but will appear on CS: Continuing Study allows students to re-register for a developthe student's academic record.

degree and are not calculated in the GPA.

mental 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 com-An Incomplete Grade (I) indicates that a student has not completed a major course assignment due to extraordinary circumpleted a major course assignment (usually a final exam or culstances. It is not used to give an extension of time for a student minating final assessment) due to extraordinary circumstances, delinquent in meeting course responsibilities. The (I) grade is not such as serious illness, death in the family, etc. The grade is calculated into the GPA. However, all work must be completed applied only in those instances where the student has a reasonby the end of the third week of the subsequent semester or the able chance of passing. It is not used to give an extension of time grade defaults to an F. See full Incomplete policy: Incomplete for a student delinquent in meeting course responsibilities. An Incomplete Contract must be completed by the instructor, signed Course Grade. by the student and filed with the Registrar's Office prior to the end of the term.

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 and 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.

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

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

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

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

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.

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.

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 class time may constitute an absence. In some cases students with the students. The purpose of the audit is to identify student must keep their own attendance records because a financial progress towards the completion of the program, and to offer sponsor requires this for use in advising and recommending early intervention in making necessary schedule changes when students to employers. The instructors will make every effort to the student fails a course, or when the student takes a course out accept advance notices of absences due to college events and/or of the normal sequence. The student bears the ultimate responsiemergencies. It is, however, ultimately the student's responsibilbility for making sure that he/she completes the required courseity to make arrangements for missed assignments, tests, lectures, work for his/her program. deadlines and other academic activities associated with the lack of attendance.

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 will 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 New Hampshire Community Technical Office or award a final grade of AF at the end of the term. College-Laconia depends on his or her conduct, and the receipt of academic credit and the conferring of a degree, professional **Course Failure** certificate, or certificate are subject to the academic and judi-The student must make up a course for which a grade of F was cial policies of New Hampshire Community Technical Collegereceived, either by retaking the course at NHCTC-Laconia or by Laconia. A student's registration may be canceled; he or she taking a comparable course at another institution. Courses transmay, following due process, be dismissed from New Hampshire ferred from other institutions count towards credits only; the F Community Technical College-Laconia at any time for conduct of remains as part of the CGPA. The student should consult the advisor and department chairperson to determine if a course will a nature that would reflect discredit on the student and/or the colleges within the Community College System of New Hampshire. transfer. Course failures cannot be made up by taking a credit by The student will not hurt, exploit, endanger, rape, oppress, cheat examination. See policy on Credit by Examination. 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. Students who elect not to attend all scheduled classes or laboratory hours should notify and consult with the instructor of the course for special instructions. Students should in all cases notify and consult with their instructor on all absences. Absence for any portion of scheduled 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, guestion 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

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 midsemester 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 NHCTC, 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.laconia.nhctc.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.laconia.nhctc.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 eight days of classes.
- 3. A grade of W is awarded to students who drop a course(s) after the eighth 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 New Hampshire Community Technical College defines "direcshould discuss this process with instructors, the academic advitory information" as name, address, major field of study, particisor and the college counselor. To withdraw from the college, a pation in officially recognized activities and sports, weight and student must complete the withdrawal form and an exit interview height of members of athletic teams, dates of attendance, enrollwith the college counselor and financial aid director. Failure to ment status (may include number of credits and/or full/part-time attend classes does not constitute withdrawal from the college. status), anticipated graduation date, degrees and awards. However, students may be administratively failed (AF) due to Students may refuse designation of any or all of the above cateexcessive absences. gories of personally identifiable information as directory informa-Students may withdraw from the college up to one week before tion provided that a written request is received by the Registrar.

the end of the semester. The date of withdrawal is noted on the students' academic college records, which also reflect the most Privacy of Records recent date of class attendance, as needed, for students receiv-The college maintains an academic folder for all matriculated stuing scholarships, veteran's benefits, or for recipients of Title IV dents. The folder includes permanent academic records, applifinancial aid or other awards with special attendance requirecation for admission, correspondence to and from the college, ments. Academic records will be treated in accordance with the transcripts of all previous academic records, recommendations, standards used for dropping individual courses. standardized test results, armed forces papers, social security papers, medical records and miscellaneous information.

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 any aspects of their progress at the college, they must sign a Waiver of Confidentiality form, which can be obtained to a program at the college, and may register on a first-come, first-served basis for any course, providing the student has met from the registrar's office. prerequisites and that there is space available. Non-matriculated Students may request release of college records by completing students should matriculate before the completion of 9 semester the Authorization for Release of Records form with the Registrar's hours and begin pursuing graduation requirements. An advisor office prior to the release of student information or documents to will help students make these decisions. individuals other than those listed above.

A matriculated student may request a *leave of absence* in writing through the Academic Affairs Office if the student will not be reapplication and admission.

Federal law requires that New Hampshire Community Technical taking courses within one academic year (not to exceed a 12-College-Laconia collect names and corresponding social secumonth period) but wishes to remain on matriculated status. After rity numbers for all students attending the college. The college a leave of one academic year, the student must either register is required by the Internal Revenue Code to produce a 1098-T for at least one course or lose matriculated status, thus requiring tax form (26 U.S.C.A. Section 6050S or Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to Enrollment status is defined according to the number of credits a report the names and social security numbers of all students takstudent takes during a semester and is used to determine finaning credit-bearing courses. Please note, however, that the college cial aid awards. Credits awarded for transfer, work experience, will ensure the security of the student's social security number audits and challenge exams do not count toward determination and will not disclose it to anyone outside the college, except of full-time status. It is important to know that full-time status is as authorized by federal or state laws, regulations or applicable the equivalent of 12 or more credit hours. policies.

Three-guarter 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

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

Social Security Number

Cooperative Education

Cooperative education is an academic strategy that integrates classroom study with related work experience. Eligible students have the opportunity to gain solid work experience in their career fields while earning credits toward their degrees. 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.

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 gualified 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 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 NHCTC-Laconia 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.

NHCTC-Laconia 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)

the process results in credit for prior learning, the transcript will Students can earn credits toward a degree by passing CLEP exams note TR. Course Transfer. in a wide variety of subject areas including English, math, biology, chemistry, psychology, sociology, macroeconomics, accounting, Students will be assessed a fee based on 50% of the current marketing, business law and other areas. To apply, the student tuition rate on the total credits awarded (e.g., for 12 credits should contact the college's academic affairs office for informaawarded: 0.50 x current tuition rate x 12 credits). tion on CLEP exams, make arrangements to take the exam(s) and have the scores sent directly to the college. To prepare for the **Running Start** exam, students should purchase a CLEP exam review book. High school students have the opportunity to earn college

credit through the Running Start program. This unique partner-To ensure timely credit, the student should take the exam at least ship between the college and local area high schools offers the one semester prior to the semester the course is offered in. If a high school senior selected college-level coursework and colstudent CLEPs a course for which he/she is registered, he/she lege credit for successful completion of coursework. Running must drop the course prior to the second week of the semester/ Start courses are taught at the high school by high school faculty session in order to receive a full refund of the course fees. members during the regular school day.

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/professional certificate/certificate program. To prepare for this option, students will develop a portfolio to be assessed by the academic officer and faculty members. A student must be matriculated at the college to be eligible to apply for experiential credit.

To apply, students must meet with the Vice President of Academic Affairs to begin the process of developing a portfolio. If the student chooses this process, he/she will then register for "Assessment of Experiential Learning" and will start the process of developing the portfolio. The portfolio includes three documents: a resume, a narrative summary of work and learning experiences, and an outline of the skill, knowledge and competencies for which the student seeks credit.

A team assists the student in the development and assessment of the portfolio. Once the student has assembled the documentation, the team assesses the content and recommends the amount of credit to be awarded. The Vice President of Academic Affairs

reviews the recommendation and awards credit accordingly. If

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 NHCTC-Laconia 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, Concord, NH Automotive Service Education Program Dover Vocational Center, Dover, NH Automotive Service Education Program Hartford Area Career & Tech Ctr, 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 & Technical Ctr, 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 Accounting	Recommendations Strong basic math skills; command of the English language
Business Management	High school math; command of the English language; abil- ity to communicate; ability to think in a positive manner; willingness to learn
Computer Technologies	High School Algebra highly recommended, strong read- ing 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 rela- tions and problem-solving skills.
Fine Arts	At least one year of high school art instruction, or equivalent (e.g., private instruction, community pro- grams, 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 & 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 posi- tive 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 trans fer 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 account ing. Employment opportunities in accounting can be found in businesses of all sizes, including; public accounting firms, con porations, 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 suf ficient 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 edge of the business environment, management practices, and legal issues surrounding the business world. Successful comple tion 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 VEAR

	TIRST TEAR					
Fall Semest	CL	LAB	С			
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 Sem	ester	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 Semest	er	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 Sem	ester	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 BUSINESS ELECTIVE	3	0	3
	(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 Appl	ica	tion	S
This program	m allows students to integrate the study	y of	spe	cific
accounting		nel	stud	y U

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 VEAR

Fall Semest	er	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 Sem	ester	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 Semest	er	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 Sem	ester	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-ofthe-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 Coop 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
LAUT1210	Automotive Systems	2	9
LAUT1220	GM Automotive Electricity	2	8
LENG1200	College Composition	3	0
LSOC2250	Critical Thinking and Decision Making	3	0
	Totals	10	17
Winter Sess	ion II	CL	LAB
LAUT1750	Cooperative Education	0	12
	Totals	0	12
Spring Sessi	on III	CL	LAB
LAUT1230	GM Fuel and Emissions	2	8
LAUT1240	GM Engine and Engine Related		
	Electrical Systems	2	9
LENG1220	Technical Communications	3	0
LMAT1320	Tech Math I	3	0
	Totals	10	17
Summer See	ssion IV	CL	LAB
LAUT2100	GM Heating, Ventilation and		
	Air Conditioning	2	8
LAUT2110	GM Supplemental Inflatable	_	_
	Restraint and Accessories	2	8
	LIBERAL ARTS ELECTIVE	3	0
	Totals	7	16
Summer Co	-op Session V		
LAUT1760	Cooperative Education	0	6
	Total Credits for Year = 45		
	SECOND YEAR		
Fall Session	VI	CL	LAB
LAUT2750	Cooperative Education	0	12
	Totals	0	12
Winter Sess	ion VII	CL	LAB
LAUT2220	GM Drive Trains	2	9
LAUT2250	GM Brakes, Steering and Suspension	2	8
LSCI1250	Physics I	2	2
	HUMANITIES	3	0
	Totals	9	19
Spring Sessi	on VIII	CL	LAB
LAUT2900	Cooperative Education	0	12
	Totals	0	12
	Total Credits for Year = 23		
	Total for A.A.S. Degree = 68		

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- CR 3
- 3
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- CR 4

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

FI	RST	YFA	R

	TIKJI ILAK				Courses
Fall Semest	er	CL	LAB	CR	LACC13
LACC1310	Accounting I	3	0	3	LACC132
LBUS1300	Introduction to Business	3	0	3	LBUS130
LCIS1320	Software Applications	3	2	4	LBUS135
LENG1200	College Composition	3	0	3	LBUS231
LSOC2250	Critical Thinking and Decision Making	3	0	3	LBUS260
	Totals	15	2	16	LCIS1320
Spring Sem	ester	CL	LAB	CR	LENG12
LACC1320	Accounting II	3	0	3	Select 3
LBUS2600	Principles of Marketing	3	0	3	LBUS233
LENG1230	Business Communications	3	0	3	LBUS241
LSOC2310	Microeconomics	0	U	0	
20002010	OR				
LSOC2320	Macroeconomics	3	0	3	*Business
	MATHEMATICS (LMAT1230,	-	-	-	LACC25
	2100 or 2150 recommended)	3	0	3	LACC27
	Totals	15	0	15	LBUS175
	Total Credits for Year = 31				LBUS233
					LBUS239
	SECOND YEAR				LBUS241
Fall Semest	er	CL	LAB	CR	LCIS2350
LBUS2310	Principles of Management	3	0	3	LCIS2420
LBUS1350	Small Business Management	3	0	3	LFIN180
LBUS2400	Introduction to Project Management	3	0	3	LHOS12
	BUSINESS ELECTIVES	3	0	3	LOTM12
	LIBERAL ARTS	3	0	3	LOTM12
	SCIENCE	3	0	3	LOTM22
	Totals	18	0	18	LOTM22
Spring Sem	ester	CL	LAB	CR	LOTM25
LBUS2380	Business Law I	3	0	3	
LBUS2520	Introduction to International Business	3	0	3	** Non A
	BUSINESS ELECTIVES*	6	0	6	
	humanities/fine arts/				Some el
	FOREIGN LANGUAGE	3	0	3	Summer
	Totals	15	0	15	
	Total Credits for Year = 33				

Total for A.S. Degree = 64

	Courses		CL	LAB	CR
B CR	LACC1310	Accounting I	3	0	3
3	LACC1320	Accounting II	3	0	3
3	LBUS1300	Introduction to Business	3	0	3
4	LBUS1350	Small Business Management	3	0	3
3	LBUS2310	Management/Leadership	3	0	3
3	LBUS2600	Principles of Marketing	3	0	3
16	LCIS1320	Software Applications	3	2	4
R CR	LENG1230	Business Communications	3	0	3
3	Select 3 cre	dits:			
3	LBUS2330	Supervision	3	0	3
3	LBUS2410	Human Resource Management	3	0	3
5		Total for Certificate	27	2	28
3	*Business Ele	ectives	CL	LAB	CR
	LACC2510	Federal Taxes	3	0	3
3	LACC2710	PC Accounting Applications I	2	2	3
15	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
B CR	LCIS2350	Spreadsheets	2	2	3
3	LCIS2420	Database Management and Design	2	2	3
3	LFIN1800	Personal Financial Management	3	0	3
3	LHOS1230	Food & Beverage Management	3	0	3
3	LOTM1210	Business Documentation I	2	2	3
3	LOTM1250	Administrative Office Management	3	0	3
3	LOTM2210	Business Documentation II	2	2	3
18	LOTM2250	Administrative Office Procedures	2	2	3
B CR	LOTM2550	Computerized Accounting			
3		Applications (QuickBooks Pro)**	2	2	3
3	** Non Acco	unting majors only.			

BUSINESS MANAGEMENT CERTIFICATE

lectives may be offered only in the Evening Division or Semester



NHCTC College Catalog 2007-2008

CAREER AND **TECHNICAL** EDUCAT

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 twentyfour 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 Semest	er	CL	LAB	С
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	1

Spring Semester

Spring Semester		CL	LAE	B 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	B 0	12/1
	Total for Certificate = 24/25			



New Hampshire Community Technical College Laconia Campus

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-

Laconia 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

vear institution.

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;

2

\$/4

2/13

- 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

Fall Semester			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	5/16
Spring Seme	ester	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 Semeste	۲	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 C		
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 Semeste	r	CL I	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 1	2/13	61	5/16
Spring Seme	ester	CL I	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 Semeste	r	CL I	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 Seme	ster	CL I	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: One concentration must be selected.

C	Systems	Manager	(A+	Generalist	Track)
\sim	Systems	manager	v ••	Generalist	macity

Semester CourseCertification CreditsFall 2LCIS2760Developing Web Applications70-306Spring 1LCIS2500PC Hardware Assembly and MaintenanceCompTIA and MaintenanceCompTIA and MaintenanceFall 2LCIS2760Developing Web Applications370-305Spring 1LCIS2600Configuring & Administering XP Pro Networks370-270Spring 2LCIS2440Management with Computers370-228, 70-229Fall 2LCIS2570PC Operating Systems A+ CertCompTIA 3A+ Cert/SWSpring 2LCIS2700Distributed Applications with Visual Basic and XML370-305
Semester CourseCreatis< TestFall 2LCIS2760Developing Web Applications370-305Spring 1LCIS2500PC Hardware Assembly and MaintenanceCompTIA 3A+ Cert/HWSpring 2LCIS2400Management with Computers370-305Spring 1LCIS2600Configuring & Administering XP Pro Networks370-270Spring 2LCIS2440SQL Server370-228, 70-229Fall 2LCIS2570PC Operating Systems A+ CertCompTIA 3A+ Cert/SWSpring 2LCIS2730Distributed Applications with Visual Basic and XML370-310
Spring 1LCIS2600Configuring & Administering XP Pro NetworksSpring 2LCIS2400Management with Computers3Fall 2LCIS2570PC Operating Systems A+ CertCompTIA 3A+ Cert/SWSpring 2LCIS2730Distributed Applications with Visual Basic and XML370-229
KP Pro Networks370-270Spring 2LCIS2440SQL Server370-228,Fall 2LCIS2570PC Operating Systems A+ CertCompTIA 3A+ Cert/SWSpring 2LCIS2730Distributed Applications with Visual Basic and XML370-229
Fall 2LCIS2570PC Operating Systems A+ CertCompTIA 3Spring 2LCIS2730Distributed Applications with Visual Basic and XML70-229Fall 2LCIS2580Help Desk Concepts3A+ Cert/SWSpring 2LCIS2730Distributed Applications with Visual Basic and XML370-310
Fall 2 LCIS2580 Help Desk Concepts 3 Fall 2 Computer Technologies 3 70-310
Eall 2 Computer Technologies AML 3 70-310
Database Administrator (MCDBA Track)
Spring 2 LCIS2400 Management with Computers 3 Semester Course Certificatio Credits Test
Spring 2LCIS2620Implementing and Administrating a Network 3Spring 1LCIS2600Configuring & Administering XP Pro Networks370-270
Spring 2Computer Technologies ElectiveSpring 1LCIS2620Implementing and Administrating a Network 3
Network Administrator (CCNA/MCSA-Security Track) Fall 2 LCIS2270 IT Developmental Applications 3
Semester Course Credits Test Fall 2 LCIS2420 Database Management
Spring 1 1 CIS2600 Configuring & Administering and Design 3
Spring 1 LCIS2610 Maintain a Server Fall 2 LCIS2720 Object-Oriented P rogramming-Visual Basic 3 70-306
2003 Network 3 70-290* Spring 2 LCIS2430 Database Application Development 3
Fall 2 LCIS2510 Routers & Routing Basics 3 CCNA 2 Spring 2 LCIS2440 SQL Server 3 70-228.
Fall 2 LCIS2670 Server 2003 Network Serving 2 LCIS2710 SQL Server Soc 2207 Infrastructure 3 70-291* Serving 2 LCIS2730 Distributed Applications
Fall 2 Computer Technologies Elective 3 Spring 2 ECIS2750 Distributed Applications with Visual Basic and XMI 3 70-310
Spring 2 LCIS2490 Network Security 3 CompTIA
Security+ Gaming and Animation Developer Track
Spring 2 LCIS2590 Intermediate Routing, Switches 8 WAN 2 COMA 2 Semester Course Credits Test
CCNA 4 Spring 1 LCIS2750 Object-Oriented
Spring 2 LCIS2630 Designing Security for Programming-C++ 3
a Network 3 70-299 Spring 1 LCIS2770 Programming for Games 3
*Core requirements for Microsoft CertifiedFall 2LCIS2710Analyzing SoftwareSystems Administrator (MCSA)Requirements370-300
MCSA elective requirement (1) choice of Fall 2 LMMA1200 Imaging for New Media 3
LCIS2440, LCIS2490, LCIS2630Fall 2LMAT2450 Advanced Topics3
Application Developer (MCSD Track-VB) Spring 2 LCIS2330 *Introduction to Certification 3
Semester Course Credits Test Spring 2 LCIS2910 Intro to Artificial
Spring 1 Computer Technologies Intelligence 3 Electives 3 Spring 2 CIS2780 Programming with
Spring 1 LCIS2770 Programming for Games 3 DirectX 3
Fall 2 LCIS2710 Analyzing Software +Student must be able to meet Math prerequisites

