Great Bay Community College

2014-2015 College Catalog

greatbay.edu

START HERE. GO ANYWHERE.

As a comprehensive community college, Great Bay Community College develops partnerships to enable seamless transfer to baccalaureate colleges and universities across the state and beyond. Some of those colleges and universities include:

- University of New Hampshire, Durham - www.unh.edu
- The Peter T. Paul College of Business and Economics, University of New Hampshire, Durham www.paulcollege.unh.edu
- University of New Hampshire, Manchester - www.unhm.unh.edu
- Southern New Hampshire University - Manchester, Salem, Nashua - www.snhu.edu
- Granite State College - Concord, Claremont, Rochester, Conway - www.granite.edu
- Keene State College - Keene, NH - www.keene.edu
- Plymouth State University - Plymouth, NH - www.plymouth.edu
- Rivier University Nashua - www.rivier.edu
- Franklin Pierce University, Newington - www.franklinpierce.edu
- Franklin Pierce, Rindge, NH - www.franklinpierce.edu
- New England College, Henniker, NH - www.nec.edu
- University of Massachusetts - Lowell, MA - www.uml.edu
- Salem State University, Salem, MA - www.salemstate.edu

Transfer Programs

Transfer to Specific University of New Hampshire Colleges
Seamless transfer programs have been developed with the University of New Hampshire to guarantee transfer into the following colleges:

- The College of Life Sciences and Agriculture, UNH
- The College of Engineering and Physical Science, UNH
- The College of Nursing, UNH
- The Peter T. Paul College of Business and Economics , UNH

The NH Transfer Connections Program
The NH Transfer Connections Program is specifically designed to prepare students for successful transfer from Great Bay Community College to University of New Hampshire, Keene State College, Plymouth State University, or Granite State College. Advantages of the program include transfer-focused advising, academic counseling and support and a streamlined USNH application process with no additional application or fee.

University of New Hampshire, Durham Dual Admission
Great Bay Community College and the University of New Hampshire, Durham have developed an academic agreement that allows incoming first year Great Bay Community College students the option to enter an arrangement whereby they can start their college career at Great Bay, earn their associate degree and continue on to UNH for their bachelor's degree. Students start at Great Bay Community College and take courses that will earn them credit at the University. Upon completion of an Associate in Arts Degree or Associate in Science Degree and an overall GPA of 2.5 at Great Bay Community College, students are eligible to transition to the next phase of their education where admission to the University of New Hampshire, Durham in a liberal arts major is guaranteed. This Dual Admission arrangement replaces a transfer application process. Additional benefits include required fee for only one application, specialized academic advising and transition events to familiarize students with the University.

Southern New Hampshire University Dual Admission
Great Bay Community College and Southern New Hampshire University, based out of Manchester, have developed an academic agreement that allows students who have completed an Associate Degree program at Great Bay Community College (GBCC) to automatically transfer to SNHU to complete their bachelor's degree. Participation in this dual admission agreement can take place at the time of the student's acceptance or any time prior to graduation from Great Bay Community College. All academic course work in which a student has earned a 2.0 Cumulative Grade Point Average (CGPA) or grade of C or higher in individual courses is fully transferable. As an added benefit, students who graduate with an overall CGPA of 3.0-3.49 or higher from GBCC and enroll as a full-time resident student at SNHU will receive a $5000 academic scholarship. Students with a CGPA of 3.5-4.0 will receive a $6000 scholarship. These scholarships are for the academic year and renewable if the student receives a CGPA of at least 3.0 at SNHU.

Granite State College Transfer Pathways
Great Bay Community College and Granite State College have developed an agreement allowing students who wish to earn Bachelor's degrees and, in some areas, a Master's degree, a seamless, affordable option. To learn more about Granite State College' programs at the Great Bay campus, students are invited to speak with the on-site advisor for Granite State College located on the 2nd floor of Great Bay Community College, or to call 603-332-8335 to schedule an appointment.

For students wishing to pursue a career in Education, the colleges have developed a collaboration that enables students with Associate's degrees from Great Bay Community College to transfer automatically, without additional application fees, to Granite State College. Following transfer, students may complete Bachelor's degrees and earn post-baccalaureate teacher certifications. Students can apply their post baccalaureate work to credit needed for a Master's degree from Keene State College. For more information on the Education program, contact Patricia Corbett, Chair, Departments of Education & Social Sciences, Great Bay Community College at pcorbett@ccsnh.edu.

For students wishing to advance their credentials in Nursing, Granite State College offers an opportunity for students with Associate's Degrees in Nursing from Great Bay Community College to complete the Bachelor's of Science in Nursing with Granite State College while at the Great Bay campus. The program features blended or one hundred percent online courses, in addition to the option to continue at a convenient, familiar campus. For more information on this program, students should visit www.granite.edu/nursing .

For more information on any of the transfer programs, visit www.nhtransfer.org or contact Erica Brown at Great Bay Community College at 603-427-7624 or esbrown@ccsnh.edu

Limitations: The information contained in this catalog is to be used as a guide to Great Bay Community College for its students, staff members, prospective students and other educational institutions. Information provided in the publication is reflective of that which is in effect at the time of preparation June 2014. Program information, program requirements as well as information on policies, courses and fees are subject to change without notice. An Addendum containing updated information not included in this publication is available at the Main Office of Great Bay Community College and on the college website. Information in this catalog should also be verified by a college Academic Advisor. Great Bay Community College reserves the right to cancel, postpone, or combine class sections, to limit registrations, as well as change instructors.