PC Syst	tems Man	ager (A+ Generalist T	rac	k)	Fall 2	LCIS2720	Object-Oriented Programming Visual Basi	c 2	70.206
Semeste	r Course	C	redi	Certification	Eall 2		Programming-visual basi		70-300
Spring 1	LCIS2520	PC Hardware Assembly	2	CompTIA		LCI52/60	Applications	3	70-305
Spring 1	LCIS2600	Configuring & Administer	ing		Spring 2	LCIS2400	Management with Computers	3	
Fall 2	LCIS2570	XP Pro Networks PC Operating	3	70-270 CompTIA	Spring 2	LCIS2440	SQL Server	3	70-228, 70-229
Fall 2	LCIS2580	Systems A+ Cert Help Desk Concepts	3 3	A+ Cert/SW	Spring 2	LCIS2730	Distributed Applications with Visual Basic and		
Fall 2		Computer Technologies	3		Databa	co Admir	XML	3 	70-310
Spring 2	10152400	Management with	5		Dalaba	se Aunn	IISTIALUI (NICUDA IIA		ertification
spring 2	LC152400	Computers	3		Semeste	r Course	(Credits	Test
Spring 2	LCIS2620	Implementing and Administrating a Network	3		Spring 1	LCIS2600	Configuring & Administe XP Pro Networks	ring 3	70-270
Spring 2		Computer Technologies Elective	3		Spring 1	LCIS2620	Implementing and Administrating a Networ	k 3	
Netwo	k Admini	strator (CCNA/MCSA-	Sec	urity Track)	Fall 2	LCIS2270	IT Developmental Applications	3	
Semester	r Course	Configuring & Administer	redi	ts Test	Fall 2	LCIS2420	Database Management and Design	3	
		XP Pro Networks	3	70-270*	Fall 2	LCIS2720	Object-Oriented P rogramming-Visual Basic	3	70-306
Spring I	LCIS2610	Manage & Maintain a Ser 2003 Network	ver 3	70-290*	Spring 2	LCIS2430	Database Application	3	
Fall 2	LCIS2510	Routers & Routing Basics	3	CCNA 2	Spring 2	10152440		2	70.228
Fall 2	LCIS2670	Server 2003 Network Infrastructure	3	70-291*				J	70-228, 70-229
Fall 2		Computer Technologies Elective	3		Spring 2	LCIS2/30	With Visual Basic and	3	70-310
Spring 2	LCIS2490	Network Security	3	CompTIA	Comin	and Ani	mation Developer Tr	ack	/0.510
				Security+	Gaming	g and Ani	mation Developer Ir	аск С	ertification
Spring 2	LCIS2590	Intermediate Routing,	2		Semeste	r Course	(Credits	Test
Spring 2	10182620	Designing Security for	J	CCNA 3, CCNA 4	Spring 1	LCIS2750	Object-Oriented Programming-C++	3	
spring 2	LCI32030	a Network	3	70-299	Spring 1	LCIS2770	Programming for Games	3	
°Core rec Systems	juirements Administra	for Microsoft Certified tor (MCSA)			Fall 2	LCIS2710	Analyzing Software Requirements	3	70-300
MCSA el	ective requ	uirement (1) choice of			Fall 2	LMMA1200) Imaging for New Media	3	
LCIS244	0, LCIS249	0, LCIS2630			Fall 2	LMAT2450	Advanced Topics	3	
Applica	tion Dev	eloper (MCSD Track-V	/B)	Certification	Spring 2	LCIS2330	*Introduction to Multimedia	3	
Semester Spring 1	r Course	C Computer Technologies	redi	ts Test	Spring 2	LCIS2910	Intro to Artificial Intelligence	3	
Spring 1		Electives	3		Spring 2	LCIS2780	Programming with DirectX	3	
spring I	LCI52/70	Analyzing Software	3		+Student	must he a	ble to meet Math prorog	lisitee	
rali 2	LCI52/10	Requirements	3	70-300	TStutelli	i must be d	one to meet main prefequ	1151105	

PC SYSTEMS MANAGER CERTIFICATE

Courses		CL	LAB	CR	
LCIS1320	Software Applications	3	2	4	1
	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	Configuring & Administering XP Pro Networks	2	2	3	
LCIS2620	Implementing and Administrating				
	a Network	2	2	3	
	Totals 18/	′19	18 27	/28	
NETW	ORK ADMINISTRATOR CERTI	FIC	ATE		
Courses		CI	IAR	CR	
	Introduction to Computers	2	2	3	
1CIS2270	IT Developmental Applications	2	2	3	
1CIS2490	Network Security	2	2	3	li
1CIS2500	Networking Fundamentals	2	2	3	li
LCIS2510	Routers & Routing Basics	2	2	3	i
1CIS2590	Intermediate Routing, Switches & WAN	12	2	3	
1CIS2600	Configuring & Administering XP Pro	. 2	-	5	'
20102000	Networks	2	2	3	I
LCIS2610	Manage & 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	
APPL	ICATION DEVELOPER CERTIFI	CA	TE		-
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 & 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

			C/ 11	-	
ourses		CL	LAB	CR	
CIS1360	Introduction to Computers	2	2	3	
CIS1400	Introduction to Programming	2	2	3	
CIS2270	IT Developmental Applications	2	2	3	
CIS2420	Database Management and Design	2	2	3	
CIS2430	Database Application Development	2	2	3	
CIS2440	SQL Server	2	2	3	
CIS2500	Networking Fundamentals	2	2	3	
CIS2600	Configuring & Administering XP Pro				
	Networks	2	2	3	
CIS2620	Implementing and Administrating				
	a Network	2	2	3	
	OR				
CIS2730	Distributed Applications with Visual	-			
	Basic & XML	2	2	3	
	lotals	18	18	27	
	GAMING AND ANIMATIO	N			
	DEVELOPER CERTIFICATE				
ourses		CL	LAB	CR	
CIS1360	Introduction to Computers	2	2	3	
CIS1400	Introduction to Programming	2	2	3	
CIS2770	Programming for Games	2	2	3	
CIS2710	Analyzing Software Requirements	2	2	3	
CIS2720	Object-Oriented Programming-Visua	al			
	Basic	2	2	3	
CIS2330	Introduction to Multimedia	2	2	3	
CIS2910	Intro to Artificial Intelligence	2	2	3	
CIS2780	Programming with DirectX	2	2	3	
MAT2450	Advanced Topics	3	0	3	
MMA1200	Imaging for New Media	2	3	3	
	Totals	21	18	30	
ECHNO	LOGIES FOR EDUCATION C	ERT	IFIC	ATE	
ourses		CL	LAB	CR	
CIS1320	Software Applications	3	2	4	
	OR				
CIS2260	Advanced Office Applications	2	2	3	
CIS1350	Word Processing	2	2	3	
CIS2270	IT Developmental Applications	2	2	3	
CIS2320	Website Development	2	2	3	
CIS2330	Introduction to Multimedia	2	2	3	
CIS2350	Spreadsheets	2	2	3	
CIS2420	Database Management and Design	2	2	3	
CIS2500	Networking Fundamentals	2	2	3	
	Totals	16/1	7 16 2	24/25	



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 fol lowing 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 Semest	er	CL	LAB
LCUL1460	Bakery Production	1	4
LCUL1510	Culinary Fundamentals	1	6
LCUL1520	Sanitation & Safety	3	0
LENG1200	College Composition	3	0
LHOS1140	Dining Room Management I	0	6
	Totals	8	16

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	Spring Sem	ester	CL	LAB	CR
	LCUL1590	Cost Control	3	0	3
	LCUL1580	Restaurant Facility & Menu Design	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 Se	mester	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 Semest	er	CL	LAB	CR
	LCUL2530	Introduction to Garde Manger	1	6	3
	LCUL2540	Classical Cuisine	1	6	3
	LHOS2220	Quantity Food Purchasing	3	0	3
e,	LSCI1290	Nutrition for Health and Fitness	3	0	3
	LSOC2250	Critical Thinking and Decision Making	3	0	3
s,		Totals	11	12	15
	Spring Sem	ester	CL	LAB	CR
	LCUL1470	Hot and Cold Plated Desserts	1	4	3
:	LCUL2550	Italian Cuisine	1	6	3
	LCUL2560	U.S. Regional & Infusion Cuisine	1	6	3
		ENGLISH	3	0	3
_		HUMANITIES/FINE ARTS/			
n		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 guickly 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			LAB	CR		
LCIS1320	Software Applications	3	2	4		
LECE1210	Growth and Development of the	2	0	2		
LECE1230	Foundations of Farly Childhood	5	0	5		
LLCL1250	Education	3	0	3		
LENG1200	College Composition	3	0	3		
	MATHEMATICS	3	0	3		
	Totals	15	2	16		
Spring Sem	ester	CL	LAB	CR		
LECE1220	Curriculum Development in					
	Early Childhood	3	0	3		
LECE1240	Health, Nutrition and Safety in					
	Child Care	3	0	3		
LSCI1440	Human Biology with Lab	3	2	4		
LHUS1260	Learning and Behavior	3	0	3		
LPSY1250	Introduction to Psychology	3	0	3		
	Totals	15	2	16		
	Total Credits for Year = 32					
SECOND YEAR						
Fall Semeste	er	CL	LAB	CR		
Fall Semester LECE1260	er Infant/Toddler Development	CL 3	LAB 0	CR 3		
Fall Semeste LECE1260 LECE1610	e r Infant/Toddler Development Early Childhood Practicum I	CL 3 2	LAB 0 9	CR 3 5		
Fall Semeste LECE1260 LECE1610 LECE2160	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs	CL 3 2 3	LAB 0 9 0	CR 3 5 3		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development	CL 3 2 3 3	LAB 0 9 0 0	3 5 3 3		
Fall Semester LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families	CL 3 2 3 3 3	LAB 0 9 0 0 0	3 5 3 3 3		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals	CL 3 2 3 3 3 14	LAB 0 9 0 0 0 0 9	CR 3 5 3 3 3 17		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester	CL 3 2 3 3 3 14 CL	LAB 0 9 0 0 0 9 9 LAB	CR 3 3 3 3 3 17 CR		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood	CL 3 3 3 3 14 CL 3	LAB 0 9 0 0 0 9 9 LAB 0	CR 3 5 3 3 3 17 CR 3		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Seme LECE2240 LECE2300	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR	CL 3 3 3 3 14 CL 3	LAB 0 9 0 0 0 9 5 LAB 0	 CR 3 5 3 3 17 CR 3 		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Semeter LECE2240 LECE2300 LECE2310	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development	CL 3 3 3 3 14 CL 3	LAB 0 9 0 0 0 9 LAB 0	CR 3 5 3 3 3 17 CR 3		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Semeter LECE2240 LECE2300 LECE2310 LECE2610	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development Early Childhood Practicum II	CL 3 3 3 3 14 CL 3 2	LAB 0 9 0 0 9 LAB 0 9	CR 3 5 3 3 3 3 17 CR 3 3 5		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Seme LECE2240 LECE2300 LECE2310 LECE2610 LECE240	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development Early Literacy Development Early Childhood Practicum II American Short Story OR	CL 3 3 3 3 14 CL 3 3 2	LAB 9 0 0 9 LAB 0 9	CR 3 5 3 3 3 17 CR 3 3 5		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Seme LECE2240 LECE2300 LECE2310 LECE2610 LENG2240	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development Early Literacy Development Early Childhood Practicum II American Short Story OR Introduction to Literature	CL 3 2 3 3 3 3 14 CL 3 2 3 2	LAB 0 9 0 0 9 LAB 0 9 0 9	 CR 3 3 3 17 CR 3 5 3 		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Seme LECE2240 LECE2300 LECE2310 LECE2610 LENG2200 LENG2500 LPHI2270	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development Early Childhood Practicum II American Short Story OR Introduction to Literature Ethical Issues	CL 3 2 3 3 3 3 3 14 CL 3 2 3 3 2	LAB 9 0 0 9 1 0 9 LAB 0 9 0 9 0 0 0 0 0 0 0 0 0 0 0 0 0	CR 3 5 3 3 3 3 17 CR 3 5 3 3 5		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Semeter LECE2240 LECE2310 LECE2610 LECE240 LECE2300 LECE2310 LECE2610 LENG2260 LENG2500 LPHI2270	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development Early Childhood Practicum II American Short Story OR Introduction to Literature Ethical Issues Totals	CL 3 3 3 3 14 CL 3 2 3 3 2 14	LAB 9 0 0 9 0 9 LAB 0 9 0 9 0 9 0 9	CR 3 3 3 3 17 CR 3 5 3 3 5 3 17		
Fall Semeste LECE1260 LECE1610 LECE2160 LPSY1260 LSOC2350 Spring Seme LECE2240 LECE2300 LECE2310 LECE2610 LENG2240 LENG2500 LPHI2270	er Infant/Toddler Development Early Childhood Practicum I Young Children's Special Needs Human Growth and Development Children, Youth and Families Totals ester Math and Science in Early Childhood Program and Facility Management OR Early Literacy Development Early Childhood Practicum II American Short Story OR Introduction to Literature Ethical Issues Totals Total Credits for Year = 34	CL 3 3 3 3 3 14 CL 3 2 3 2 3 3 14	LAB 0 9 0 0 9 LAB 0 9 0 0 9 0 0 9	<pre>CR 3 5 3 3 3 17 CR 3 5 3 3 3 3 17 </pre>		

ASSOCIATE TEACHER CERTIFICATE

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

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ourses		CL	LAB
ECE1210	Growth and Development of the	_	_
	Young Child	3	0
ECE1240	Health, Nutrition and Safety in		
	Child Care	3	0
ECE1260	Infant/Toddler Development	3	0
	Totals	9	0

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 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 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



38

CR

3

3

3

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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 VEAR

	TIKJI ILAK			
Fall Semest	er	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 Sem	ester	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 Semest	er	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 Sem	ester	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

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

			and the de	Mar and and
	Totals	9	6	11
LMAT1320	Tech Math I	3	Õ	3
LLLC224U	(Industrial)	4	6	6
LELC1420	NEC-MUITI-Family Unit Wiring Theory and Tochniques	2	0	2
Courses		CL		CR
6	WIRING CERTIFICATE	~		05
	INDUSTRIAL CONSTRUCTION	N		
	Totals	12	9	15
LMAT1320	Tech Math I	3	0	3
LELC1410	NEC-Residential	2	0	2
LELC1240	AC/DC Theory	3	3	4
LELC1230	(Commercial)	4	6	6
Courses	Wiring Theory and Techniques	CL	LAB	CR
(COMMERCIAL CONSTRUCTIO WIRING CERTIFICATE	N		
	Totals	6	6	8
LMAT1320	Tech Math I	3	0	3
LLLC122U	Blueprint Reading	3	6	5
Courses	Posidential Wiring and Flastrical	CL	LAB	CR
I	RESIDENTIAL CONSTRUCTIO WIRING CERTIFICATE	Ν		
	Totals	6	0	6
LELC1430	NEC-Commercial/Industrial Applications	2	0	2
LELC1420	NEC-Multi-Family Unit	2	0	2
LELC1410	NEC-Residential	2	0	2
Courses		- CI	IAR	CR



ELECTRICAL SYSTEMS INSTALLATION AND INTENAN

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 com prehend 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 vocabular 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 employ ment and upward mobility within the electrical profession.