GENERAL INFORMATION

Great Bay Community College

Main Campus – Portsmouth

320 Corporate Drive
Portsmouth, NH 03801
(603) 427-7600
1-800-522-1194 (NH only)
Fax line: (603) 334-6308

website: www.greatbay.edu
email: askgreatbay@ccsnh.edu

TDD/Voice: Relay New Hampshire
1-800-735-2964 or 711
www.relaynewhampshire.com

Rochester Campus

Advanced Technology & Academic Center
5 Milton Road
Unit 32
Rochester, NH 03867
1.800.522.1194
Fax line: (603) 330-3001

Website: www.greatbay.edu/ATAC
Email: askgreatbay@ccsnh.edu

Campus Directions

Main Campus - Portsmouth

The campus is located on the Pease International Tradeport in Portsmouth, New Hampshire.

From the south (Massachusetts) on Interstate 95:
Pass through the Hampton toll booth; take Exit 3 - Greenland/ Portsmouth. At the end of the exit the ramp take a left. Take the first right onto Grafton Road (Pease International Tradeport). Follow the road to the end. The Portsmouth campus will be in front of you. Take a right at the stop sign and the second left into the parking lot.

From the north (Maine) on Interstate 95:
Take Exit 3A. At the end of the exit ramp, take a right onto Grafton Road (Pease International Tradeport). Follow the road to the end and the Portsmouth campus will be in front of you. Take a right at the stop sign and the second left into the parking lot.

From the west on Route 4 or Spaulding Turnpike (Dover, Rochester, Somersworth, Farmington):
Take Exit 1 in Portsmouth. At the end of the exit ramp take a right, entering the Pease International Tradeport. Continue to the end of Pease Boulevard and take a left onto New Hampshire Avenue for approximately 1.4 miles, go through the blinking yellow light, after which the road becomes Corporate Drive. Take the second left into the parking lot.

From the west (Manchester) on Route 101:
Take Rt.101 east to Rt.95 north. Follow directions for "from the south (Massachusetts)"

Rochester Campus

From the North on Spaulding Turnpike
Take RT-16 S / Spaulding Turnpike. At exit 16, take ramp right for RT-11 East / US-202 East toward East Rochester / Sanford ME. Turn left onto US-202 / RT-11. Follow signs for RT-125. Turn left (South) onto RT-125 / Milton Road and then 5 Milton Road is on the left (Look for the Lilac Mall Sign). Once you have entered the Lilac Mall parking lot, stay in the right lane. Great Bay Community College – Rochester Campus will be visible on your right.

From the South on Spaulding Turnpike
Depart RT-16 N / Spaulding Turnpike. Keep straight onto US-202 E / RT-16 N / Spaulding Turnpike. At exit 16, take ramp right for RT-11 East / US-202 East toward E. Rochester / Sanford Me. Keep straight and follow signs for RT-125. Turn left (South)onto RT-125 / Milton Road and then 5 Milton Road is on the left (Look for the Lilac Mall Sign). Once you have entered the Lilac Mall parking lot, stay in the right lane. Great Bay Community College – Rochester Campus will be visible on your right.

From the east (on US-202 / RT-11)
Depart US-202 / RT-11 toward Shoreyville Plaza. Follow signs for RT-125. Turn left (South) onto RT-125 / Milton Road and then 5 Milton Road is on the left (look for the Lilac Mall Sign). Once you have entered the Lilac Mall parking lot, stay in the right lane. Great Bay Community College – Rochester Campus will be visible on your right.

From the west (on RT-11 / Farmington Rd)
Depart RT-11 / Farmington Rd toward N Main Street. Take ramp left for US-202 E / RT-11 E / RT-16 N / Spaulding Turnpike. At exit 16, take ramp right for RT-11 East / US-202 East toward E. Rochester / Sanford Me. Keep straight onto US-202 / RT-11. Follow signs for RT-125. Turn left (South) onto RT-125 / Milton Rd and then 5 Milton Road is on the left (Look for the Lilac Mall Sign). Once you have entered the Lilac Mall parking lot, stay in the right lane. Great Bay Community College – Rochester Campus will be visible on your right.

Facilities Rental

Great Bay Community College encourages local organizations and businesses to rent our facilities to host meetings, seminars and conferences. Space is available for recurring meetings, occasional training and annual conferences. Please contact the Business & Training Center at (603) 427-7652 or greatbaybtc@ccsnh.edu.

COLLEGE MISSION AND VISION STATEMENT

Mission

Great Bay Community College provides accessible, student-centered, quality higher education programs for a diverse population of students seeking career, degree or transfer opportunities. A strong commitment to lifelong learning is reflected in our policies, programs and activities. We will continue our strong tradition of providing education in the sciences, career and technical programs as well as in the liberal arts. We endeavor to promote economic development through community engagement and workforce development for the region.

Vision

The vision of Great Bay Community College is to build and sustain the best science, technology, career, and transfer oriented community college in New England. We will achieve this by becoming more innovative, entrepreneurial and collaborative as well as by being a strong resource for our service area; by maintaining our excellence in the liberal arts; by becoming more student centered; by retaining and graduating more of our students; by having more of our students transfer and enter high paying careers; by attracting faculty and staff who understand and are committed to our mission; by engaging with the community and incorporating more service learning and civic engagement activities into our curriculum; and by the use of data to become more productive and efficient in the use of our resources.

Core Values

Success for Our Students - This is paramount and foremost in our mission and will be achieved through our continual refinement and improvement in student services, advising, pedagogy, and outcomes assessment. We recognize that learning and student development occur in multiple contexts, and thus, we will provide a diverse and extensive array of curricular and co-curricular opportunities. Students are treated with respect at all times, and we strive to respond to them in a timely, accurate, and complete fashion.

Teaching Excellence - We are a teaching college and take pride in this mission. Integrity in course content assures students of a high quality education that is recognized in transfer by other institutions of higher education as well as in the workplace. Highly qualified staff using traditional and innovative teaching methods, coupled with a strong student support system, provides a diverse student population the opportunity to reach their potential as learners and meet our high standards. Faculty scholarship and collaboration is valued; and leading edge information on teaching and learning as well as an adherence to industry needs keep our programming current and responsive. Teaching excellence is achieved through the hiring of good faculty and through a continual program of professional development.

Community Engagement - We understand that we are an important and integral part of the larger community. We strive to serve as a resource to further the needs and aspirations of the region's businesses and citizens. We encourage partnership and collaboration, entrepreneurship, and innovative thinking to build bridges between our college and the community.

Workplace Culture - As a community we communicate, collaborate and plan to build and sustain the best organization possible. We are engaged in the life of The College and seek consensus on matters which impact our community. Our responsibilities are fulfilled with integrity and professionalism, and we respect all who enter our doors.

Citizenship and Civic Engagement - The College accepts its role in promoting engaged citizenship. We go further by recognizing the importance of tying classroom learning to civic engagement. We promote volunteerism and service learning as a way to integrate classroom learning with community issues.

Continuous Improvement - We recognize that as an organization we are always in a state of evolution. We strive to be the best we can be through reflection and critical evaluation. We recognize our short comings and take corrective action. We also celebrate our accomplishments.

Corporate Citizenship - We recognize that we have an impact on our environment, and pledge to be responsible corporate citizens by adopting practices that lead to a healthier community and work environment.

Code of Ethics

Our college policies, procedures, decisions and actions are based on the following ethical principles:

- Responsibility
- Honesty
- Integrity
- Fairness
- Mutual Respect

A MESSAGE FROM OUR PRESIDENT

In today's world, we live in an increasingly complex and competitive global environment. If you do not have a plan to prepare yourself to successfully live and work in it, you may be unable to take advantage of all the opportunities that present themselves in the near and distant future.

The important thing to remember is that the opportunities are there for the taking if you are willing to put in the work to reach them. The jobs are there too, but they are becoming more complex and requiring more education. Currently, 48% of New Hampshire residents have some college-level education. We need to get to 63% by 2018 in order to meet the demands of industry.

When I talk with employers, they mention the well-paying jobs they have available and the lack of skills of those who they interview. This is a universal problem and we have the challenge and opportunity to help students, our businesses, and the New Hampshire economy to prosper.

Get inspired and control your destiny. Great Bay Community College will help you to develop the core aptitudes that employers are looking for. These include: math, communication, computer, technical, analytical, and team-building skills. We will work with you to help you gain the necessary skill sets to be successful and the confidence to back them up. All we need from you is your commitment to success.

Whether you want to gain an Associate Degree to start on a career path, transfer to one of New Hampshire's four-year colleges, or upgrade your skills, we offer the programs, services and course schedules to help you succeed. Quite simply, Great Bay provides you the tools you need to continue to evolve as a person and lead a richer and more rewarding life. It is time to imagine the possibilities and start something great.

Sincerely,

Wildolfo Arvelo, Ed.D.
President

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NOTICE OF NONDISCRIMINATION

Great Bay Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, genetic information, veteran status, sexual orientation, political affiliation or marital status. This statement is a reflection of the mission of the Community College System and Great Bay Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and Title VII of the Civil Rights Act of 1964, as amended; The Age Discrimination Act of 1967 (ADEA); Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990 (ADA); Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974; NH Law Against Discrimination RSA 354-A; Genetic Information Nondiscrimination Act of 2008. Inquiries regarding discrimination may be directed to Fran Chickering, the Equity Committee Chair, Great Bay Community College at 603-427-7629 or fchickering@ccsnh.edu, to Sara Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111, Fax: 617-289-0150, TDD: 800-877-8339, or email: OCR.Boston@ed.gov; the New Hampshire Commission for Human Rights, 2 Chenell Drive, Concord, NH 03301, 603-271-2767, Fax: 603-271-6339; and/or the Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, , 1-800-669-4000, Fax: 617-565-3196, TTY: 1-800-669-6820.