ASSOCIATE IN APPLIED SCIENCE DEGREE

		FIRST YEAR			
	Fall Semest	er	CL	LAB	CR
	LELC1220	Residential Wiring and Electrical			
	LEECIZZO	Blueprint Reading	3	6	5
	LELC1240	AC/DC Theory	3	3	4
	LENC1200	College Composition	2	0	2
		Toch Math I	3	0	2
'	LIVI/11520	Totals	12	9	15
		lotais	14		15
-	Spring Sem	ester	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 Semest	er	CL	LAB	CR
s	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
al		SOCIAL SCIENCE	3	0	3
		Totals	11	11	15
s,	Spring Sem	ester	CL	LAB	CR
	LELC1430	NEC-Commercial/Industrial			
		Applications	2	0	2
n-	LELC2100	Introduction to Electrical Estimating			
		and Design	2	2	3
d	LELC2240	Wiring Theory and Techniques			
		(Industrial)	4	6	6
S		humanities/fine arts/			
		FOREIGN LANGUAGE	3	0	3
		ELECTIVE	3	0	3
о		Totals	14	8	17
		Total Credits for Year = 32			
		Total for $A \land S$ Degree - 66			
Ч		Iotal Iol A.A.S. Degree = 00	_		
u	ELE	CTRICAL SYSTEMS INSTALLAT	ION	1	
v	A	ND MAINTENANCE CERTIFIC	ATE		
,	Courses		CL	LAB	CR
n	LELC1220	Residential Wiring and Electrical			
		Blueprint Reading	3	6	5
v-	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 Semeste	er	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 Sem	ester	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 Semeste	er	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 Sem	ester	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

irses		CL (CEU	J
T1010	Building Systems Overview	11	1	
T1020	Energy Conservation Techniques	11	1	
T1030	HVAC Systems and Controls	20	2	
T1040	Efficient Lighting Fundamentals	11	1	
T1050	Indoor Air Quality	7	1	
T1060	Facility Electrical Systems	11	1	
T1070	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 selfexpression 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 fouryear programs. To become eligible for transfer to a variety of fouryear 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 Semest	er	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 Sem	ester	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 Semest	er	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 Sem	ester	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	18	
Total Credits for Year = 33					

SECOND YEAR

Fall Semeste	Fall Semester					
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 Seme	ester	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 Investig	ation 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					FIRE SCIENCE					
he student who successfully completes this program will:				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				 be prepare be prepare comprehending understand understand understand understand 	ed to be a lifelong learner; ed for entrance into a fire departme nd every facet associated with safe ency ground; d procedures on and off emergence d elements related to teamwork; d psychological factors associated of	ent; ety wh y groui with liv	ile on nds; ving ir	or off a fire		
A	SSOCIATE IN SCIENCE DEGRI	EE			Δ	SSOCIATE IN SCIENCE DE	GRE	=		
	FIRST YFAR						. OKLI	-		
all Semeste	Pr	CL	LAB	CR	Fall Somost	FIRST TEAR	CL		CP	
ENG1200	College Composition	3	0	3	LENG1200	College Composition	3		3	
FIR1200	Concepts of Fire Science	3	0	3	LEING1200	Concepts of Fire Science	3	0	3	
FIR1310	Fire Protection Systems	3	0	3	LFIR1200	Municipal Fire Management	3	0	3	
FIR2400	Teaching Methodology	3	0	3	Lindizoo	OR	5	0	5	
	SOCIAL SCIENCE	3	0	3	LEIR1360	Fireground Procedures	2	12	6	
	Totals	15	0	15	LFIR1310	Fire Protection Systems	3	0	3	
nring Sem	ester	CL	IAR	CR		SOCIAL SCIENCE	3	0	3	
FIR1220	Risk Management	3	0	3		Totals	14/15	0/12	15/18	
FIR1280	Municipal Fire Management	3	0	3	Spring Som	ostor	CL	IAR	CP	
FIR1400	Building Construction and Blueprint	-	-	-	I FIR1280	Municipal Fire Management	3	0	3	
	Analysis	3	0	3	LING200	OR	5	0	5	
	FIRE PROTECTION ELECTIVE	Varie	s Varies	3	LEIR1360	Fireground Procedures	2	12	6	
	HUMANITIES/FINE ARTS/				LFIR1400	Building Construction and	2	12	0	
	FOREIGN LANGUAGE	3	0	3		Blueprint Analysis	3	0	3	
	MATHEMATICS	3	0	3		HUMANITIES /FINE ARTS /			-	
	Totals	Varie	s Varies	18		FOREIGN LANGUAGE	3	0	3	
	Total Credits for Year = 33					LIBERAL ARTS	3	0	3	
						MATHEMATICS	3	0	3	
all Compact	SECOND TEAR	CL		CD		Totals	14/15	0/12	15/18	
all Semest	er National Flagtrical Code for Fire					Total Credits for Year = 33				
	Fire Provention/Codes and Standards	3 2	0	ა ა						
	Hazardous Materials	с С	0	с С		SECOND YEAK			CD	
FIR2550 EIR2500	Hydraulies and Water Supply Analysis	2	0	2	Fall Semest	er	CL	LAB	CK	
SC1210	Chomictry I	с С	2	2	LFIR2230	Fire Prevention/Codes and	n	0	2	
501210		2	2	2		Standards	3	0	3	
		17	2	18		Tactics and Strategies	3 1	0	3 2	
•	Totals			10 CD		Emergency Medical Technology	l D	0	3 2	
pring Sem	ester	CL	LAB	CR	LFIK2400	Hydraulics and Water Supply	3	0	3	
	Fire investigation	3	0	3	LI IK2500	Analysis	3	0	3	
FIR2550	Occupational Safety Techniques	3	0	3	LSCI1210	Chemistry I	2	2	3	
FIR2560	Community Fire and Risk Analysis	3	0	3	LUCHIZIO	Totals	- 15	8	18	
		3	0	3	C					
		3	0	3	Spring Sem	ester		LAB	СК	
	lotals	15	0	15	LFIR2280	Incident Command	3	0	3	
	Total Credits for Year = 33				LFIR2360	Fire Investigation	3	0	3	
	Total for A.S. Degree = 66						3	0	3	
ire Protect	ion Flectives:	CL	IAR	CR		FIRE SCIENCE ELECTIVE	Varies	Varies	3	
FIR 2510	Criminal Law	3	0	3		LIBERAL ARTS	3	0	3	
FIR2530	Applied Law	ן ג	0	3		IOTAIS	Varies	Varies	15	
FIR2740	Chemistry for Fire Investigation	3	0	3		Total Credits for Year = 33				
FIR2790	Fire Prevention Internship	0	9	3		Total for A.S. Degree = 66				
		0	2	5	*LFIR2250 E Electives are	Emergency Medical Technology e offered in the Fall and Spring sem	and Finesters.	ire Sc	ience	

FIRE PROTECTION				FIRE SCIENCE					
The student who successfully completes this program will:			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 her it in a fire service businesses. 			 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 						
A	SSOCIATE IN SCIENCE DEGRE	E			Δ	SSOCIATE IN SCIENCE DE	GRF	F	
	FIRST YEAR					EIDST VEAD		-	
Fall Semest	er	CL	LAB	CR	Fall Somost		CL	LAR	CP
LENG1200	College Composition	3	0	3	LENC1200	College Composition	3		3
LFIR1200	Concepts of Fire Science	3	0	3	LEING1200	Concepts of Fire Science	3	0	2
LFIR1310	Fire Protection Systems	3	0	3	LFIR1200	Municipal Fire Management	2	0	3
LFIR2400	Teaching Methodology	3	0	3	LIIKI200		5	0	J
	SOCIAL SCIENCE	3	0	3	LEIR1360	Eiroground Procoduros	2	12	6
	Totals	15	Õ	15		Fire Protection Systems	2	0	2
6					LFIKISIU	SOCIAL SCIENCE	2 2	0	2 2
Spring Sem	ester	CL				Totals) 14/15	0/12	ر 1⊏/10
	Kisk Management	3	0	3		Totals	14/15	0 0/ 12	15/10
LFIR1280	Municipal Fire Management	3	0	3	Spring Sem	ester	CL	LAB	CR
LFIR1400	Building Construction and Blueprint	2	0	2	LFIR1280	Municipal Fire Management	3	0	3
		3	0	3		OR			
	FIRE PROTECTION ELECTIVE	Varies	Varies	3	LFIR1360	Fireground Procedures	2	12	6
	HUMANITIES/FINE ARTS/	Э	0	C	LFIR1400	Building Construction and			
		3	0	3		Blueprint Analysis	3	0	3
		3	0	3 10		HUMANITIES /FINE ARTS /			
	lotais	Varies	Varies	10		FOREIGN LANGUAGE	3	0	3
	Total Credits for Year = 33					LIBERAL ARTS	3	0	3
	SECOND YEAR					MATHEMATICS	3	0	3
Fall Semest	er	CL	LAB	CR		lotals	14/15	0/12	15/18
LFIR1500	National Electrical Code for Fire	3	0	3		Total Credits for Year = 33			
LFIR2230	Fire Prevention/Codes and Standards	3	0	3		SECOND YEAR			
LFIR2350	Hazardous Materials	3	0	3	Fall Semest	er	CL	ΙΔR	CR
LFIR2500	Hydraulics and Water Supply Analysis	3	0	3	I FIR 2230	Fire Prevention/Codes and	CL	L/ND	CK
LSC1210	Chemistry I	2	2	3	21112250	Standards	3	0	3
	LIBERAL ARTS	3	0	3	L FIR 2240	Tactics and Strategies	3	0	3
	Totals	17	2	18	LFIR2250	Emergency Medical Technology	1	6	3
Spring Som	actor .	CL	- I A D	CD	LFIR2400	Teaching Methodology	3	0	3
Spring Semi	Ester Fire Investigation	2		2	LFIR2500	Hydraulics and Water Supply	5	0	5
	Consumptional Safety Tashnigues	с С	0	с С	211122000	Analysis	3	0	3
	Community Fire and Dialy Analysis	3 2	0	3 2	I SCI1210	Chemistry I	2	2	3
LFIK2360		3 2	0	3 2	20011210	Totals	15	8	18
		3	0	3	C · · · · · · · · · ·				
		3	0	3	Spring Sem	ester	CL 2	LAB	СК
	lotais	15	U	15	LFIR2280	Incident Command	3	0	3
	Total Credits for Year = 33				LFIR2360	Fire Investigation	3	0	3
	Total for A.S. Degree = 66						3	0	3
Fire Protect	ion Electives:	CL	AR	CR		FIKE SCIENCE ELECTIVE	Varies	Varies	3
I FIR 2510	Criminal Law	ر ۲	0	3			3	0	3
L FIR 2520	Applied Law	2 2	0	2		lotals	Varies	Varies	15
LTIK2550	Chemistry for Fire Investigation	2 2	0	2		Total Credits for Year = 33			
LT INZ/40 FID 2700	Fire Provention Internship	о С	0	ר כ		Total for A.S. Degree = 66			
LI IIX27 90		0	2	J	*LFIR2250 E Electives are	Emergency Medical Technology e offered in the Fall and Spring sem	and F nesters.	ire Sc	ience

Fire Science	Electives:	CL	LAB	CR
LFIR1220	Risk Management	3	0	3
LFIR2350	Hazardous Materials	3	0	3
L FIR2510	Criminal Law	3	0	3
LFIR2530	Applied Law	3	0	3
L FIR2550	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
L FIR 2000	Advanced Fireground Procedures	1	6	3
EIII		TE	0	5
Fill Somost	XE INVESTIGATION CERTIFICA		IAR	CP
	Concents of Fire Science	2		2
	Municipal Fire Management	2	0	2
	Fire Protection Systems	2 2	0	2 2
	Fire Protection Systems	3	0	3
LFIR1420	Investigation Procedures	3	0	3
LFIR2350	Hazardous Materials	3	0	3
	lotals	15	0	15
Spring Seme	ester			
LFIR1400	Building Construction and Blueprint			
	Analysis	3	0	3
LFIR2230	Fire Prevention/Codes & Standards	3	0	3
LFIR2400	leaching Methodology	3	0	3
LFIR2510	Criminal Law	3	0	3
LFIR2/40	Chemistry for Fire Investigation	3 15	0	3 1 F
	Total for Certificate - 30	15	U	15
г		ъ		
T Fall Compaty		E Cl		CD
Fall Semeste	er			
	Concepts of Fire Science	3	0	3
	Fire Protection Systems	э 2	0	3 2
	National Electric Code for Eiro	2 2	0	с С
LFIN1300	Hazardous Matorials	2	0	2
LI IK2550	Total	15	0	15
S:		15	Ū	15
Spring Seme	Piele Management	р	0	h
	RISK Management	3	0	3
LFIK1400		3	Ο	2
L FIR 2230	Fire Prevention/Codes & Standards	3	0	3
LFIR2360	Fire Investigation	3	0	3
LFIR2550	Occupational Safety Techniques	3	0	3
2.1.12000	Total	15	Õ	15
	Total for Certificate = 30			
	FIRE SCIENCE CERTIFICATE			
Fall Semeste	er	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 & Water Supply Analysis	3	0	3
	Total	11	12	15
Spring Seme	ester			
LFIR1400	Building Construction & Blueprint			
	Analysis	3	0	3
LFIR2230	Fire Prevention/Codes & Standards	3	0	3
LFIR2250	Emergency Medical Technology	1	6	3
LFIR2280	Incident Command	3	0	3
LFIR2360	Fire Investigation	3	0	3
	Total	13	6	15
	Total for Certificate = 30			

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 Laconia 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.



NHCTC College Catalog

2007-2008

ASSOCIATE IN SCIENCE DEGREE

Т

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

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 AND PRINTING TECHNOLOGY

The Graphic Design and Printing Technology program offers a diverse educational experience in all phases of graphic communication and printing. The program exposes the student to a broad scope of the industry in the first year. Not only are students exposed to the Graphic Design criteria, but through hands-on projects they are also exposed to how their very designs can be reproduced in mass quantities. This is a 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 industries in the country, graphic arts offer a large variety of placement opportunities. Graduates obtain positions as graphic designers, desktop publishers, electronic color separation specialists, electronic prepress pre-flighters, scanning and imaging specialists, web page designers, multimedia production technicians, plate technicians, offset (sheet-fed and web) press, screen press, flexographic press technicians and/or assistants, estimators, 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 College, Rochester Institute of Technology and Savannah College of Art.

Students also have the opportunity to participate in a cooperative education experience with a host graphics communication company. The combination of classroom and co-op industry experience provides a very successful educational program.

Technical Requirements

In order to be successful in the Graphic Design and Printing 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 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 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 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 Graphic Design and Printing Technology Program, the student will be able to:

- demonstrate an understanding of the theory and processes associated with the Graphic Design and Printing Technology profession:
- understand and use appropriately, in both verbal and written context, the technical vocabulary associated with the Graphic Design and Printing Technology 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 Semeste	er	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
LGRA1530	Introduction to Printing and Binder	·y 2	3	3
LMAT2150	Statistics			
	OR			
	Mathematics Elective	3	0	3
	Totals	12	9	15
Spring Seme	ester	CL	LAB	CR
LART2120	Digital Photography	2	2	3
LGRA1350	Introduction to Graphic Design			
	with Adobe [®] Illustrator [®]	2	3	3
LGRA1480	Introduction to Profiling/Prepress	2	3	3
LGRA1540	Lithography Fundamentals	2	3	3
	ENGLISH	3	0	3
	humanities/fine arts/			
	FOREIGN LANGUAGE	3	0	3
	Totals	14	11	18
	Total Credits for Year = 33			
	SECOND YEAR			
Fall Semeste	er	CL	LAB	CR
LGRA1900	Production and Estimating I	3	0	3
LGRA2710	Screen Process Printing	2	3	3
	LIBERAL ARTS	3	0	3
	SCIENCE	3	0	3
Select 6 cre	dits:			
LGRA1760	Cooperative/Internship Education	0	9	3
LGRA2520	Press Materials and Mechanics	2	12	6
LGRA2230	Graphic Design I	2	3	3
LMMA1200	Imaging for New Media	2	3	3
LMMA1300	Non-Linear Editing I	2	3	3
LMMA1400	Web Design I	2	3	3
	Totals	13/15	5 9/15	18

Spring Seme	ester	CL	LAB	CK
LGRA2900	Production and Estimating II	3	0	3
	LIBERAL ARTS	3	0	3
		2	0	2
	SOCIAL SCIENCE	3	0	3
Select 6 cre	dits:			
LGRA1760	Cooperative/Internship Education	0	9	3
LGRA2990	Production	2	12	6
LGRA2240	Publication Design	2	3	3
LMMA1500	2D Animation I	2	2	2
	Totals	∠ 11/1	2 (/ 1 2	1
	Totals	11/1	30/12	15
	Total Credits for Year = 33			
	Total for A.S. Degree = 66			
GRAPHIC	C DESIGN PROFESSIONAL C	ERT	TIFICA	TE
Courses		CL	LAB	CR
LGR A1340	Typography and Layout with			
LUKAIJ40		C	2	С
		2	3	3
LGRA1350	Introduction to Graphic Design			
	with Adobe [®] Illustrator [®]	2	3	3
LGRA1460	Imaging for Graphic Design	2	3	3
LGRA1530	Introduction to Printing and Bindery	2	3	3
2010 1000	ENCLISH	2	0	2
		5	0	5
	LIBERAL ARIS	6	0	6
	MATHEMATICS/SCIENCE	3	0	3
Select 9 cre	dits:			
LGRA2230	Graphic Design I	2	3	3
I GR A 2240	Publication Design	2	3	3
	Imaging for New Madia	2	2	2
		2	5	2
LMMA1300	Non-Linear Editing I	2	3	3
LMMA1400	Web Design I	2	3	3
	Totals	26	21	33
	PRINTING TECHNOLOGY	/		
	PROFESSIONAL CERTIFICA	TF		
Courses	I KOI ESSIONAE CERTIFICA		IAD	CP
Courses	T 1 11 51	CL	LAD	CK
LGRAI340	Typography and Layout with			
	Adobe [®] InDesign [®]	2	3	3
LGRA1460	Imaging for Graphic Design	2	3	3
LGRA1530	Introduction to Printing and Bindery	2	3	3
LGRA1540	Lithography Fundamentals	2	3	3
	ENCLISH	2	0	2
		י ר	0	ט ר
	LIBEKAL AKIS	3	0	3
	MATHEMATICS/SCIENCE	3	0	3
	SOCIAL SCIENCE	3	0	3
Select 9 cre	dits:			
L GR A1350	Introduction to Graphic Design			
LUKAIJJU	with Adobo [®] Illustrator [®]	h	р	n
	with Adobe "Hustrator"	2	3	3
lgra1480	Introduction to Profiling/Prepress	2	3	3
LGRA2520	Press Materials and Mechanics	2	12	6
LGRA2710	Screen Process Printing	2	3	3
I GRA2990	Production	2	12	6
	Totals	26	21/27	22
	10(a)3	20	Z1/Z/	

GRAPHIC DESIGN CERTIFICATE CL LAB CR Courses LGRA1340 Typography and Layout with Adobe[®] InDesign[®] 2 3 3 LGRA1350 Introduction to Graphic Design with Adobe® Illustrator® 2 3 LGRA1460 Imaging for Graphic Design 2 3 LGRA2230 Graphic Design I 3 2 Select 6 credits: LART2120 Digital Photography 2 2 LGRA2240 Publication Design 2 3 LMMA1400 Web Design I 2 3 LMMA1500 2D Animation I 2 3 Totals 10 14/15 15 PRINTING MANAGEMENT CERTIFICATE Course CL LAB CR LBUS1350 Small Business Management 3 0 LGRA1900 Production and Estimating I 3 0 LGRA2900 Production and Estimating II 3 0 LSOC2310 Microeconomics OR LSOC2320 Macroeconomics 3 0 Totals 12 0 12 **ELECTRONIC PUBLISHING CERTIFICATE** Course CL LAB CR LART2120 Digital Photography 2 2 LGRA1340 Typography and Layout with Adobe[®] InDesign[®] 2 3 LGRA1350 Introduction to Graphic Design with Adobe® Illustrator® 2 3 LGRA1460 Imaging for Graphic Design 2 3