ACCREDITATION STATEMENT

Great Bay Community College is accredited by the New England Association of Schools and Colleges, through its Commission on Institutions of Higher Education.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road, Suite 201
Bedford, MA 01730-1433
(781) 271-0022
E-Mail: cihe@neasc.org

Specialized Accreditations:
Business Programs - Association of Collegiate Business Schools and Programs including Accounting, Hospitality, Liberal Arts/Business, Management, and Marketing (ACBSP)
Nursing - National League for Nursing Accrediting Commission (NLNAC), full accreditation; New Hampshire Board of Nursing and Nurse Registration, full accreditation
Surgical Technology - Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Veterinary Technology - Committee on Veterinary Technology Education and Activities (CVTEA)
Massage Therapy - State of NH Massage Therapy Board, The National Certification Board of Therapeutic Massage and Bodywork and by the State of New Hampshire Department of Education, Post-Secondary Education Division.

2014-2015 ACADEMIC CALENDAR SUMMARY

2014

September 1:	Labor Day Holiday
September 2:	Fall Semester Classes Begin
October 29:	Symposium – No Day Classes
November 11:	Veterans' Day – No Classes
November 27-28:	Thanksgiving Holiday –No Classes
December 19:	Last Day of Classes for Fall Semester

2015:

January 19:	Civil Rights/Martin Luther King Holiday
January 20:	Spring Semester Classes Begin
February 16:	Presidents' Holiday – No Classes
March 16-20:	Spring Break – No Classes
May 11:	Last Day of Classes for Spring Semester
May 16:	Commencement (Tentative)
May 26	Summer Semester Classes Begin
August 22	Last Day of 2014-2015 Academic Year (Tentative)

ADMISSION REQUIREMENTS

Admissions Policy and Procedures

The successful Great Bay Community College student is highly motivated, has a good background in math, science and English; and capable of balancing the demands of an academic program with family and work responsibilities. Admission to the College is based on a number of considerations; no one of which is the determining factor of acceptance. Applicants will not be barred from admission because of race, age, sexual orientation, gender, handicap, religion, or national origin.

Application Procedures

The following procedure is to be followed by each applicant for all degree and certificate programs. It is the applicant's responsibility to ensure that all required documents, including official transcripts, are received by the Office of Admissions on or before the established deadline (when applicable). Incomplete files will not be reviewed for admission. Documents should be mailed to:

Great Bay Community College
College Services One Stop
320 Corporate Drive
Portsmouth, NH 03801

In most cases, applicants will be notified of admission status by mail shortly after the college receives all necessary admissions data. Certain programs however, have specific admissions processing deadlines and procedures. Please refer to the Program of Study section for further information.

Program	Deadline
Nursing	February 28th
Surgical Technology	April 30th
Veterinary Technology	April 30th

General Application Procedures

Students seeking matriculation into a degree or certificate program at Great Bay Community College must complete the following:

1. An application for admission with a nonrefundable $20.00 application fee, or apply online at: www.greatbay.edu *Former Running Start students who apply may waive the $20.00 application fee.
2. Documentation of High School graduation or equivalent. Completion of high school, or equivalent, may be documented by producing one of the following documents:
   - Official High School diploma/transcript with a date of graduation.
   - Original Foreign High School diploma/transcript with a date of graduation translated if not in English.
   - Official High school equivalency certificate or GED, including scores.
   - Permanent Residents must submit proof of resident status: temporary evidence or actual Alien Registration Receipt Card (I-551 or I-151).
3. Satisfactory completion of high school course requirements noted under Admissions Requirements for a specific program of study.

4. For certain programs, applicants must perform satisfactorily on entrance or placement exams, or evidence of transfer credit equivalence, as required by academic programs to which admission is desired, if applicable.
5. Arrange for a personal interview as required by certain academic programs.
6. Submit recommendations from school personnel, employers, or other professionals, if required.

Homeschooled applicants

Great Bay Community College encourages applications from students who are home-schooled. Homeschooled applicants are expected to meet the same general and specific admission requirements (or their equivalent) as other applicants. Documentation of academic work completed must be submitted and may include the following:

- A letter, or other documentation, from the student's local school district stating that the student has completed a homeschool program at the high school level.
- A list of courses taken and grades earned, and/or portfolio of work accomplished.
- GED or other testing, if applicable.

Contact the Admissions Coordinator with any questions.

Transfer Students

Applicants with previous college credit should furnish official transcripts and course descriptions from post-secondary institutions previously attended. Determination of transfer credit is explained on page 23.

New Hampshire Transfer Connections Program

Students who originally applied and were not accepted at University System of New Hampshire (USNH) schools: (UNH, UNH-Manchester, Plymouth State, Keene State, or Granite State College) can enroll full-time for a year at Great Bay Community College complete 24 credits in English, Math and specific electives, earn a C or better in all college level courses, and be automatically accepted into the University System of New Hampshire institution where they originally applied with no fees or reapplication. Additionally, students who never applied to a USNH school may opt in to the program. Visit www.nhtransfer.org for more information.

Great Bay Community College has developed many wonderful transfer pathway programs. See front inside cover for additional details.

Readmission to The College

A student who has withdrawn from the college, has been suspended, or has not registered for three consecutive semesters must reapply through the Office of Admissions. Students are advised that they will have to abide by any new admission requirements for specific programs. Students should also note that there is no guarantee of readmission, as courses or programs with limited enrollments may not be available.

Change of Major

A currently enrolled student who wishes to change their major is not required to complete a new application for admission, but does need to complete a Change of Major form. Students wishing to change their major will be evaluated for all admissions requirements for the requested program prior to approval by the Admissions Office. Students currently enrolled who wish to be considered for admission for Advanced Composites Manufacturing, Nursing, Massage Therapy, Surgical Technology, or Veterinary Technology Associate Degree Programs and the Veterinary Practice Management Certificate Program, are required to submit a new application for admission.

Non-Matriculated Students

Non-matriculating students are individuals interested in taking credit, or non-credit, courses without pursuing a degree or certificate program. Non-matriculated students are not eligible for financial aid. Those interested in registering for coursework as a non-matriculating student must:

- Meet with a counselor in the Advising Center.
- Provide proof of successful prerequisite completion as determined by college catalog course description.

Eligible Non-Citizens

Students who are not Citizens or Permanent Residents of the United States but who are in process of obtaining residency may matriculate once Legal Documentation of their pending status (letter from court with pending court date, I797-C form, etc.) documentation is provided.

INTERNATIONAL STUDENT APPLICANTS

Great Bay Community College is authorized under Federal law to enroll non-immigrant students. High demand programs with limited enrollment may not be available to international students. We recommend confirming that the program is open to international students prior to applying. International applicants seeking a Certificate of Eligibility (I-20) for F-1 status must submit the following documentation in addition to the regular admission application process:

1. International students pay a non-refundable International admission Fee of $100.00
2. Official secondary and post-secondary school transcripts, translated into English, listing all courses taken, grading system, and grades earned.
3. Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a paper-based score of 500 or better, a computerized test score of 173 or an Internet based score of 61 or better. If the student is currently in the United States, Accuplacer scores that are comparable to the TOEFL may be used to determine English proficiency. A student must score on the Accuplacer into the developmental English level. For information regarding the test contact: TOEFL, Educational Testing Service, Rosedale Road, Princeton, NJ 08541 USA, (609) 921-9000, www.toefl.org.

4. Letter from the financial institution that holds the funds of the person financially responsible for the student's educational and living expenses. The statement must be on official letterhead, listing the sponsor's name and the amount of money available for the student. The document must be in English and if the currency held is not in US dollars the exchange rate must be listed.
5. Affidavit or letter of support from the person who will be financially responsible for the student. This letter should include the student's name and his/her intent to attend Great Bay Community College, as well as the amount of money available for the student's education and living expenses. The letter must be signed by the sponsor and must be in English.
6. The student must submit copies of current passport and immigration documents including Visa and Duration of Status (D/S) stamp on I-20. We will also need his/her address in the country that (s)he plans to return to once (s)he graduates from this College.
7. Applicants (or their spouses) must have enough money available in an account to cover a minimum of one year of expenses that include: out-of-state tuition, fees, living expenses, and books. All of the above documentation must be submitted and the student offered admission before a Certificate of Eligibility (I-20) for an F-1 Visa will be issued. All F-1 students must be full-time (12 credit hours or more) each semester (except summer) in order to maintain their visa status. International students must meet with the Diversity Programming Coordinator in the Center for Academic Planning and Support (CAPS) before or during the first week of class.
8. F-1 students are not eligible for in-state or New England Regional tuition rates for day courses at any time while enrolled.
9. Health care in the United States is expensive; international students are strongly encouraged to maintain adequate health insurance coverage during their studies. Information on health insurance is available through the Diversity Programming Coordinator.

FOREIGN TRANSCRIPTS

1. Students with foreign transcripts must submit both of the following for transfer credit review: Original College Transcript (not Diploma), translated if not in English, which lists all courses taken, grading system, and grades earned.

   AND
2. Official Course-by-Course Evaluation by a third party agency. Example agencies include, but are not limited to:
   - World Education Services (WES) www.wes.org
   - Center for Educational Documentation (CED) www.cedevaluations.com
   - Educational Credential Evaluators (ECE) www.ece.org

STUDENTS WITH DISABILITIES ADMISSIONS POLICY

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 and other disabilities under provision of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. 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, medical, and/or academic testing within three years. The Center for Academic Planning and Support provides training and access to a variety of assistive technology as well as tutors and workshops for learning and study strategies, note-taking and organizational skills. For more information, contact Terri Varney at 603-427-7625 or tvarney@ccsnh.edu

RESIDENCY

A student's permanent home of record determines residency for tuition purposes. This is the location (town, city, state) at which the student resides at the time of application. The determining factor is the official address listed on federal tax forms.

The following rules will guide the admission to the college:

- First priority for admission shall be given to residents of New Hampshire.
- Second priority shall be given to students qualifying under the New England Regional Student Program.
- Third priority shall be given to students not qualifying under the New England Regional Student Program or those not domicile in the state.

However, in highly competitive programs with limited enrollment, the Office of Admissions, while working as much as possible within the above parameters, may exercise discretion in admitting those applicants who best fit the needs and expectations of the department, the college, and the local community.

In-State Status

Students qualify for in-state tuition rate only after twelve consecutive months of domicile in New Hampshire, i.e. purchasing/renting property, obtaining a NH driver's license, vehicle registration and/or voter registration. Any request for a change of residency status must be received in writing in the Admissions Office prior to September 1 for the Fall semester, January 1 for the Spring semester, or June 1 for the Summer semester.