New Hampshire Community Technical College Laconia Campus

LGRA1480 Introduction to Profiling/Prepress

LGRA1760 Cooperative/Internship Education

Select 9 credits

LGRA2230 Graphic Design I

LGRA2990 Production

LMMA1400 Web Design I

LMMA1500 2-D Animation I

Totals

LGRA2240 Publication Design

LGRA1530 Introduction to Printing and Bindery 2

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 NHCTC - Laconia 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

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16/18 26/38 24

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 longterm memory, areas of written documentation, and followthrough 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 peopleplace 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 Semeste	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 Seme	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				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				CR				
LHUS2280	Political/Social Issues in Human Service	ces3	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								

	GERONTOLOGY	ł	HUMAN SERVICES CERTIFICA	ΓE					
FIRST YFAR					Courses		CL	LAB	CR
Fall Semest	er	CL	LAB	CR	LENG1200	College Composition	3	0	3
1 CIS1320	Software Applications	3	2	4	LHUS1200	Introduction to the Human Services			
LENG1200	College Composition	3	0	3		Profession	3	0	3
LHUS1200	Introduction to the Human Services	0	Ũ	0	LHUS1220	Supportive Communication Skills	3	0	3
211001200	Profession	3	0	3	LHUS1260	Learning and Behavior	3	0	3
LHUS1220	Supportive Communication Skills	3	0	3	LHUS1280	Individual Assessment and Planning	3	0	3
LPSY1250	Introduction to Psychology	3	0	3	LHUS1500	Introduction to the Practicum	1	0	1
	Totals	15	2	16	LHUS1610	Human Services Practicum I	2	9	5
Spring Som	octor	CI			LPSY1260	Human Growth and Development	3	0	3
Spring Sem	Business Communications				Choose 3 c	redits			
LEING1230	Business Communications	3	0	3	LHUS1300	Gerontology	3	0	3
LHUSI260	Learning and Benavior	3	0	3	LHUS2210	Mental Health/Developmental			
LHUS1280	Individual Assessment and Planning	3	0	3		Disabilities	3	0	3
LHUS1300	Gerontology	3	0	3	LSOC1280	Chemical Dependency	3	0	3
LHUS1500	Introduction to Practicum	1	0	1		Totals	24	9	27
LSOC1280	Chemical Dependency	3	0	3		GERONTOLOGY CERTIFICAT	F		
	Totals	16	0	16	Courses	CL		CR	
	Total Credits for Year = 32				LENG1200	College Composition	3	0	3
	SECOND YEAR				LHUS1220	Supportive Communication Skills	3	0	3
Fall Semest	er	CL	LAB	CR	LHUS1300	Gerontology	3	0	3
LHUS1310	Psychosocial Aspects of Aging	3	0	3	LHUS1310	Psychosocial Aspects of Aging	3	0	3
1HUS1710	Gerontology Practicum I	2	9	5	LHUS1500	Introduction to the Practicum	1	0	1
LHUS2300	The Aging Process	3	0	3	LHUS1710	Gerontology Practicum I			
LPSY1260	Human Growth and Development	3	0	3		OR			
21011200	MATHEMATICS	3	0	3	LNUR1000	Licensed Nursing Assistant	2	9	5
	Totals	14	9	17	LHUS2300	The Aging Process	3	0	3
6		CL			LSOC1280	Chemical Dependency	3	0	3
spring sem		CL	LAB	CK	Choose 3 c	redits			
LHUS2280	Political/Social Issues in Human	2	0	2	LHUS2320	Political/Social Issues in Gerontology	3	0	3
	Services	3	0	3	LSOC1240	Introduction to Sociology	3	0	3
LHUS2/10	Gerontology Practicum II	2	9	5	LPSY1260	Human Growth and Development	3	0	3
LPHI2270	Ethical Issues	3	0	3		Totals	24	ğ	27
15011440	Human Biology with Lab				1			-	

Fall Semeste	er	CL	LAB	CR			
LHUS1310	Psychosocial Aspects of Aging	3	0	3			
LHUS1710	Gerontology Practicum I	2	9	5			
LHUS2300	The Aging Process	3	0	3			
LPSY1260	Human Growth and Development	3	0	3			
	MATHEMATICS	3	0	3			
	Totals	14	9	17			
Spring Seme	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





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 oneyear 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
Mathematics
Humanities
Social Science
Science
Totals
Spring SemesterCR
English Elective
Mathematics
Computer Elective*
Social Science
Liberal Arts Elective
Totals
Recommended but can be replaced with an open elective it

student is proficient in computers and receiving institution doesn't require a computer course.

Total Credits for Year = 31/35

SECOND YEAR

Fall Semester
Liberal Arts Elective
Humanities
Open Elective
Science
Social Science
Fotals
Spring SemesterCR
Humanities
Open Elective
Liberal Arts Elective
Liberal Arts Elective
Liberal Arts Elective
Open Elective*
Fotals
If needed to ensure minimum credits for degree requirements.

Total Credits for Year = 31/33 Total Credits for A.S. 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);





New Hampshire Community Technical College Laconia Campus

- 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 Semeste	er	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 Seme	ester	CL	LAB	CR
	LMAR1230	Outboard Engine Service I	3	3	4
	LMAR1240	Starting, Ignition, and Charging	2	2	4
		Systems	3	3	4
			3	0	3
			3	0	3
		SOCIAL SCIENCE	3	0	3
		lotals	15	6	17
	Summer Sei	nester	CL	LAB	CR
,	LMAR1703	Independent Study	3	0	3
		Totals	3	0	3
5,		Total Credits for Year = 34			
		SECOND YEAR			
	Fall Semeste	er	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 Seme	ester	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			
	МА	RINE TECHNOLOGY CERTIFIC	۵т	F	
	Courses		CL		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. NHCTC-Laconia 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 NHCTC-Laconia 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 and Printing Technology 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 Semeste	r	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 Seme	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	2	3	3						
LMMA1500	2D Animation I	2	3	3					
	Totals	14	13	18					
	Total Credits for Year = 33/34								
	SECOND YEAR								
Fall Semeste	r	CL	LAB	CR					
LART2150	Drawing III	2	4	3					
LENG2340	Script Writing for Film & 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 Seme	ester	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. Although there is a rolling admission policy completed applications to the director of admissions by February 1st will increase chances of admission.

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 88.2% 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 vears;
- 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

Fall Semester		CL	LAB	CR
LNUR1300 Fundamentals of Nursing			0	6
LNUR1310	Clinical I	0	15	5
LSCI1450	CI1450 Anatomy and Physiology I			4
	9	17	15	
Spring Semester		CL	LAB	CR
LNUR1400	Nursing Care of Families	6	0	6
LNUR1410	Clinical II	0	15	5
LPSY1250	Introduction to Psychology	3	0	3
LSCI1460	Anatomy and Physiology II	3	2	4
	Totals	12	17	18

Total Credits for Year = 33

LEVEL II (SENIOR)

Fall Semeste	er	CL	LAB	CR
LENG1200	College Composition	3	0	3
LNUR2200	Psychiatric/Medical/Surgical Nursing	6	0	6
LNUR2210	Clinical III	0	15	5
LSCI2410	Microbiology	3	2	4
	Totals	12	17	18
Spring Semester		CL	LAB	CR
LNUR2300	Advanced Psychiatric/Medical/			
	Surgical Nursing	6	0	6
LNUR2310	Clinical IV		15	5
	ENGLISH	3	0	3
	CL LAB CR Illege Composition 3 0 3 vchiatric/Medical/Surgical Nursing 6 0 6 nical III 0 15 5 crobiology 3 2 4 tals 12 17 18 r CL LAB CR vanced Psychiatric/Medical/ rgical Nursing 6 0 6 nical IV 0 15 5 GLISH 3 0 3 JMANITIES 3 0 3 tals 15 15 20 Total Credits for Year = 38 Total for A.S. Degree = 71 15			
	MATHEMATICS	3	3 0 3 6 0 6 0 15 5 3 2 4 12 17 18 CL LAB CR 6 0 6 0 15 5 3 0 3 3 0 3 3 0 3 15 15 20	
	Totals	15	15	20
	Total Credits for Year = 38			
	Total for A.S. Degree = 71			

OFFICE TECHNOLOGY MANAGEMENT

The Office Technology Management degree offers a solid foundation tion in office management skills with opportunities for specializ tion in administrative or medical Office Technology Managemer Certificates are also available in Administrative Office Assistar Medical Office Assistant, Medical Transcription, or Health Card 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 change ing environment. Certificate programs may be extended through additional coursework to meet degree requirements.

Each concentration offers excellent employment opportunitie Economic forecasts continue to project an increase in office positions through 2012. Employers in today's business climate require employees who possess excellent interpersonal, commu nication, and technical skills. Graduates are positioned to ente this ever-changing viable marketplace. Students may declare a concentration in Administrative Office or in Medical Offic 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 cor puter keyboard and other office equipment;
- have grade 12 level verbal, written, oral communication ski and critical thinking skills;
- have grade 10 level arithmetic and computation skills;
- have the ability to cope with multi-tasking, self-management some course content/tasks/simulations, and a variety of teac ing/learning methods;
- ability to sit/concentrate for long periods of time completi office-oriented tasks at the computer and in groups;
- have the ability to follow instructions:
- exercise professional decorum in the classroom environmen appropriate language, attitude, no verbal/physical outburs respect.

The student who successfully completes this program will:

• demonstrate employable skill sets in Word, Excel, Acce Outlook, and PowerPoint:



ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR

	Fall Semest	er	CL	LAB	CR
IFMENT	LBUS1300	Introduction to Business	3	0	3
	LENG1200	College Composition	3	0	3
	LOTM1210	Business Documentation I	2	2	3
ant degree offers a solid founda	Select One	Concentration	_	_	
with opportunities for specializa	ADMINIST	RATIVE OFFICE ASSISTANT			
Office Technology Management	1SOC2250	Critical Thinking and Decision Makin	σ3	0	3
Administrative Office Assistant	20002200	LIBERAL ARTS	3	0	3
al Transcription, or Health Care		OR	5	0	5
s define and develop knowledge,		OFFICE ASSISTANT			
office professionals to integrate		Medical Terminology	3	0	3
nd technology in today's chang-	LOTM1560	Law and Ethics for the Medical	5	0	5
grams may be extended through	LOTIVIIJOO	Professional	3	0	3
egree requirements.		Totals	14	2	15
lent employment opportunities.	6			-	тэ СР
project an increase in office	Spring Sem	ester	CL	LAB	CK
vers in today's business climate	LCISI320	Software Applications	3	2	4
excellent interpersonal, commu-	LENG1230	Business Communications	3	0	3
raduates are positioned to enter	LOTM1250	Administrative Office Management	3	0	3
etplace. Students may declare	LOIM2210	Business Documentation II	2	2	3
ve Office or in Medical Office.		BUSINESS (LBUS, LCIS, LFIN, LOTM)	3	0	3
inistrative Office concentration		Totals	14	4	16
OIM2250, and OIM2550. The		Total Credits for Year = 31			
iciudes: LOTMI310, LOTMI360,		SECOND YEAR			
	Fall Semest		CL	ΙΔR	CR
		Accounting	3		2
logy Management program must:		Principles of Records Management	2	0	2
anguage;			2	0	2
dexterity) for manipulating com-			5	0	5
e equipment;		or 2150 recommended)	2	0	2
ritten, oral communication skills			5	0	5
		Database Management	С	n	2
and computation skills;		Administrative Office Procedures	2	2	ר כ
nulti-tasking, self-management of	101/1/2250		Ζ	2	5
ulations, and a variety of teach-		UK NELICE ASSISTANT			
		Madical Office Proceedures	р	n	r
ong periods of time completing		Critical Thinking and Desision Making	2	2	с С
nputer and in groups;	LSOC2250	Critical Trinking and Decision Makin	g 3 1 = /1/		3 17
ctions;		lotais	15/10	6 4/2	17
in the classroom environment—	Spring Sem	ester	CL	LAB	CR
e, no verbai/physical outbursts,	LBUS1150	Professional Development	1	0	1
		HUMANITIES/FINE ARTS/	_	_	_
mpletes this program will:		FOREIGN LANGUAGE	3	0	3
sets in Word, Excel, Access,		SCIENCE	3	0	3
		ELECTIVE	3	0	3
• complete routine office tasks	ADMINISTI	RATIVE OFFICE ASSISTANT			
without supervision;	LCIS2350	Spreadsheets	2	2	3
demonstrateappropriateverbal	LOTM2550	Computerized Accounting			
and written communication;		(QuickBooks Pro)	2	2	3
• demonstrate analysis and deci-					
sion-making skills in complet-	MEDICAL (DIFICE ASSISTANT	~	-	~
ing tasks and projects.	LOIM2520	Medical Insurance Billing	3	0	3
		LIBERAL ARTS	3	0	3
		lotals	14/10	o 0/4	16
		Total Credits for Year = 33			
		Total for A.A.S. Degree = 64			
	1				

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						
LOTM2550	Computerized Accounting						
	(QuickBooks Pro)	2	2	3			
	Totals	23	10	28			
MEDIO	CAL OFFICE ASSISTANT CERT	FIFIC	ATE				
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 LOTM2270 Medical Office Procedures 2 LOTM2520 Medical Insurance Billing 3 0 3 24 8 28 Totals MEDICAL TRANSCRIPTION CERTIFICATE CL LAB CR Courses LBUS1150 Professional Development 1 LOTM1210 Business Documentation L 2 2 3

	Totals	14	10	19
LOTM2330	Medical Machine Transcription II	2	2	3
LOTM2320	Medical Machine Transcription I	2	2	3
LOTM2270	Medical Office Procedures	2	2	3
LOTM2210	Business Documentation II	2	2	3
LOTM1310	Medical Terminology	3	0	3
20	Busiliess Boouliellation 1	-	-	0

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

3

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0 1 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;

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gain pract	ical experience in catering thru actua	al m	nanda	atory	BA	KING AND PASTRY CERTIFIC	AT	E	
functions t	aken by the restaurant management pro	gran	n;		Courses		CL	LAB	CR
understanc	I the laws and legislation which apply	to h	otels	and	LCUL1450	Bread and Rolls	1	4	3
inn-keepin	g, restaurants and related hospitality op	erati	ons v	with	LCUL1460	Production Baking	1	4	3
an empnas	sis on management policies to minimize	e the	e risk	S OI	LCUL1470	Hot &Cold Plated	1	4	3
nadinty.					LCUL1480	Cake Decorating	1	4	3
A	SSOCIATE IN SCIENCE DEGRE	E			LCUL1490	Baking & Pastry Technologies	3	0	3
	FIRST YEAR					Banquet & Pastry Co. op	Ο	6	2
all Semeste	er	CL	LAB	CR		Paking & Pastry Co-op	1	0	2 1
CIS1320	Software Applications	3	2	4	LCUL2510		7/0	16/22	1
ENG1200	College Composition	3	0	3	DECTA		//0	10/22	. 10
HOS1120	Introduction to Hot Foods	1	6	3	RESIA	URANI MANAGEMENI CERI	IFIC		
HOS1140	Dining Room Management I	0	6	3	Courses		CL	LAB	CR
	LIBERAL ARTS	3	0	3	LBUS2600	Principles of Marketing	3	0	3
	Totals	10	14	16	LHOS1010	Bartending I	0	0	1
pring Seme	ester	CL	LAB	CR	LHOS1120	Introduction to Hot Foods	0	6	3
BUS2600	Principles of Marketing	3	0	3	LHOS1130	Introduction to Worldwide Cuisine	0	6	3
HOS1010	Bartending I	1	0	1	LHOS1140	Dining Room Management I	0	6	3
HOS1130	Introduction to Worldwide Cuisine	1	6	3	LHOS1150	Dining Room Management II	0	6	3
HOS1150	Dining Room Management II	0	6	3	LHOS1230	Food and Beverage Management	3	0	3
HOS1230	Food and Beverage Management	3	Õ	3	LHOS2020	Banquet Dining Room Techniques	0	6	3
1001200	HOSPITALITY	1	0	1		HOSPITALITY (Choose 3 one-credit			
	MATHEMATICS	3	0	3		electives)	3	0	3
	Totals	12	12	17	Choose On	e			
Iotais		12	14	17	LHOS1763	Restaurant Cooperative Education	0	9	3
ummer Sei	mester	CL	LAB	CR	LHOS2220	Quantity Food Purchasing	3	0	3
HOSI/62	Restaurant Cooperative Education	0	6	2		Totals	9/12	30/39	28
	lotals	0	6	2	INSTITU	JTIONAL FOOD SERVICE CER	RTIF		E
	Total Credits for Year = 35				Courses		CL	LAB	CR
	SECOND YEAR				LHOS1170	Institutional Dining Services	0	2	1
all Semeste	er	CL	LAB	CR	LHOS1180	Institutional Dining Services Lab	0	3	1
ACC1310	Accounting I	3	0	3	LHOS1190	Institutional Cooking	1	6	3
HOS2020	Banguet Dining Room Techniques	0	6	3	LHOS1240	Sanitation and Safety	1	0	1
HOS2100	Hospitality Law	3	0	3	LHOS1770	Institutional Cooperative Education	0	6	2
HOS2220	Quantity Food Purchasing	3	0	3	LHOS2010	Banquet and Buffet Cooking			
SOC2250	Critical Thinking and Decision Making	3	Õ	3		Techniques	0	6	3
	LIBERAL ARTS	3	Õ	3	LHOS2040	Therapeutic Nutritional Foodservice	2	0	2
	Totals	15	6	18	LHOS2050	Institutional Foodservice Managemer	nt 3	0	3
nuing Com		<u> </u>		CD	LHOS2070	Institutional Foodservice Computer			
pring Seme	Parameter d Duffet Caaling Tashrimu		LAD			Skills	1	0	1
HOS2010	Banquet and Buffet Cooking Technique	esi	6	3	LHOS2220	Quantity Food Purchasing	3	0	3
HOS2230	Accounting Applications for Hotels	ъ	0	р		Totals	11	23	20
		3 2	0	ა ე	1	River Add			7
		3	0	3		L III III		CO)	MMUN/7
	HUMANITIES/FINE ARTS/	ъ	0	р				AND	
		с С	0	с С				ANUS	
		び 17	0	ن ۱۳		1-5-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1			14
	IUIAIS	13	0	15				HOSP	TALITY
	Total Credits for Year = 33								
	Total for A.S. Degree = 68				lon.				S. State





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, or 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. New Hampshire Community Technical College-Laconia 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 deliverv 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 Semeste	er	CL	LAB	CR	
LEDU1300	Introduction to Exceptionalities	3	0	3	
LEDU1200	Foundations of Education	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 Seme	ester	CL	LAB	CR	
LEDU2000	Teaching and Learning	3	0	3	
LPSY1260	Human Growth and Developmer	nt 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

all Semeste	er	CL	LAB	CR
HUM1310	Cultural Anthropology	3	0	3
PSY2000	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
pring Semester		CL	LAB	CR
POL2310	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 = 32-3	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 Elementary Education courses: LECE2310. LEDU1400, LEDU1500, 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 collegelevel 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 EDUCATIO

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 Conway, Dover, Laconia, Nashua, Ossipee, and Wolfeboro. 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, available from the division, 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 through CWD at 524-3207, Ext. 773.

Center for Workforce Development Services:

- 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 Topics:

- 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 (nights and weekend) tractor trailer driver training program that focuses on both classroom work and in-the-vehicle training time. After over-the-road experience with professional, experienced instructors, plus lab and range time, participants master the complete range of driver competencies and are eligible to take the State of NH CDL-A license test.

Training topics include trip planning, maintaining daily logs, handling cargo, cargo documentation, employer relations and public relations. The course covers written and practical tests, and the college can provide tutoring time in the Learning Center for those who may need extra help. Students who obtain their CDL A license get a certificate, assistance in job-seeking skills, and job placement information.

The cost is \$4,200 for the Class A CDL. While the program participants are not eligible for federal financial aid, unemployed persons can frequently access training money available through Community Action programs or other funding programs that often provide liaisons or contact people in offices of New Hampshire **Employment Security.**

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 accepted as driver trainees, they must pass a physical exam, pass a standard pre-employment drug test, and submit copies of their driving records to the program coordinator.

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

NOTE: Prerequisites may be waived with permission of instructor (POI).

LIBERAL ARTS

The following co	ourses 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

ACCOUNTING

LACC1310 Accounting I

(3 Credits)

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

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 analvsis 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

(3 Credits)

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)

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LACC2350 Managerial Accounting

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

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 (3 Credits) 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, vouching, 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 (3 Credits) 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

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

(3 Credits) 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)

(3 Credits)

(3 Credits)

(3 Credits)

(3 Credits)

LART1200 2-D Design

(3 Credits)

(3 Credits)

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 include drawing, painting and collage.

LART1250 3-D Design

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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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.

LART2100 Introduction to 35mm Photography (3 Credits) 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 (3 Credits) 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

(3 Credits) 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

(3 Credits)

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

(3 Credits) 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

(3 Credits) 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 Ceramics

(3 Credits)

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: LART1250)

LART2510 Issues in Contemporary Art (1 Credit) 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

(3 Credits)

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

(3 Credits)

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

(1 Credit) responsibilities, workload and duties of a professional automo-An introduction to portfolio presentation techniques to provide tive technician. (Prerequisites: Successful completion of ASEP students with the skills and knowledge essential for the preparacoursework, 2.0 CGPA and a C or higher in their major area tion for further education and a career in the visual arts. The classes) course focuses on preparation of artwork, portfolio development, LAUT1760 Cooperative Education (2 Credits) slide production, matting and the care of art works. Through the Provides the opportunity to receive hands-on experience in an portfolio development process, students will gain an understandautomotive service environment. Student will be exposed to a ing of the skills essential to the effective transfer to a four-year wide array of experiences and will become familiar with the institution for study of fine arts. responsibilities, workload and duties of a professional automo-LART2700 Painting II (3 Credits) tive technician. (Prerequisites: Successful completion of ASEP Further development of skills introduced in Painting I (LART2400). coursework, 2.0 CGPA and a C or higher in their major area Primary focus on observational painting from landscape, stillclasses)

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 (3 Credits) 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

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. (4 Credits)

LAUT1220 GM Automotive Electricity

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. (4 Credits)

LAUT1230 GM Fuel and Emissions

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**

(5 Credits)

This course provides the student with knowledge and skills neces-LAUT2900 Cooperative Education sary to diagnose, service, and repair the advanced engines used (4 Credits) 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 (4 Credits) classes)

LAUT1750 Cooperative Education

in GM vehicles today. The activities include engine disassembly, evaluation, repair, and reassembly of a variety of the latest worldclass engines manufactured by General Motors and their industry partners. The student will also study GM ignition systems, starting and charging systems. (Prerequisites: LAUT1210, LAUT1220) 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

(5 Credits)

LAUT 2100 GM Heating, Ventilation and Air Conditioning

(3 Credits) 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**

(3 Credits) 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

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 (4 Credits) 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

(4 Credits) 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)

(5 Credits)

BUSINESS

LBUS1150 Professional Development (1 Credit) 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 (3 Credits) The study of business world operations including the wide range of occupational functions and the American economic system.

LBUS1350 Small Business Management (3 Credits) Problems of small business operation, going into business, financ ing a business, the feasibility study, marketing, and management of business phases.

LBUS1752 Cooperative Education (3 Credits) 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 (3 Credits) 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 (3 Credits) Studies techniques and responsibilities involved in the supervi sion 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 (3 Credits) 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 (3 Credits)

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: LBU\$2380)

LBUS2400 Introduction to Project Management (3 Credits) 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)

LBUS2410 Human Resource Management (3 Credits) The study of human resource issues affecting employees in present and future organizations.

LBUS2520 Introduction to International Business (3 Credits) 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 (3 Credits) Product, pricing, promotion and channels of distribution. Marketing in retail, wholesale, service and manufacturing companies.

LBUS2650 Independent Study (3 Credits) 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**

LCIS1320 Software Applications (4 Credits) 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/distancelearning format utilizing the Internet. Computer labs will be open for student use.

LCIS1350 Word Processing (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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

(3 Credits) 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 This course provides extensive "hands-on" exposure to MS Excel, (3 Credits) Introduction to computer aided drafting and design systems prean industry-standard program. Topics covered include constructpares the student to operate the systems and understand applicaing a worksheet, entering and manipulating data, and extracting tions of computer graphics to industry standards. Topics include useful information from the worksheet. Graphs and charts of data the use of interactive computer graphics systems to prepare will be constructed, and "what-if" projections will be developed. (Prerequisite: LCIS1320 or equivalent) drawings on a CRT, and storing, retrieving, and production using a computer driven plotter.

LCIS2260 Advanced Office Applications (3 Credits)

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 guickly. 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 (3 Credits)

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)

LCIS2240 Advanced CADD 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 handson experience using interactive color graphics systems equipped with high-resolution printing devices. (Prerequisite: LCIS2230)

LCIS2320 Website Development This course offers an introduction to Website Development using

(3 Credits)

(3 Credits)

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

(3 Credits) 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

LCIS2370 Web Programming I

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

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

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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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)

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

(3 Credits)

(3 Credits)

67

(3 Credits)

(3 Credits)

LCIS2440 SQL Server

(3 Credits)

(3 Credits)

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 (3 Credits) 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) (3 Credits)

This course provides an overview of networking. 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 & Routing Basics (3 Credits) 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.

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. (3 Credits) 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 (3 Credits) This course provides students with the technical and professiona 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 (3 Credits)

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 Configuring & Administering XP Pro Networks

(3 Credits) This course provides students with the skills required to install, configure and administer Windows XP Pro networks. Topics include DHCP, remote access, troubleshooting and network connectivity. (Prerequisite: LCIS1360)

LCIS2610 Manage & Maintain

a Server 2003 Network (3 Credits) This course teaches students how to manage and maintain a Microsoft Windows Server 2003 environment. (Prerequisites: LCIS2500)

LCIS2620 Implementing and Administrating a Network

(3 Credits) 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 (3 Credits) This course provides the student with the skills and knowledge needed to design network security. (Prerequisites: LCIS2600)

LCIS2650 Independent Study (3 Credits) 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 (3 Credits) 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 (3 Credits) 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

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 (3 Credits) 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

(3 Credits)

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 & XML** (3 Credits)

This course will teach students the skills necessary to build distributed applications in an n-tier client server environment using Visual Basic & XML. Additional topics include DLL's, COM, ADO

(3 Credits)

and database access in a multi-tier environment. (Prerequisite: LCIS1400 or permission of department chair)

LCIS2750 Object-Oriented Programming – C++ (3 Credits) 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)

This course encompasses the basic fundamental principles for a LCIS2760 Developing Web Applications (3 Credits) career in Culinary Arts. Each subject will be discussed and prac-This course will teach students the skills necessary to develop ticed in detail. This class will emphasize the importance of such and implement web applications. Topics include creating user terms and procedures as "mise en place", knife skills, proper use services, creating and managing components, data manipulation, of tools and several other basic principals that are important to debugging and security issues. (Prerequisite: LCIS1400 or permisthe culinary industry. This course will also emphasize the approsion of department chair) priate standard of behavior and uniform that is set by culinary LCIS2770 Programming for Games (3 Credits) professionals. At the end of this course, students will have a core This in an introductory computer-games programming class, knowledge and insight into the essential aspects of Culinary which teaches the programming techniques needed to produce Arts.

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 (3 Credits) 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) (3 Credits) This course is intended to provide the vehicle for students to

LCIS2800 Capstone Project 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 (3 Credits) This course covers such subjects as pricing menus, food cost-This is an introductory course to artificial intelligence. Topics ing equations, weights and measurements, scaling, yield testing, include intelligent problem solving, agents, knowledge reprefood cost percentages, inventories, and recipe conversions. The sentation, search techniques, learning and logical reasoning. student will be expected to cost out recipes to find per portion (Prerequisite: LCIS1400) 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 (3 Credits) Thought Café;s menus, inventories, and recipes will be exposed for practical use through projects or discussion conducted by the instructor.

CULINARY ARTS

LCUL1460 Bakery Production

This course will focus on the common items found in any bakery/ pastry shop. Muffins, guick breads, coffee cakes, and donuts will be explored. Pie dough, puff pastry, pâte à choux, short dough LCUL2320 Culinary Co-operative Education (3 Credits) 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 class-(3 Credits) room entails. Students are expected to complete 300 hours of coop experience. Instructor's approval of workplace site required. (Prerequisites: LCUL1460, LCUL1510, LCUL1520, LCUL1580, LCUL1590, LHOS1130, LHOS1140)

LCUL1470 Hot and Cold Plated Desserts

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. 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 slowbake 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.

LCUL1510 Culinary Fundamentals

LCUL1520 Sanitation & Safety

(3 Credits) 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, students have the option of testing for the ServSafe certification.

LCUL1580 Restaurant Facility & Menu Design (3 Credits) 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

(3 Credits)

(3 Credits)

LCUL2530 Introduction to Garde Manger (3 Credits) 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

(3 Credits)

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 (3 Credits) 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 & Infusion Cuisine (3 Credits) 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

(3 Credits)

(3 Credits)

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

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

(3 Credits)

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 childcare, 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

(3 Credits)

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 (3 Credits) Focuses on developmentally appropriate practices for infant/tod dler 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 Practicum I (5 Credits) 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 (3 Credits) 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 (3 Credits) 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.

LECE2300 Program and Facility Management (3 Credits)

This course provides a comprehensive study of the operation ing disabilities, emotional disorders, cognitive impairment, and of an early childhood education child care facility. Staffing and physical disabilities. supervision, including orientation, training and termination are LEDU1400 Introduction to Childhood Studies (3 Credits) explored as they relate to the business of child care. Students This course provides an overview of various public and commudevelop business and marketing plans according to accepted nity childhood settings. Students will discuss the role of the childbusiness standards. New Hampshire Child Care Standards and hood educator in these settings and the variety of opportunities Licensing requirements, Title XX Block Grants and funding available to work with children. Students will explore career sources are included. opportunities ranging from case manager to teacher, researcher (3 Credits) and director of programs for children in grades K-8. Observation/ Early Literacy Development involves listening, speaking, drawing, participation in childhood settings is required.

LECE2310 Early Literacy Development

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

(3 Credits)

The student works in a licensed and approved setting under the of observation in the after-school environment. supervision of a qualified professional to acquire the advanced LEDU2000 Teaching and Learning (3 Credits) skills required for greater autonomy in the planning and imple-This course studies principles of curriculum, organizations, and mentation of activities for young children. Periodic conferences teaching methods through supervised observation and participabetween the student, supervisor and the practicum instructor are tion in a public school. This course introduces the student to held to evaluate the student's progress. At the close of the semesrubric evaluation and learning styles, lesson planning, and curter, the student submits detailed documentation relating theory, riculum delivery. (Prerequisite: LEDU1200) practice, and the student's learning experiences at the practicum LEDU2040 Special Education Behavior Methods site. Work at the practicum site along with peer review, self-reflecand Teaching Strategies (K-12) (3 Credits) tion and disclosure combine to create a structure that promotes Strategies taught include developing student's study skills through and supports personal and professional growth. (Prerequisites: the use of mnemonics, double column notes, reading techniques, LECE 1610)

EDUCATION

LEDU1200 Foundations of Education

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.

basic reading, writing, and elementary content area subjects. In addition, students will explore how curricula can be used to chal-LEDU1300 Introduction to Exceptionalities (3 Credits) lenge all students and allow them the opportunity to demon-This course will introduce the federal laws that regulate special strate their knowledge and skills. Further, this course will provide education, the basic values that underlie supporting students students with knowledge and skills for supporting students with who experience disabilities, and the roles of teacher assistants challenging behaviors, using the framework of positive behavioral in supporting those individuals including: the value of inclusion supports. By developing strategies to determine the functions of in home, education, work and community life; respect for the certain behaviors, students will gain new and effective strategies inherent worth and dignity of each person. Through readings, infor supporting students who demonstrate challenging behaviors class discussions, lectures, presentations and classroom discusin the classroom. These strategies for addressing emotional and sions, teachers and teacher assistants will develop strategies on behavioral issues will also include family, faculty, staff, and comhow to facilitate students' independence, learning, social conmunity resources. (Prerequisite: LEDU1300) nections and self-advocacy skills. Curriculum will emphasize LEDU2080 Teaching Literature for Children the philosophical and practical applications of valuing students' Across the Curriculum (3 Credits) abilities and diversity, collaborating with educators and families, supporting classroom teachers and curriculum modifications. This course explores genres of literature for children in grades K-8 Topical issues to be explored include: A History of Disability Law; with an emphasis on the integration of the language arts across the content areas. Discussion and development of thematic units Implementing IDEA's (IDEIA's) Principles in public education; the using a variety of genre is included. Extensive reading and cripractical application of these laws in an inclusive instructional tiquing of children's books are required with the aim of developsetting: effective instructional strategies for curriculum adaptaing an appreciation and understanding of the value of children's tion and delivery within the context planning under IDEA (IDEIA) literature in language and literacy development. (Prerequisites: and Section 504 of the 1973 Rehabilitation Act; rights of teachers, LEDU1200, LEDU2000) parents and students; inclusion and collaboration. Emphasis will

(3 Credits)

be placed upon the most prevalent disabilities, such as learn-

LEDU1500 Foundations of After-School Education (3 Credits) This course offers an introduction to the after-school environment. The history of the after-school/extended day movement will be reviewed. Students will examine how after-school programs function organizationally and will examine sustainability options. For-profit and non-profit models will be examined. Discussion will include the history of out-of-school time care, theoretical perspectives and current trends. Students will complete 10 hours

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

LEDU2090 Integrated Arts

(3 Credits)

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 (4 Credits)

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 (3 Credits) **Curriculum and Instruction**

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 (1–3 Credits) 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

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.

(5 Credits)

LELC1230 Wiring Theory and Techniques (Commercial)

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

This course is designed to introduce concepts of electricity involving the behavior of both direct and alternating current circuits.

LELC1280 Fundamentals of Electrical Controls (4 Credits) 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 Machinerv

and Power Lab (4 Credits) 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 (2 Credit) A study of NEC requirements as it applies to residential

applications.

LELC1420 NEC-Multi-Family Unit (2 Credit)

A study of NEC requirements as it applies to Multi-Family Units.

LELC1430 NEC-Commercial/Industrial Applications

(2 Credit) A study of NEC requirements as it applies to commercial and industrial applications.

LELC2050 Industrial Electronics (3 Credits)

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 This course uses computer-aided programs. The following topics will be covered: introduction to estimating concepts, computeraided electrical estimating, and developing an estimate using an electrical blueprint.

LELC2240 Wiring Theory and Techniques (Industrial)

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 (4 Credits) 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

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 (3 Credits)

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

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

Strategies for strengthening and developing writing skills, sentences 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 (1 Credit)

Students work on improving reading skills, emphasizing word attack skills and vocabulary development. Credits do not apply to degree requirements.

LENG0952 Reading/Comprehension

(1 Credit) 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

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

(3 Credits)

(1 Credit)

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 (1 Credit) Students write additional essays to add to their portfolio. The

writing process is emphasized. (Prerequisite: LENG1200, may be taken concurrently)

LENG1220 Technical Communications

(3 Credits) LENG2340 Scriptwriting for Film and Television (3 Credits) The focus in this course is on the principles of, and practice Students involve themselves in the process of imaginative writin, clear and accurate presentation of information as directed ing. Instruction is guided by the student's individual interests, to specific audiences, including planning, composing and editstrengths and needs. The course includes the analysis and writing resumes, reports, descriptions of mechanisms, instrucing of dramatic scripts designed for television and/or large screen tions and critiques, incorporation of graphics. Oral component production. Students are encouraged to discover and reflect their includes interview strategies, informal and formal presentations. own voice in the form most suitable. Attention is focused on (Prerequisite: LENG1200 or POI) conflict, character and thematic development, as well as logistics. Students submit a portfolio for publication. (Prerequisite: LENG2300 or POI)

(4 Credits)

(3 Credits)

(3 Credits)

(6 Credits)

(6 Credits)

(4 Credits)

LENG2230 Survey of American Literature (3 Credits) 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

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

(3 Credits) 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

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

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

(3 Credits) 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)

LENG1230 Business Communications

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)

(3 Credits)

(3 Credits)

(3 Credits)

(3 Credits)

LENG2460 Tolkien and The Ring of Power (3 Credits) 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 (3 Credits) 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)

LENG2540The Nature Writers (3 Credits) 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

(3 Credits)

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 (3 Credits) 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 (3 Credits) 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)

ENERGY SERVICES AND TECHNOLOGY

LEST1100 Introduction to Energy Management (3 Credits) Principles

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 & 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 (3 Credits) 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

(3 Credits) The student will identify and explain all of the energy efficiency/ conservation methods available for energy use reduction. Energyconsuming 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 (3 Credits)

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 (3 Credits) 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)

LEST1600 Building Materials Overview (3 Credits) 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

(3 Credits)

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

(3 Credits)

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

(3 Credits) LEST1100, LEST1250) Introduces the basic causes of indoor air quality (IAQ) in commercial and institutional buildings and outlines prevention strat-**FINANCE** egies. Emphasis is placed on IAQ dynamics, building system interactions, and the importance of education and communi-LFIN1800 Personal Financial Management (3 Credits) cations with building occupants. Practical and effective control Studies the fundamental financial planning procedures and constrategies will be discussed along with basic IAQ equipment and trols for personal finances to include managing assets, credit, measurement demonstrations. Discussion and case studies proinsurance needs, budgets, retirement, and estate planning. vide the learner with an essential understanding of the key ele-Students will also be introduced to the concepts of investment as ments of a preventive IAQ program. (Prerequisite: LEST1100) part of the planning procedures, as well as career planning.