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

Out-of-State Status

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

New England Regional Student Program

The New England Regional Student Program (NERSP) enables residents of Connecticut, New Hampshire, Maine, Massachusetts, Rhode Island, and Vermont 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). Certain eligibility requirements apply, see admissions for more information.

PLACEMENT TESTING & ADVISING

Prior to registering for courses, students matriculating to an associate degree or certificate program must complete a placement test in required areas, which may include Reading, Math, Writing, and Computer Skills. This assessment will be used to place the student in the appropriate college or foundation course(s). Placement tests are also required for admittance to certain courses and programs. The Academic Placement Policy is described on page 23 of this catalog.

After completing the placement tests, students will attend an advising session to develop an academic plan for the semester. Students who are eligible to waive all placement testing requirements should contact the advising center to schedule an appointment. Included in this advising session are instructions on how to use the Student Information System (SIS) to look up courses, how to fill out a registration form, and information on college programs and services.

Waiving Placement Testing

Great Bay Community College's placement policy may be waived, in full or part, for those individuals who have met one or more of the following conditions:

- Earned a minimum score of 550 on the SAT Critical Reasoning, SAT Math, and/or SAT Writing (with an essay score of 8 or higher) within the past five years.
- Earned a minimum ACT score of 24 Reading, 24 English, 8 Essay, and 23 Math within the past five years.
- Completed a computer-based placement test (CBT) at Great Bay Community College or another accredited postsecondary institution within the past two years.
- Completed a college-level computer course (within 5 years), math or English course at an accredited institution with a C or better.
- Completed an Advanced Placement English and/or math class with a College Board test score of 3 or above.

TUITION DEPOSIT

Students admitted into a Nursing, Surgical Technology, or Veterinary Technology degree or certificate program are required to submit a non-refundable advanced tuition deposit of $100 within thirty days of acceptance or prior to term start. This deposit is applied toward tuition charges. The deposit confirms that the student has accepted the college's offer of enrollment in the chosen program. Registrations are processed in the order in which they are received until seats are filled. Your deposit is not a guarantee of enrollment in specific courses.

CLASS SCHEDULES

Class schedules noting specific times and days, are developed on a semester-by-semester basis and are published in the Semester Course Scheduler. Classes are held during the day, evening, weekend and online. Students completing program requirements may need to take classes at any of those times.

FINANCIAL AID

The Financial Aid Office at Great Bay Community College is on the first floor of the Portsmouth campus in the College Services One Stop suite. The mailing address is: Financial Aid Office - Great Bay Community College - 320 Corporate Drive - Portsmouth NH 03801. Phone: (603) 427-7610 - Fax: (603) 334-6308 - Email: askgreatbay@ccsnh.edu - website: **www.greatbay.edu/faoverview**

DISCLAIMER

All financial aid information and policies are subject to change at any time.

OVERVIEW

Financial aid provides funds to eligible students for their direct college expenses (tuition and fees) and indirect college expenses (books, supplies, equipment, and a reasonable allowance for living expenses and transportation.) The funds come in three forms: grants, which do not have to be repaid; loans, which must be repaid; and part-time jobs from which the student earns an hourly wage. Students awarded financial aid may receive any or all of these forms of aid.

A student starts the financial aid application process by completing the **Free Application for Federal Student Aid (FAFSA)** online at **www.fafsa.gov**. The Great Bay Community College school code is **002583**.

The 2014-15 FAFSA is the application for aid for Summer 2014, Fall 2014, Spring 2015.
The 2015-16 FAFSA is the application for aid for Summer 2015, Fall 2015 and Spring 2016.

A new FAFSA must be filed each year. The financial aid year begins with the summer term at Great Bay Community College. The preferred filing date is March 15 for the upcoming financial aid year. Students who meet this filing date will be considered for all institutional funds. Students who file after this date will be considered on a funds-available basis. If you are unable to meet the preferred deadline, filing by these dates will help to have your financial aid in place before you begin classes:

Begin Enrollment	FAFSA	Best to File By
Summer 2014	2014-15	May 1, 2014
Fall 2014	2014-15	June 1, 2014
Spring 2015	2014-15	October 1, 2014
Summer 2015	2015-16	May 1, 20145
Fall 2015	2015-16	June 1, 2015
Spring 2016	2015-16	October 1, 2015

ELIGIBILITY REQUIREMENTS

To receive federal, state, or institutional financial aid funds administered by the Great Bay Community College, a student must:

- Be admitted to a degree-granting or an eligible certificate-granting program (16 credit hours or more) at Great Bay Community College
- Be a U.S. citizen or an eligible non-citizen
- Be enrolled for a minimum of six eligible credits for student loans, Supplemental Educational Opportunity Grants, and Federal Work-Study employment.
- Be enrolled for a minimum of one eligible credit for Pell Grants.
- Be meeting the Satisfactory Academic Progress for Financial Aid standards, as defined by the Financial Aid Office (see below)
- Be registered with Selective Service (male students only)
- Not be in default on a student loan
- Not owe a refund on any federal (Title IV) financial aid
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance
- Not be receiving federal or state financial aid from another institution for the same enrollment period
- For Pell Grants and Supplemental Educational Opportunity Grants, not have a prior baccalaureate degree

All students who meet the eligibility requirements listed above, and who complete and file a valid FAFSA, qualify for federal Direct Student loans, regardless of financial need. For grant programs, Perkins Loans, Federal Work-Study and for subsidized Direct Loans, a student must have financial need, as determined by the federal need analysis calculation, based on the information provided on the FAFSA.