LEST2300 Lighting and Electric Motors (3 Credits) 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 (3 Credits) 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**

(3 Credits)

The course pertains to all devices that are used to regulate energy cepts of risk, safety as it relates to the insurance industry, and the use in building: from pneumatic and electric to electronic; for functions of insurance, as well as other objectives. Students will manual to automatic; from simple switches to microprocessors. conduct loss control field surveys in residential, business, and An emphasis is placed on identifying and solving control/calibraindustrial settings. LFIR1280 tion problems and improving energy efficiency through redesign **Municipal Fire Management** (3 Credits) and energy control strategies. Second section: Energy efficiency This course covers administration, training and education, public measures are sometimes implemented based upon their return communication, information systems, management techniques, on investments. This course will give students the tools to prisupervisor ethics, labor negotiation, counseling, and grantsmanoritize potential energy efficiency measures based on both cost ship of a modern fire department. effectiveness and impact on the environment. Topics include: LFIR1281 Municipal Fire Management Unit 1 (1 Credit) utility rate analysis, simple payback analysis, compound inter-This unit will focus on introductory fire administration. est, time value of money, return on investment, life cycle cost analysis, cost estimating, validity and reliability of energy effi-LFIR1282 Municipal Fire Management Unit 2 (1 Credit) ciency measures' costs and savings, environmental and pollutant This unit's main focus is on management techniques. analysis, financing options and effects and simulation tools and LFIR1283 Municipal Fire Management Unit 3 (1 Credit) associated software. (Prerequisites: LEST1100, LEST1250) This unit's main focus is on specialized management techniques.

LEST2600 Overview of NH Utilities and Energy (3 Credits) LFIR1310 Fire Protection Systems (3 Credits) This course will familiarize the student with regional utilities This course is designed to prepare students in the selection, disand the programs they offer. It will be a series of guest speakers tribution, and placement of fire extinguishers, including alarms and field trips. The second part of this course explores energy and detection. Theory and practical application of fire control production and consumption in New Hampshire from the early with special hazard fire protection systems and automatic sprinbeginnings to, as best we can predict, into next century. It will kler systems will also be reviewed in detail. 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

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:

FIRE TECHNOLOGY

LFIR1200 Concepts of Fire Science

(3 Credits) 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

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: con-

75

(3 Credits)

(3 Credits)

LFIR1330Fireground Procedures I(3 CThis course teaches the student basic fireground procedures	redits) LFIR2242 Tactics a dures This unit's main focus
including fire department organization, forcible entry, fire ior, personal protective equipment, and other related su	behav- bjects This unit's main focus
this course certifies the student in Firefighter IA through the of NH Fire Standards and Training.	EState LFIR2250 Emerger This course covers all
LFIR1340 Fireground Procedures II (3 C Designed to prepare the student for further firefighting dures. The study will include ventilation, ladders, water su as well as other related subjects. Successful completion course certifies the student at Firefighter IB through the S NH Fire Standards and Training. (Prerequisite: LFIR1330)	redits) of the Emergency Me gency care with an pletion of the course Registry of Emergency nation. (Prerequisite: 7 Science students)
LFIR1360 Fireground Procedures (6 C This course teaches the student basic fireground proce including fire department organization, forcible entry, fire	redits) edures behav- behav-
necessary for entry-level firefighters. Successful complet this course certifies the student in Firefighter I through the	ion of LFIR2281 Incident
of NH Fire Standards and Training. LFIR1330 and LFIR134 be substituted for LFIR1360.	0 can LFIR2282 Incident This unit's main focus
LFIR1400 Building Construction and Blueprint Analysis (3 C	redits) LFIR2283 Incident
The topics covered include, but are not limited to, the effe building construction on fire and life safety, identification o of construction and flaws which contribute to smoke ar spread, concepts of building construction, principles of or construction, and principles of non-combustible construct	types ad fire dinary ion. LFIR2350 Hazardo This course covers th properties and charac reading instruments a Selection and use of
LFIR1420 Investigation Procedures (3 C)	redits) scene control technique

LFIR1420 Investigation Procedures 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (1 Credit) This unit's main focus is on pre-fire planning and size up.

LFIR2242	Tactics and Strategies Unit 2	(1 Credit)
This unit's m	ain focus is on fireground management	

is on fireground management and Strategies Unit 3 (1 Credit)

is on tactical considerations.

ncy Medical Technology (3 Credits) emergency medical techniques required dical Technicians in the provision of emerambulance/fire service. Successful comallows the student to sit for the National y Technicians' written and practical exami-Approval of department chair for non-Fire

Command (3 Credits) or chief officers, pre-incident preparation, mand system and management, and cataerequisite: Approval of department chair)

Command Unit 1 (1 Credit) is on preparing incident command.

Command Unit 2 (1 Credit) is on command initial response.

Command Unit 3 (1 Credit) is on multi-company operations.

ous Materials (3 Credits) ne study of hazardous materials and their cteristics. The study of direct and indirect and strategies for their use are introduced. personal protective equipment and basic scene control techniques are also covered.

LFIR2360 Fire Investigation (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (1 Credit)

This unit's main focus is on driver safety and vehicle systems

LFIR2502 Hydraulics and Water Supply Analysis Unit 2 (1 Credit)

This unit's main focus is on operating mobile fire pumps.

LFIR2503 Hydraulics and Water Supply Analysis Unit 3 (1 Credit)

This unit's main focus is on hydrostatic and hydrokinetic theory.

LFIR2510 Criminal Law (3 Credits) 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 tures, type, color, page elements and printing. Tutorials, lab exer-(3 Credits) The focus of Applied Law is on the crime of arson, classificacises and hands-on projects will be assigned. tions, elements of proof, intent, conspiracy, responsibility, and LGRA1350 Introduction to Graphic Design common defenses. New Hampshire law and surrounding states' with Adobe[®] Illustrator[®] (3 Credits) statutes will be discussed.

LFIR2550 Occupational Safety Techniques (3 Credits) 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 (3 Credits) of instructor) This course provides training in analyzing data, identifying prob-(3 Credits) lems, formulating objectives, analyzing casual factors, develop-LGRA1460 Imaging for Graphic Design ing selection criteria, identifying alternative solutions, developing Using Adobe® Photoshop®, students will learn to produce and implementation strategies, and designing an evaluation plan. edit artwork for reproduction in various forms of print media. Upon completion, the student will be able to evaluate the com-The course focuses on image acquisition and manipulation, color space, spot vs. process color, resolution requirements, trapping, munity needs associated with all hazards, to select and evaluate the most efficient system in developing community fire protecprinting templates such as die-cutting and folding, font issues, file tion programs, and to define and design a fire and life safety sysformats and management, and common workflow. tem for a jurisdiction.

LGRA1480 Introduction to Profiling/Prepress (3 Credits) LFIR2740 Chemistry for Fire Investigation (3 Credits) This course is a necessity to control and predict proper color The recognition, identification, individualization and evaluation reproduction in print media. Using color management software, of physical evidence such as accelerants, hair, fiber, chemicals students will design profiles for the scanner, camera, monitor, and blood will be discussed. Fingerprints as evidence will be printers and presses, by calibrating output samples. Calibrations included, along with the equipment needed and used in a forenwill be obtained for the different types of ink we offer, combined sic laboratory. (Prerequisite: LSCI1210 or approval of department with different substrates, plates, and presses. chair)

LFIR2790 Fire Prevention Internship (3 Credits) 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

setting. (Prerequisite: LENG1200)

LGRA1540 Lithography Fundamentals (3 Credits) (3 Credits) Offset press safety, anatomy, operating sequence, theory and This course is open to students with little or no prior experience practice of ink/water balance, continuous dampening systems in the language. It stresses the four basic skills of listening, speakand registration will be covered. Students are introduced to new ing, reading and writing, as well as the language in a cultural specific bindery equipment and its safety. Students will produce a multi-color product which will provide lab experience. LFRE1210 Elementary French II (3 Credits) Fundamentals of paper and ink, such as manufacturing, storing, A continuation of LFRE1200 with the same emphasis on listening, ordering, and important respective characteristics of each will speaking, reading and writing. (Prerequisite: LFRE1200) also be studied.

GRAPHIC ARTS

LART2120 Digital Photography

(3 Credits)

LGRA1650 Survey of Graphic Arts Fundamentals (3 Credits) An orientation/study of topics related to the Graphic Arts industry. Studies will pertain to learning about the purpose, needs, structure and vastness of this industry, career opportunities, elements This course is the digital compliment to Introduction to 35mm of type, elements of design, the various products of the indus-Photography (LART2100). It covers differences between film and try, major printing processes, and when used, offset printing and digital cameras, the benefits and pitfalls of taking digital photobindery equipment. Selected hands-on projects will be part of graphs, how to move your images from camera to computer, to this course. a printer, or the Web. Students will also learn how to use photographic techniques such as lighting and composition, and how LGRA1760 Cooperative/Internship Education (3 Credits) to use the cameras automatic and manual settings. Finally, the Provides the opportunity for the student to utilize learned course student will produce a PowerPoint presentation using all of the competencies in a real-life setting. A supplemental laboratory skills they have learned. (Prerequisite: LART2100 or permission experience on an extensive array of equipment and processes may of instructor) be provided. Resume, cover letter, weekly journal, and employer evaluation are required. Student needs to work a minimum of 300 LGRA1340 Typography and Layout hours in a Graphic Design and Printing Technology job-related with Adobe® InDesign® (3 Credits) environment. Cumulative GPA 2.0 minimum required.

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, pic-

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

LGRA1530 Introduction to Printing and Bindery (3 Credits) Pressroom and bindery department safety, history of graphic communications and printing, printing and bindery terminology, and major printing processes of today will be studied. The course introduces students to the operation and adjustments of specific bindery equipment. Hands-on lab work with basic stripping, plating and offset duplicators will be covered, as well as tasks assigned on bindery equipment.

LGRA1900 Production and Estimating I (3 Credits) Emphasis on the business philosophies and operations of small to large graphic design/printing establishments are covered including production planning, scheduling, new technology and processes, budgeted hourly rates, and production standards used today in the graphic design/printing industry.

LGRA2230 Graphic Design I (3 Credits) 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 (3 Credits) 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)

LGRA2520 Press Materials and Mechanics (6 Credits) The properties and use of lithographic plates, fountain solutions and additives, blankets, spray powder and drying units are examined. The mechanics of image transfer in the offset printing unit will be studied. Lab experience in preventive maintenance, maintenance issues, and scheduling of offset presses will take place. using operator's and parts breakdown manuals. Roller and cylinder pressures will be studied and adjusted for proper operation of given offset presses using a micrometer. Ordering parts from vendors and after-market establishments will be explained. Options in service contracts will be studied. (Prerequisite: LGRA1540)

LGRA2653 Independent Study with Lab (3 Credits) 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 (3 Credits) 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 (3 Credits) 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)

LGRA2900 Production and Estimating II (3 Credits) A study of the issues related to the planning and costing of composition, artwork, desktop publishing, camera/stripping, paper and ink estimating, sheet-fed and web printing, bindery and finishing, and marketing in the electronic era of today's graphic design/printing establishments. (Prerequisite: LGRA1900)

LGRA2990 Production

(6 Credits)

Comprised of students experiencing and working toward producing real "live jobs". Students will interact with actual customers, will learn how to fill out Work Order Forms (or Job Ticket), maintain Work Order Logs as well as a Production Status Board, learn how to order paper and figure quantities with spoilage, order various supplies when needed, and maintain paper inventory. Aspects will comprise of pre-press, press and post-press tasks. (Prerequisite: Completion of all level 100 Graphic Design and Printing Technology classes or permission of advisor and department chair).

HISTORY

LHIS1310 American History and Civilization I (3 Credits) 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 (3 Credits) 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.

LHIS2250 History of the Twentieth Century (3 Credits) 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 (3 Credits) 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)

HOSPITALITY

LHOS1010 Bartending I

(1 Credit) 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 (1 Credit) 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

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 instructor)

LHOS1120 Introduction to Hot Foods

(3 Credits) This foundation course teaches identification and preparation of used in the industry. basic food items. Discussion of procedures for selecting, handling and cooking of meats, poultry, fish, shellfish, appetizers, LHOS1190 Institutional Cooking (3 Credits) Discussion of procedures of selecting, handling and cooking vegetables, fruits, salads, salad dressings and pasta products will be included. Also included is the making of breads, rolls, pies, meats, poultry, fish, vegetables, fruits, salads and pasta products cookies and other baked products. Students will become proin a manner that will be appropriate for large groups, including holding and delivery of food product to remote locations. ficient in short-order cooking, service, safety, sanitation, equipment identification, recipe reading and product rotation. They Included in this course is the preparation of various dietary will also receive an introduction to menu planning, soups, salads, textures, ground, puree and low salt, the presentation of these stocks, sauces and beverages. Students will continue to operate textures, and nutritional portions. Cooking in an institutional situa restaurant that is open to the public and have the option of ation will be emphasized. This course is a one-hour lecture and receiving national certification with the ServSafe sanitation exam. a six-hour lab where students prepare and serve food in an insti-A six-hour lab with continuous discussion and demonstration tutional setting. Provides students with knowledge to organize, based on the basics of cooking will take place. plan, cook, and deliver food.

LHOS1130 Introduction to Worldwide Cuisine (3 Credits) 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 LHOS1230 Food and Beverage Management (3 Credits) (3 Credits) This course presents an in-depth analysis of dining room person-This course examines the structure and management of a food nel as well as menu planning, styles of service, and customer and beverage operation. Special attention is given to the cost service responsibilities. A six-hour working lab will take place flow within the operation, basic menu design, purchasing, where students will set and serve in a student-run restaurant that receiving, storeroom operations and production planning and is open to the public. A discussion of wines and wine service is control. Students will also be introduced to the concept of food included. cost, issues in menu pricing, and elements of food service facility layout and design. During the course, each student will complete (3 Credits) a project that includes planning and developing a food service This class is an extension of the management aspects of the front concept.

LHOS1150 Dining Room Management II

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

tality industry. Certificate may be issued. (1 Credit) Individual courses will vary. This course provides the vehicle for LHOS1761 Restaurant Management students to demonstrate overall competency in specific concen-**Cooperative Education** (1 Credit) tration areas. Under supervision of a faculty advisor, working Provides the opportunity for the student to utilize learned resindividually or as part of a team, the student will select and suctaurant course competencies in the real-life setting, and also cessfully carry out a series of projects that pertain directly to their provides supplemental laboratory experience on the extensive area of interest. Projects will be designed on a case-by-case basis. array of equipment and processes. (Prerequisite: Permission of (Prerequisite: Approval of department chair) instructor)

LHOS1170 Institutional Dining Services Management

This course describes the options available to the institutional Provides the opportunity for the student to utilize learned resdining services managers, including scheduling, settings, sertaurant course competencies in the real-life setting, and also vicing your clientele, training and orientation, as well as a clear provides supplemental laboratory experience on the extensive understanding of the requirements that would present a smooth array of equipment and processes. (Prerequisite: Permission of and efficient operation from the angle of the dining room. instructor)

(1 Credit)

(1 Credit)

LHOS1180 Institutional Dining Services Management Lab

(1 Credit) 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

LHOS1200 Introduction to Hospitality Management

(3 Credits) 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.

LHOS1240 Sanitation and Safety

(1 Credit) This course covers sanitation and safety concepts, regulations, and procedures for food service and other sectors of the hospi-

LHOS1762 Restaurant Management **Cooperative Education**

(2 Credits)

LHOS1763 Restaurant Management **Cooperative Education**

(3 Credits) 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 (2 Credits) 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 Banguet and Buffet **Cooking Techniques**

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 (3 Credits) 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 (2 Credits) 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 (3 Credits) 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**

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

(3 Credits)

(1 Credit)

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

(3 Credits)

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 (1 Credit) 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 (1 Credit) 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 (3 Credits) 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

(3 Credits)

(1 Credit)

Hotels and Restaurants 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 (3 Credits) 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.

HUMANITIES

LHUM1310 Cultural Anthropology (3 Credits) 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.

LHUM1450 Myth in 20th Century America

The course introduces 20th century U.S. popular culture as a source of insights into the development of both the American culture and the American dream. Myths of the old frontier, rugged individualism, success, endless abundance, rural simplicity, redemptive mission, melting pot and new frontier, are covered. These are examined through the impact of various media including fiction, speeches, movies, TV and advertisements. Classes consist of informal lectures, group seminars on readings, and use of the media mentioned above.

LHUM1500 Arabic Language and Culture

This course is designed to teach the students the Arabic alpha-LHUS1220 Supportive Communication Skills (3 Credits) bet, numbers and their sounds accurately. Also, to teach basic This course provides an overview of theory, process, and the vocabulary words of conversation in the form of politeness, practice of primary interpersonal communication skills. Students social greetings, etc. Also, the course touches on different Arabic are assisted in developing skills to supportively communicate culture, such as education, politics, women's roles, dress code, with a variety of people in a range of environments. food, etc. (3 Credits)

LHUM1510 Chinese Language and Culture (3 Credits)

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

(3 Credits)

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

(3 Credits) A workshop-style, basic acting and scene study, this course is This survey course in gerontology includes a history of the changbased on the Sanford Meisner approach, and an overview of the ing demographics of aging, social and economic factors, potential great theater practitioners from Thespis to Stanislavski. Students impact of stress, housing, and retirement. Legal issues, as well as participate in vocal and movement activities, as well as theater protection, safety, community services, and care are discussed. exercises, and they analyze characters through scene studies of LHUS1310 Psychosocial Aspects of Aging (3 Credits) playwrights' texts. (Prerequisite: LHUM1600)

LHUM2000 Introduction to Canadian Studies (3 Credits)

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.