For some grants and most loans, a student must be enrolled at least half-time (6 credits.)

Students who accept loans must complete loan counseling and sign a promissory note.

To receive aid in future semesters, a student must meet qualitative and quantitative standards for Satisfactory Academic Progress for Financial Aid (SAPFA). These standards are described below and in the College's Financial Aid Handbook, available online: www.ccsnh.edu/links.html. The website address is mailed to each student who receives a financial aid award.

SOURCES OF FINANCIAL AID

The **Pell Grant** is a federal grant for students who demonstrate exceptional financial need. The Pell Grant does not have to be paid back. Awards range from $293 to $5730 per year in 2014-15. To receive a Pell Grant, the student must meet all the eligibility requirements listed above, and must be an undergraduate who has not earned a bachelor's degree. If a student receiving a Pell Grant withdraws from college before completing the semester, the student may be responsible for repaying monies to the College and/or the Federal Government. Pell Grants are prorated, based on a student's actual enrollment each semester. Pell Grants are subject to a Lifetime Eligibility limit of the equivalent of twelve (12) full-time semesters. Students who have met or exceeded this limit are not eligible for additional Pell Grants.

The Supplemental Educational Opportunity Grant (SEOG) is for students who demonstrate exceptional financial need. The SEOG does not have to be paid back. To receive an SEOG, a student must meet all the eligibility requirements listed above, and be an undergraduate who has not earned a bachelor's degree. Limited funds are available and are awarded on a first-come, first-served basis to students enrolled at least half-time (6 credits). Awards range from $100 to $1,000 per year. If a student receiving a SEOG withdraws from college before completing the semester, the student may be responsible for repaying monies to The College and/or the Federal Government.

The Unique Scholarship is a State of New Hampshire grant for students who are New Hampshire residents and who demonstrate exceptional financial need. To receive a Unique Scholarship, the student must meet all the requirements listed above, and must be a New Hampshire resident for at least one year, and must file the FAFSA by December 31 of the current award year. In 2013-14, Unique Scholarships are $700 for full-time students (12 or more credits), and $350 for part-time students (6 to 11 credits.)

Federal Work-Study Program (FWSP) gives students an opportunity to earn money for educational expenses by working at a part-time job at the College. Students typically work as lab, library, and office aides, under the supervision of a faculty or staff member. Off-campus positions in community service agencies are also available. Students are paid at least the current federal minimum wage and are required to sign a confidentiality agreement and to perform assigned work in a responsible and professional manner. Students must meet their course requirements prior to working a work-study job. In most cases, work-study hours are limited to 8-10 hours per week. Work-study recipients must meet all the eligibility requirements listed above, demonstrate financial need, and be enrolled at least half-time (6 eligible credits per semester.)

Perkins Loans are low-interest (5%) loans made directly through the College with funds from the repayments of previous borrowers. Students may borrow up to $3000, depending on the availability of funds. Repayment begins and interest accrues nine months after the borrower is no longer at least a half-time student. Perkins recipients must meet all the eligibility requirements listed above, demonstrate financial need, and be enrolled at least half-time (6 eligible credits per semester.) Students receiving a Perkins loan will be required to do loan counseling and to sign a promissory note. If a student receiving a Perkins loan withdraws from school before the semester is completed, the student may be required to repay monies to The College.

William D. Ford Federal Direct Student Loans, also known as Stafford Loans, are low-interest loans (4.66% in 2014-15) made to students by the United States Department of Education. First year students (31 or fewer credits earned) may borrow up to $5,500 ($9500 for independent students) per financial aid year. Second year students (32 or more credits earned) may borrow up to $6,500 ($10,500 for independent students) per financial aid year. Repayment begins six months after the borrower is no longer at least a half-time student.

- **Direct Subsidized Loans** do not accrue interest while the student attends college. Interest (4.66% for loans disbursed in the 2014-15 financial aid year) begins to accrue after the borrower is no longer at least a half-time student.
- **Direct Unsubsidized Loans** accrue interest (4.66% for loans disbursed in the 2014-15 financial aid year) while the student attends college, and until the loan is fully repaid.

All Direct Loan borrowers must meet all the eligibility requirements listed above, be enrolled at least half-time (6 eligible credits per semester) complete Entrance Loan Counseling, and sign a Master Promissory Note. Subsidized Direct Loans are only awarded to students demonstrating financial need on the FAFSA. Unsubsidized Direct Loans are offered regardless of financial need. If a student receiving a Direct Loan withdraws from school before the semester is completed, the student may be required to repay monies to the Department of Education.

Additional information, including current interest rates, Master Promissory Notes and Loan Entrance Counseling, is available at https://studentloans.gov.

The Federal Parent Loans for Undergraduate Students (PLUS) program provides funds to the parents of dependent students for educational purposes. The PLUS loan is available to the parents of students with and without financial need, but the FAFSA is required. Parents may borrow up to the student's cost of attendance, less any financial aid. The student who is a dependent of the borrower must meet all the eligibility requirements listed above and must be enrolled at least half-time (6 credits per semester). The borrower will be required to sign a Promissory Note. The 2014-15 interest rate for PLUS loans is 7.21%.