(3 Credits) This course will provide a comprehensive overview of emerg-LHUM2500 Humanities in Western Civilization I (3 Credits) ing trends in community justice and support services, with an This interdisciplinary course examines evolutions of western emphasis on community integration of service delivery, juvenile culture from its classical origins up through 1550 A.D. This is justice, and violence in society. Changing societal, judicial, and accomplished through the examination of multiple perspectives community values will be explored within a historical context; including literature, art, music, philosophy, politics and theater. with regard to their impact on the evolution of emerging com-Classes consist of lectures, group seminars on readings and stumunity-based juvenile justice models and responses to violence dent projects. through the development of community justice models.

LHUM2520 Humanities in Western Civilization II (3 Credits) 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, guizzes, seminars on readings, and student presentations.

(3 Credits)

(3 Credits)

(3 Credits)

HUMAN SERVICES

LHUS1200 Introduction to the Human Services Profession(3 Credits)

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.

LHUS1260 Learning and Behavior

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 promoting effective behavior. Recent trends and techniques for applying learning principles in a variety of settings will be included.

LHUS1280 Individual Assessment and Planning (3 Credits) 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

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

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LHUS1450 Foundations of Conflict Resolution (3 Credits) 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 roleplays 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 (3 Credits) 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 (1 Credit) 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 (5 Credits) 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 (5 Credits) 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) L

HUS2210 Mental Health and Developmental (3 Credits) Disabilities

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 selfdetermination 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

(3 Credits)

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 (3 Credits) 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 (3 Credits) 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 (5 Credits) 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 (5 Credits) 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, selfreflection, and disclosure, combine to create a structure that promotes and supports a deeper level of personal and professional growth. (Prerequisite: LHUS1710 or POI)

MARINE TECHNOLOGY

LMAR1200 Fundamentals of Electricity and Electronics

(4 Credits) 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 (4 Credits) 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 responsible 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

Entry level fundamentals of recreational marine industry operations to include; but not limited to, model identification, service support literature, rigging and maintenance procedures for warranty support. (Prerequisite: LMAR1220 or permission of instructor)

LMAR1240 Starting, Ignition, & Charging Systems (4 Credits)

This course will concentrate on theory, setup, maintenance and diagnostic procedures for common inboard and stern drive, starting, charging and ignition systems. Diagnostic exercises include battery point, Delco EST, Thunderbolt IV & V, MEFI and PCM EFI, Wastefire and other common marine ignition systems. (Prerequisite: LMAR1200 or permission of instructor)

LMAR1250 Marine Technician Fundamentals (3 Credits) Materials in this course are offered to the student in various formats 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

(3 Credits) Students in an independent study option will engage in learning about a topic of special interest and/or need. (Prerequisite: Approval of instructor, advisor, and department chair)

LMAR2220 Marina Operations

LMAR2230 Inboard Engine Service

(4 Credits) This introductory course is intended for the technical student and Marina operations will prepare entry-level technicians to use includes metric conversions, tolerance, signed numbers, order the Mercury Marine's Midas System including; but no limited to, of operations, algebraic operations, linear equations, variation, warranty claims, product registration, product history, parts and dimensional analysis, function notation, fractional and negainsurance estimation. (Prerequisite: LMAR2310 or permission of tive exponents, scientific notation, radicals, formula manipulainstructor) tion, and factoring. A grade of C- or better must be achieved to use this course as a prerequisite for LMAT1330. Should be (5 Credits) Internal engine repair, as well as carburetor, fuel injection, ignition, followed by LMAT1330. Credit will not be given for more than cooling, alignment, maintenance and winterization are covered one of the following courses: LMAT1230, LMAT1250, LMAT1320. in this course. Diagnostic methodology is a major strongpoint. (Prerequisite: LMAT0850 with a grade of C- or better or compe-(Prerequisite: LMAR1220 or permission of instructor) tence demonstrated on math placement exam)

LMAR2250 Marine Drive Systems and Service (5 Credits)

This course involves identification, maintenance, setup and repair A continuation of LMAT1320, the course includes rational expresprocedures for common marine stern drive, transom and trim sions and equations; guadratic and higher degree equations; introduction to exponential and logarithmic equations; compound, systems including, but not limited to, MerCruiser, R, Alpha and Bravo systems. A section of inboard transmission setup, alignabsolute value, rational and quadratic inequalities; slope; systems ment and diagnostic procedures are included. (Prerequisite: of equations in 2 variables; Pythagorean theorem plane and solid geometry topics and basic trig functions. Students completing LMAR1220 or permission of instructor) both courses have solid coverage of skills needed for technical (4 Credits) programs. (Prerequisite: LMAT1320 with a grade of C- or better This course covers two- and four-cycle engine theory, ignition or competence demonstrated on math placement exam) system theory function and diagnostics, fuel system theory func-

LMAR2310 Outboard Engine Service II

tion and diagnostics, cooling system theory function and diagnos-

This introductory course in geometry includes line and angle tics, and power transfer systems theory function and diagnostics. (Prerequisite: LMAR1230 or permission of instructor) relationships, parallel and perpendicular lines, congruent triangles, guadrilaterals, similar triangles, Pythagorean theorem, cir-LMAR2350 Advanced Diagnostics (3 Credits) cles and their formulas, area and volume, proofs using deductive This highly specialized course is specifically tailored for techreasoning, basic construction, analytical geometry and an intronicians who require or seek advanced levels of expertise on duction to trigonometry. (Prerequisite: LMAT1230 or equivalent MerCruiser and Mercury Outboard EFI Systems technology. The with a grade of C- or better or competence demonstrated on research activities of this course are designed to further improve math placement exam) the working knowledge/skills of experienced technicians on EFI Systems technology, diagnosis and repair procedures. (Prerequisites: LMAR2310, LMAR2230)

(4 Credits)

MATHEMATICS

LMAT0850 Fundamentals of Mathematics (3 Credits) This course deals with basic mathematical concepts and development of critical thinking through the solution of applied problems. 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

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, factoring, 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 (1 Credit) This course relates principles of Boolean algebra directly to elementary circuit analysis. It includes an examination of the decimal, octal and binary number systems. The use of NOT, AND, OR, exclusive OR, 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

LMAT1330 Tech Math II

LMAT1410 Geometry

(3 Credits)

(3 Credits)

(3 Credits)

(3 Credits)

LMAT2050 Mathematical Concepts

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

For the student who has a background in basic algebra, the course includes a study of linear, radical and guadratic 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

(1 Credit) 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

A first course in statistics and probability, analysis of single and bivariate data, algebraic and graphical analysis, sample statistics,

(3 Credits)

(4 Credits)

(4 Credits)

(3 Credits)

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

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

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

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

(4 Credits)

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, derivatives of exponential and logarithmic functions, exponential growth and decay, and an introduction to integrals. Applications are aimed at business and life sciences students. (Prerequisite: LMAT2350 or equivalent with a grade of C- or better or competence demonstrated on math placement exam)

LMAT2710 Calculus II

(4 Credits)

For the student who has a working knowledge of differentiation. Topics include further integration techniques and applications, introduction to multi-variable functions, derivatives and integrals of trigonometric functions, calculus in probability, introduction to series and sequences. Applications are aimed at business and life sciences students. (Prerequisite: LMAT2700 or equivalent with a grade of C- or better)

MULTI MEDIA ARTS

LMMA1200 Imaging for New Media

(3 Credits) 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

(3 Credits)

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

(3 Credits) 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

(3 Credits)

This course uses Adobe® Dreamweaver® to develop a website. This course thoroughly covers the Adobe® Dreamweaver® interface and workflow process. This is also where the student will learn HTML and focus on good design using CSS. Students will learn to create a root folder, develop a site by creating pages and importing images and link pages with hyperlinks. The fundamentals of graphic design and typography will be addressed.

LMMA1450 Web Design II

(3 Credits) This course develops student's web design skills further with the introduction to XHTML and JavaScript. Students will learn how to create forms and develop a small e-commerce site. (Prerequisite: LMMA1400)

LMMA1500 2D Animation I

(3 Credits) This course introduces students to digital 2D animation tech-The Medication Nurse Assistant is prepared to maintain and proniques and processes through hands-on lab projects. The course mote a safe environment to provide medications to stable patients discusses and utilizes industry standard workflows to create aniwithin health care facilities or individual homes. The Medication mations for web content, broadcast television, HD, and film. The Nurse Assistant cares for the patients under the direct supervision main focus of this class will be asset development and manageof a licensed nurse. As a provider of medications, the Medication Nurse Assistant is prepared with basic intellectual, interpersonal, ment, character design, background design and prop design. and psychomotor skills needed to meet common independence LMMA2000 2DAnimation II (3 Credits) in a health care facility or home through the administration of This class studies character animation techniques which include; medications. (This course is not part of the A.S. in Nursing probut are not limited to, motion, timing, blocking, camera moves gram). Prerequisite: LNUR1000 and three years experience as a and special effects. This class will also examine post-production Licensed Nursing Assistant.

editing techniques for a professional finish and look. (Prerequisite: LMMĂ1500)

(6 Credits) Presents concepts which provide an orientation to the historic LMMA2100 Introduction to 3D Design (3 Credits) and philosophic perspectives of nursing and the scientific princi-Students will learn how to create 3D models (stills) using Cinema ples which form the foundation for nursing practice. An introduc-4D. This course looks at the C4D workspace, working in 3D tion to the role of the nurse, legal and ethical considerations in space, modeling with polygons, modeling with nurbs, texturing, nursing practice, the nursing process and the helping relationship color effects, lighting effects and camera views. Students will are presented. Basic physiologic and psychosociocultural needs also be introduced to the rendering process. of the individual and adaptive responses to health and illness are LMMA2200 3D Animation (3 Credits) addressed. Examines the physiological and psychosocial needs In this course, students will be introduced to the animation modand nursing care of the individual and family experiencing the ule of Cinema 4D. Each student will be tasked to create a series stress of surgery and treatment of cancer. Principles of medicaof short animations of mechanics, such as a bouncing ball and a tion administration, fluid and electrolyte balance and oxygenwalk cycle. The final project of this class will be a short 1-minute ation are introduced. Concepts of pharmacology, nutrition and animation. This course covers rigging a model with bones and legal-ethical issues are integrated. (Corequisite: LSCI1450)

animating using inverse kinetics. Outside of the mechanics, it also covers storyboards and character development. (Prerequisite: LMMA2100)

LMMA2250 Dynamic Type Design

(3 Credits)

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 creating dynamic and interesting type. (Prerequisites: LMMA1200, LMMA1500, LMMA2100)

LMMA2500 Portfolio

(1 Credit)

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

atric, obstetric, and medical surgical patients. (Prerequisites: (5 Credits) LNUR1300, LNUR1310; Corequisites: LNUR1400, LSCI1460) A 106-hour program with 40 hours of classroom instruction, 60 hours of group clinical instruction, and 6 hours of lab. The State LNUR2200 Psychiatric/Medical/Surgical Nursing (6 Credits) Board of Nursing regulates attendance. The classroom instruction Examines the theoretical concepts of comprehensive nursing care portion is delivered at the College in three-hour sessions, one to individuals experiencing multiple health problems. Basic psynight a week during the semester. The lab is held two evenings chosocial and cultural aspects are integrated with physical paramduring the semester either at the college or at the Huot Vocational eters within the framework of the nursing process which supports Training Center at the Laconia High School. The group clinical and promotes the effective adaptation in individuals confronted instruction is arranged at a care facility and can entail Saturday with complex illnesses. The role and responsibility of the techniand Sunday participation. At the conclusion of the program, all cal nurse is integrated with clinical experiences. (Prerequisites: students are administered a written and a clinical assessment of LNUR1400, LNUR1410, LNUR1460 and LPSY1250; Corequisite: skills to certify that they have achieved required competencies. LSCI2410) This final evaluation is required by the NH Board of Nursing. (This course is not part of the A.S. in Nursing program).

(4 Credits)

(4 Credits)

LNUR1010 Medication Nurse Assistant

LNUR1300 Fundamentals of Nursing

LNUR1310 Clinical I

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

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

(5 Credits) The clinical consists of two 7.5 hour days in which students will gain experience in nursing assessment and care of pedi-

(5 Credits)

(6 Credits)

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LNUR2210 Clinical III

(5 Credits)

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 (6 Credits) Nursing

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 (5 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (2 Credits) 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		(3 Credit
C I			4 1	

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) (3 Credits) 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(3 Credits)

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

(3 Credits) 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 (2 Credits) 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 (1 credit) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 (3 Credits) 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 tran-

scribing 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 (3 Credits)

This course develops the skills to apply information using proper coding and billing procedures. (Prerequisites: LOTM1210, LOTM1310 or permission of instructor)

LOTM2550 Computerized Accounting (3 Credits) and punishment, economic and welfare issues, political and This course will introduce the student to computerized accountsocial reform, gender issues, racial and ethnic disharmony, and ing systems using QuickBooks Pro. The accounting procedures other current "hot" issues in American life. Class members not that were done manually in Accounting I will now be performed only learn how to understand "both sides of an issue" they also on the computer using accounting software that is currently learn how to better articulate their own positions. being used in business and industry. These procedures include LPOL2310 American Government (3 Credits) setting up a chart of accounts, entering transactions, summarizing This introductory course in government examines the relationdata, generating financial reports, payroll, and banking transacship between government, politics and power. Students discuss tions. The course will cover the accounting cycle for service and how people in a representative democracy can effect change in merchandising sole proprietorships. (Prerequisites: LACC1310, government to address current and future needs. LCIS1320) **PSYCHOLOGY** PERSONAL DEVELOPMENT

LPDv1050 Career Success

(1 Credit) 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

(3 Credits) LPSY2000 Educational Psychology (3 Credits) This course is an introduction to the major areas of philosophical Psychological principles are applied to the learning environment. thought including metaphysics, the investigation and analysis of Theories of learning, memory, cognition, and behavior managewhat is real; epistemology; ethics, the investigation into how we ment are discussed in relation to formal education. (Prerequisites: can live a "good life"; and esthetics. LPSY1250 and LPSY1260 which may be taken concurrently)

LPHI2250 Comparative World Religions

(3 Credits) 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 histori-

LSC10950 Chemistry for the Biological Sciences (1 Credit) 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 passive and active transport; understand osmotic pressure; (3 Credits) 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)

cal 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, Ritual, the Meaning of History, Life After Death, Community and Ethics and Attitudes Toward Other Religions. LPHI2270 Ethical Issues 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 (3 Credits) This introductory survey covers various components of Eastern Philosophy, including Jainism, Hinduism, Hinavana Buddhism, Mahayana Buddhism, Taoism, Confucianism and Shintoism. (Prerequisite: LPHI1290 or LPHI2250 or POI)

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POLITICS

LPOL2220 Current Social and Political Issues (3 Credits) 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

LPSY1250 Introduction to Psychology (3 Credits) 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 (3 Credits) 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.

SCIENCES

LSCI1040 Astronomy and Space

(4 Credits)

(3 Credits)

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

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

(3 Credits) 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 (4 Credits) Much of the world around us and the technology of our everyday lives is governed by a few basic physics principles, and once these principles are understood, the world and the vast array of technology in our lives become understandable and predictable. Join us in this introduction to the basic physical sciences where we will use everyday objects and devices to unlock the mysteries of the Laws of Motion, Mechanics, Fluids, Fluids in Motion, Heat and Phase Transitions, Thermodynamics, Resonance and Mechanical Waves, Electricity, Magnetism, Electrodynamics, Electronics, Electromagnetic Waves, Light, Optics, Nuclear Materials and Medical Imaging & Radiation.

LSCI1290 Nutrition for Health and Fitness (3 Credits) 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 (1 Credit) 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

(4 Credits) The major topics of this course focus on the study of matter, density and specific heat; also, chemical and physical properties of matter. The course covers Dalton, Thomson, and Rutherford models of the atom. Energy levels and sub levels, electron configurations, periodic table of elements, valence electrons, ionization energy, and ionic charges are part of the course. The course covers mono-atomic, polyatomic ions, writing chemical formulas, and chemical equations; also, decomposition, singlereplacement, double-replacement, and neutralization reaction. Finally, the course explains Avogadro's number, mole calculation, percent composition, empirical formula, molecular formula, and types of stoichiometry problems. LAB DESCRIPTION: The lab is designed to give the student experience in the laboratory on topics in chemistry and is correlated with material covered in the lecture. Demonstrations are sometimes employed to enhance understanding at the conceptual level. . 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

(4 Credits)

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 (4 Credits) 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 & Physiology I (4 Credits) 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 & Physiology II (4 Credits) 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

(4 Credits) tion and history of genetics, cell reproduction (meiosis and mito-This course provides an introduction to environmental science sis), genetic pedigrees and inheritance patterns, tools used in as a complex, interdisciplinary, scientific area of study. The focus genetic testing, mutations and cancer. Lab activities are designed of this course is on the scientific and ecological principles basic and used to reinforce selected topics. (Prerequisites: LMAT2100, to understanding environmental issues. Major themes examined LSCI1440) include water quality, human population, sustainability, biodiver-LSCI2610 Independent Study in Science (4 Credits) sity, and the relationship between human society and the natu-Independent Study in Science is an opportunity for a student to ral world. Coursework will include lecture, laboratory exercises, enroll in a higher-level science class to explore focused topics in field trips and in-class discussions. science. Some suggested topics might be the Biology of Cancer, Neuroscience or Environmental Microbiology. This course (3 Credits) includes a lab component. (Prerequisite: Two or more courses in the sciences with a grade of B or better)

LSCI1550 Biology of AIDS

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 connec-**SOCIAL SCIENCES** tion; 2) viruses and the human immunodeficiency virus (HIV); LSOC1240 Introduction to Sociology (3 Credits) 3) the immunology of HIV-AIDS; 4) clinical progression of HIV Our daily lives are affected, consciously and unconsciously, by disease and AIDS; 5) the epidemiology of AIDS; 6) transmission social forces and influences of which we are largely unaware. of the HIV virus and preventing HIV transmission; 7) HIV test-This introductory course to sociology, the scientific study of ing and diagnosis; 8) treatment of HIV infection and AIDS; 9) society, explores and uncovers these hidden factors behind the possible HIV vaccines; 10) prevalence of HIV and AIDS in varibehaviors and attitudes of individuals, groups and societies. ous populations; and 11) the social and political aspects of AIDS worldwide. (3 Credits)

This course examines chemical dependency and substance abuse LSCI1560 Biology of AIDS Lab (1 Credit) This lab serves as an introduction to the more advanced concepts issues including etiology, diagnosis and treatment, the effect of alcohol and drugs on the body, family dynamics of addiction, in biological laboratory science. The course includes: 1) basics and special topics selected by students. of laboratory safety; 2) use, care and handling of the compound microscope; 3) basic lab skills in pipetting, weighing and mea-LSOC1420 Introduction to World Geography (3 Credits) suring; 4) preparing and running agarose gel electrophoresis; 5) An introduction to the physical, cultural and cartographic aspects staining gels and reading DNA "fingerprints"; 6) preparing and of the earth's regions, this course is designed to assist students running polymerase chain reactions to amplify DNA; 7) learning in their understanding of social, political and economic develto avoid DNA contamination; 8) using PCR to diagnose infecopment. Topics covered are location, movement, connection tious diseases (including detection of the HIV) and other interestand interaction of populations in Europe, Australia, Pacific areas, ing DNA lab work. South Asia, North, Central and South America, Middle East and (4 Credits) Africa.

LSCI1600 Introduction to Geology

This course provides an introduction to the geologic processes LSOC2210 Organizational Behavior (3 Credits) that make the Earth a very dynamic and active planet. The focus Coursework involves the students developing an understandof this course is on discovering why processes such as volcanoes, ing of how working together and leading people in organizalandslides and earthquakes occur and how these processes shape tions leads to the maintenance of healthy future organizations. It the Earth's surface on a daily basis. Major themes examined includes the challenges of leadership. include understanding the Earth's age, the rock cycle, identifica-LSOC2250 Critical Thinking and Decision Making (3 Credits) tion of rock types and geologic features, and interaction of atmo-This course focuses on the development of critical thinking skills sphere and ocean with the geological environment. Coursework through analysis and critique. Influences and problems associincludes lecture, homework, a weekly two-hour laboratory comated with reason and the thinking process are explored, while ponent, and two day-long Saturday field trips. (Prerequisites: A strategies to develop reason-based decision making are also minimum of high school level general science and LMAT1230 covered. or equivalent) LSOC2280 Human Sexuality (3 Credits)

LSCI2410 Microbiology

(4 Credits)

Students learn about sexuality from a developmental perspec-Modern principles and concepts of microbiology. The morpholtive, focusing on stages of growth and development. Personal ogy, physiology, genetics and classification of bacteria, viruses attitudes, values and controversial social issues related to sexualand other organisms are studied. Their relationships to sanitation ity are examined and discussed. Upon completion of this course, and infectious diseases are emphasized. The course, nature, incistudents will better understand the individual and social impact dence and control of communicable diseases, especially those of human sexuality on thought, feeling and behavior. of man, are included. (Prerequisite: LSCI1450 with a C or better LSOC2310 Microeconomics (3 Credits) or equivalent)

LSCI2460 Introduction to Genetics

The focus of this course is on examination of the functional oper-(4 Credits) ation of the economy from a unit analysis perspective. Topics The study of human genetics and its application in various discovered include perfect and imperfect competition, factors of ciplines. It is designed to help students gain knowledge of this consumer demand and elasticity, measurement and principles subject area and to be able to apply this knowledge in coopof international trade, and the individual firm and costs of erative work with medical, research, criminal justice and many production. other science-related disciplines. Major topics include introduc-

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LSOC1280 Chemical Dependency

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LSOC2320 Macroeconomics

(3 Credits)

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 (3 Credits) 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, delinguency, disability, aging, self-determination, community supports and interventions.

SPANISH

LSPA1200 Elementary Spanish I

(3 Credits)

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 (3 Credits) A continuation of LSPA1200 with the same emphasis on listening, speaking, reading and writing. (Prerequisite: LSPA1200)



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FACULTY

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(2003)

Janet Bloom Professor of Sciences A.B., Harvard University A.L.M., Harvard University

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(1987)Max S. Brown Professor of Business & Office Technologies A.A., Tallahassee Community College B.S., Indiana University M.S., University of Tennessee

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John C. Connell (1989)Professor of Fire Technology Department Chair: Fire Technology, Electrical Power and Control Technologies, Electrical Systems Installation and Maintenance A.S., Community College of the Air Force B.S., Southern Illinois University M.Ed., Rivier College Ph.D., Columbia Pacific University

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Arthur R. Deleault (1997) Brian Morgan (1992)Professor of English Associate Professor of Marine Technology B.A., St. Anselm College Certificate, University of the State of M.A., Rivier College New York 21 years experience Marine Technician (2002)Charles DiFranco Instructor of Fire Technology Julie Morin (1994)A.S., North Shore Community College Professor of Mathematics B.S., M.S., Rensselaer Keith Fletcher (2005)**Polytechnic Institute** Instructor of Electrical Technology A.A.S., New Hampshire Steven Oliver (2007)Community Technical College Professor of Science B.S., University of Massachusetts, (1998) Audrey Garretson Amherst Associate Professor of Graphic Design M.S., Northeastern University A.A.S., New Hampshire Community Ph.D., Northeastern University **Technical College** B.F.A., Plymouth State College Janet Paddack (1988)Professor of Business and Office (2006)Wesley Golomb Technologies Professor of Energy Services B.A., Wittenberg University B.A., University of Massachusetts M.Ed., Plymouth State University M.S, Antioch University Michael Parker (1992)Patrick Hall (2005)Associate Professor and Director of Assistant Professor of Restaurant Automotive Service Management Education Program; B.A., Johnson and Wales University Department Chair: ASEP, Marine Technology Edna N. Hansen (1970-1991) ASE Master Automobile Technician & Professor Emeritus Advanced Engine Performance B.S., M.S., Central Connecticut GM World Class Technician State College A.G.S., UNH School for Lifelong Learning Kathleen Kenney (1989) B.S., University of New Hampshire Professor of English College for Lifelong Learning Department Chair: GM Training Liberal Arts, General Studies B.A., Mt. St. Mary College Martha Pasquali (2004)M.Ed., Notre Dame College Professor of Nursing A.D.N., Brevard Community College Janet Kibbee (2003)B.A., University of South Florida Professor of Early Childhood Education M.S.N., University of Florida B.A., New England College M.Ed., University of New Hampshire Armand J. Peters (1998) Professor of Graphic Design (1996) Sandra Lavallee A.E.E., New Hampshire Technical Professor of Computer Technologies Institute Department Chair: US Navy Computer Technologies, B.S., Keene State College Energy Services and Technology M.A.T., Keene State College A.A.S., New Hampshire Technical Supervisor of printing, 21 years, College Nashua School District B.S., New Hampshire College M.S., New Hampshire College Graduate Michael Place (1998)School of Business Instructor of Graphic Design M.B.E., Southern New Hampshire A.A.S., New Hampshire University Community Technical College Doctoral Candidate, Nova Southeastern University Jay Plyler (1999) Professor of English Nancy Maiorano (2007)B.A., California State University at Science Northridge M.S.C.C., Northeastern University M.Ed., Plymouth State College B.S.M.T., University of Connecticut

Harriet Redmond Professor and Director of Nursing	(2006)	ADJUNCT FACULTY
Department Chair, Nursing B.S., Boston College		Karen Abate (2 Science B S N. Drovol University
M.S., Boston University School of Nursing, ARNP		M.S.N., Monmouth University
Thomas B. Rogers	(1986)	Jennifer Anderson (2
Professor of Graphic Design B.S., Keene State College		B.A., University of New Hampshire M.S.W., University of New Hampshi
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Apprenticeship Program A.S.; New Hampshire Technical Ir B.S.; Franklin Pierce College	nstitute	Science B.A., Ohio Wesleyan University M.S., New York University
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Instructor Mercury Marine Former DSA Honda Marine		Mina Ayers (2
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Management, Culinary Arts, Office Technology		Michelle Bernard (2
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Kurt E. Webber	(2001)	Hampshire University
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M.S.E.E., Stanford University	my	Fire Technologies
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Professor of Fine Arts and Teacher		Allen Coen (2
Preparation Department Chair:		Fire Technologies
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Graphic Design & Printing Techno Teacher Preparation	ology,	B.S., Oklahoma State University
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Ed.D, University of Cincinnati		B.A., Vermont College of Norwich
Wendy Wilson	(2003)	University National Registered EMT
B S University of Massachusetts		CPR Certification
C.N.M., Frontier School of Midwi Kentucky	fery,	CPR Instructor Certification
M.S.N., Case Western Reserve Ur	niversity	l

FACULTY	(2006)	Kalene Coulombe Business, Computer Technologies A.A.S., New Hampshire Communi Technical College-Laconia	(1996) ty
University	(2005)	B.S., Southern New Hampshire University Michelle Del Signore	(2005)
New Hampshir of New Hamps	e hire	<i>Early Childhood Education</i> B.S., Keene State College M.Ed., Plymouth State College	
n University iversity Jniversity	(2007)	Jo Ellen Divoll <i>Teacher Preparation</i> B.S., New Hampshire College M.Ed., University of New Hampsh	(2006) ire
	(2001)	Linda Ferruolo <i>Human Services</i> M.Ed., Plymouth State University	(2004)
gan University Hawaii		Certified Marital Mediator, State of	N.H.
ent Connecticut iro Collego	(2005)	Ruby Fogg <i>Science</i> B.A., Binghamton University M.A.T., M.A, Binghamton Universi	(2007) ty
-Lamper	(2003)	Kimberly Francoeur <i>Early Childhood Education</i> A.A., B.S., Keene State College	(2005)
College I College essment of ning, Rivier Col	llege	Ronald L. Garnett <i>Accounting</i> B.B.S., New Hampshire College	(1993)
ent gal Studies, mmunity Tech	(2007) nical	Corey Gately <i>Human Services</i> B.A., Keene State College M.S., Springfield College	(2001)
shire Technical		Susan Gazda	(2003)
Hampshire Un	iversity	English B.S., State College of Boston M.Ed., Notre Dame College	
shire	(1998)	John Gonzalez <i>Spanish</i> B.A., St. Bernard Major Seminary M.A., Fairfield University	(2004)
aconia		M.A., University of Bridgeport	
nal Technical C	(2002) College	April Hall <i>Restaurant Management</i> A.A.S., B.S, Johnson & Wales Univ	(2005) ersity
te University		Susan Hayes	(2005)
	(2005)	<i>Fine Arts</i> B.A., University of Massachusetts, Boston	
ege of Norwich		M.F.A., State University of New Yo	ork
EMT			
fication			

Fred Heinrich (1998) Maryann McNeil Early Childhood Fire Technologies A.A.S., New Hampshire Community B.S., Keene State Technical College-Laconia M.Ed., Plymouth B.S., Franklin Pierce College NH credential as M.Ed., Plymouth State College Faculty Level 2 f Development Bu Deborah Hoyt (2001) Psychology John Morris B.A., University of New Hampshire Human Services M.Ed., Notre Dame College A.S., McIntosh C B.S., University (William Jacques (2005) M.S., Southern C Mathematics University B.A., M.Ed, Plymouth State College M.S., Antioch Ne Graduate School Nathaniel M. Johnson (1997)Fire Technologies Jeffrey Murray B.S.E.E., Worcester Polytechnic Institute Social Science M.B.A., New Hampshire College B.S., University of J.D., Suffolk Univ Sandra Jones (2006)English Cynthia Naiditch B.A., Cornell University Business M.S., University of New Haven M.B.A., City Uni Richard Judkins (1998)Steve O'Riordan Social Science Social Science B.S., New Hampshire College B.S., New Hamp M.S., New Ham Edward Lavallee (1999) Computer Technologies Robert Petrin A.A.S., New Hampshire Community Fire Technologies Technical College-Laconia B.S., Franklin Pie B.S. Candidate, Granite State College M.B.A., Plymout Computer TIA A+ Certified Professional David Pollak Sue T. Leitch (1997) Psychology Mathematics B.A., George Wa B.A., Trenton State College J.D., University o M.Ed., New Hampshire College James N. Shephe (2006)James Locke Business Manage Fine Arts Investigation B.A., Plymouth State University B.A., University J.D., University c (2001)Donna Magoon Early Childhood Education Mary Snyder A.S., Hesser College Business B.S., College for Lifelong Learning A.A.S., Mohawk M.Ed., Plymouth State College College A.A.S., Canton C (2007)Donna Morgan B.S., M.S., Oswe Office Technology Management A.A.S., New Hampshire Community Kevin Sperl Technical College-Laconia Fine Arts B.S., Daniel Webster College B.S., M.S., Unive Robert McKenney (2006)**Ronald Surels** Social Science Humanities, Soci A.B., Boston College Ph.D, California M.Ed., University of Massachusetts,

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J.D., Suffolk University

Boston

l Education College State College Trainer, Mentor, rom the Child	(2001)	Robert Theberge <i>Chemistry</i> B.S., University of Central Florida M.S., Miami University Ph.D., Pennsylvania State Universi	(2003) ty
College	(2004)	Dianne Veloski <i>Human Services, Early Childhood Education</i> B.S., New Hampshire College M.Ed., Plymouth State College	(2005)
ew England		Corrine Wait <i>English</i> M.Ed., Notre Dame College B.A., Salem State College	(2005)
of Lowell versity Law Schoo 1	(2006) I (2002)	Alan Wool <i>Mathematics</i> A.A.S., New Hampshire Communi Technical College-Laconia B.S., Plymouth State College M.Ed., Plymouth State College	(2005) ty
iversity, Washingto oshire College pshire College	on (1998)	Juliette Young-Traiger LNA Challenge Program Coordinat A.S.N., New Hampshire Technical Institute B.A., Northeastern University M.S., New Hampshire College	(1990) or
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ashington Universi of Pennsylvania	ity		
erd, Esq. ement, Legal Studio	(2002) es, Fire		
of New Hampshir of Maine School of	e f Law		
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College of Technol ego State College	ogy		
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ersity of New Ham	pshire		
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Bookstore Manager	COUNSELING Carolyn Hill (2000)	MAINTENANCE John Bernard	(2006)	STUDENT AFFAIRS Randi Provencal Administrative Secretary	(2005)
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IC	B.S., Hawthorne College ELECTRICAL APPRENTICESHIP	Building Service Worker	(2005)	A.S., New Hampshire Community Technical College-Stratham Certificate, New Hampshire	
	PROGRAM Gary Romagnoli (2005) Director of	Building Service Supervisor	(2005)	Community Technical College-Pea	ise
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	B.S., Franklin Pierce College	Building Service Worker	(דפפו)		

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FALL SEM	ESTER 2007
September 3 4 5 11	Labor Day /Holiday–College Closed All Fall Day, ASEP and Evening classes begin College Picnic 11:00 A.M. to 1:00 P.M. Last day to drop with refund all Fall, Day, Evening and ASEP classes
October 4 8 16 17	Last day to drop Term 1 (8-week) classes with a "W" (60%) Columbus Day-All classes will be held as scheduled <i>Registration for Winter ASEP classes</i> <i>Last Day to Drop Fall ASEP classes with</i> a "W" (60%)
26 29	Term 1 (8–week) classes end Term 2 (8–week) classes begin
November 5 7	Last day to drop with refund for Term 2 (8–week) classes Last Day to Drop Fall Day and Evening classes with a "W" (60%)
12 16 19 21	Veteran's Day /Holiday-College Closed Fall ASEP classes end Winter ASEP classes begin No EVENING Classes-Day classes will meet as scheduled
22–23 26 26	Thanksgiving /Holiday–College Closed Advance ONLINE Spring Registration for RETURNING MATRICULATED students Last day to drop Winter ASEP with refund
30	Last day to drop Term 2 (8–week) classes with a "W" (60%)
December 3 19 20 21	Registration begins for Spring/Winterim classes Fall Day and Evening classes end Winter Break Begins Term 2 (8–week) classes end
SPRING S	EMESTER 2008
January 7–18 7 11 14 21	Winterim Session Winter classes Resume for ASEP Term 3 (8–week) classes begin Registration begins for Spring ASEP classes Last day to drop with refund for Term 3 (8–week) classes Martin Luther King Jr. Day/Holiday–
22	Last Day to Drop Winter ASEP classes with
22 29	a "W" (60%) Spring Day and Evening classes begin Last day to drop with refund (Spring) for Day and Evening classes
February 7 18 22 25 29	Last day to drop Term 3 (8–week) classes with a "W" (60%) President's Day/Holiday–College Closed <i>Winter ASEP classes end</i> <i>Spring ASEP classes begin</i> Term 3 (8–week) classes end

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March	3 3	Term 4 (8–week) classes begin Last day to drop Spring ASEP classes with
	10	a refund Last day to drop with refund for Term 4
10–14		Spring Break* (No classes for Day & Evening)
	27	Advance ONLINE Summer/Fall Registration
	31	Last Day to Drop Spring Day and Evening classes with a "W" (60%)
April	3	Registration begins for Summer and Fall Day and Evening classes
	3	Last day to drop Term 4 (8–week) classes with a "W" (60%)
	14	Last Day to Drop Spring ASEP classes with $a'''''''(60\%)$
	25 28 29	Term 4 (8–week) classes end Term 5 (8–week) classes begin College Field Day 11:00 A.M.–2:00 P.M.
May	5	Last day to drop with refund for Term 5 (8-week) classes
	8 12	Spring Day and Evening classes end
	16 17	Spring ASEP classes end
SUMIMER SEMIESTER 2000		
Мау	19 26 27	Summer ASEP Session IV classes begin Memorial Day Holiday/No classes Last day to drop ASEP Session IV classes
	_/ 27	with refund Summer Day Session Liberins
	29	Last day to drop Term 5 (8–week) classes with a "W" (60%)
June	3 20 27	Last day to drop with refund for Day Session I Term 5 (8–week) classes end Summer Day Session I ends
June 30–July 4		Summer Break (No classes for Day & Evening)
July	4 4	Independence Day Holiday/No classes
	7	Summer ASEP Session V begins
	7	Term 6 (8–week) classes begin
	14	Last day to drop with refund ASEP Session V, Day Session II and Term 6 (8–week) classes
August	7 7	Summer Evening & Day Session II classes end Last day to drop Term 6 (8–week) classes with
	29 29	Term 6 (8–week) classes end Summer ASEP Session V classes end
Student Activity Periods: Tuesday 12:00–12:45 р.м., Wednesday 11:00–11:45 а.м., Friday 2:00–2:45 р.м.		

Bold-No Classes

Italic–ASEP Schedule

NHCTC-Laconia The Lakes Region's Community College

Providing Quality Education in the Lakes Region and Beyond



New Hampshire Community Technical College-Laconia is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education.