Additional information, including applications, current interest rates, and Master Promissory Notes, is available at https://studentloans.gov.

Alternative Loans are student loans made by private lending institutions. Alternative loans are made to the student, but a cosigner is frequently required. The student applies directly to a lender. The lender will perform a credit check and inform the student if the loan is approved, if a cosigner is required, the interest rate of the loan, and any origination fees. Like other student loans, alternative loans must be repaid.

For a complete list of financial aid policies, as well as information about scholarships and other funding sources, visit the financial aid section of our website at www.greatbay.edu.

IMPORTANT FINANCIAL AID POLICIES

- **Returns of Federal Title IV Funds**: Returns of Federal Title IV Funds for financial aid students who withdraw, officially or unofficially, from all of their courses in a semester prior to the end of the semester, are guided by special return policies formulated by the United States Department of Education. The exact amount required to be returned will vary depending on the amount of grant and loan funds the student received and at what point in the semester the student withdrew. In addition, the student will be liable for the balance owed the College for tuition and fees.
- **Courses Covered:** Financial aid is available only for courses within a student's current eligible program of study.
- **Repeating Courses:** Assuming a student is meeting Satisfactory Academic Progress for Financial Aid standards (see below) financial aid will cover repeats of a course which the student has failed, or from which the student has withdrawn. Financial aid will also cover one repeat of a course for which the student has previously obtained a passing grade. Additional repeats may be covered if a higher grade is required by the student's current program.
- **Satisfactory Academic Progress for Financial Aid (SAPFA):** Financial Aid recipients must make Satisfactory Academic Progress for Financial Aid to retain financial aid eligibility. The standards for Satisfactory Academic Progress for Financial Aid are specific to the financial aid program, and are both qualitative and quantitative. The standards measure a student's cumulative grade point average (CGPA) and his/her "incremental" progress in terms of completing a minimum amount of work at stated intervals. When a student is reviewed for SAPFA, all credits in all the student's enrollment periods at Great Bay Community College are included in the review. This includes enrollment periods during which the student did not receive financial aid and enrollment periods during which the student did receive financial aid, and enrollment periods during which the student was matriculated and enrollment periods during which the student was not matriculated. SAPFA is reviewed by the Financial Aid Office at the end of each semester.

Qualitative Standard:
Cumulative Grade Point Average (CGPA) Component

A student must maintain a minimum cumulative grade point average as noted below to be considered making Satisfactory Academic Progress for Financial Aid (SAPFA):

Credits earned	Certificate or Diploma Program Minimum CGPA	Associate Degree Program Minimum CGPA
0-13	1.50	1.50
14-27	2.0	1.70
28-40	2.0	1.80
41+	2.0	2.0

Quantitative Standard:
A student must successfully complete at least two-thirds (66.67%) of the total credits he or she 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 his or her academic career at The College must pass at least 24 credits in order to be making Satisfactory Academic Progress for Financial Aid.

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 may receive financial aid for up to 36 credits attempted. A student enrolled in a program of study that requires 64 credits to earn the degree may receive financial aid for a maximum of 96 credits attempted.

Completion Rate Component	**Must complete at least 66.67% of the credits attempted**
Maximum Timeframe Component	**May receive financial aid for up to 150% of the number of credits required for the degree or certificate**

Review Schedule:
The qualitative and quantitative components of the SAPFA policy will be reviewed at the end of each semester of the student's program of study.

Academic Periods Included in the Review:
In general, all coursework at Great Bay Community College is taken into account when reviewing an academic record for Satisfactory Academic Progress for Financial Aid. This includes periods when the student did not receive financial aid funds, periods for which the student has received academic amnesty, and periods in which the student is taking courses as a non- matriculated student.

There are some exceptions. Please refer to the table below for a breakdown of how each type of course or credit is treated in the review.

	Cumulative GPA Component	Completion Rate Component	Maximum Time-frame Component
Regular courses in your program of study	Yes	Yes	Yes
Running Start/ eStart Courses	Yes	Yes	Yes
Repeat Courses	Yes	Yes	Yes
Transfer Credits	No	No	No
Consortium Credits	No	Yes	Yes
Developmental/Remedial/ESL	Yes	Yes	Yes
Incompletes	Yes	Yes	Yes
Audit Courses	No	No	No
Credit by Examination/Credit for Prior Learning	No	No	Yes

Students Making Satisfactory Academic Progress for Financial Aid:
Students who meet SAPFA standards are making Satisfactory Academic Progress for Financial Aid and retain eligibility for student financial aid for the following semester.

Students on SAPFA warning:
Students who do not meet SAPFA standards will be placed on SAPFA warning for one semester. Students on SAPFA warning will retain their eligibility for student financial aid for one warning semester.

At the end of the warning semester, the student's record will be reviewed. If the student meets SAPFA standards, the student will once again be making Satisfactory Academic Progress for Financial Aid, and will be eligible for student financial aid for the following semester.

If the student is still unable to meet SAPFA standards, he or she will be ineligible to receive financial aid. The student may appeal the decision by writing to the Director of Financial Aid (ehamlin@ccsnh.edu.) The appeal should note any extenuating circumstances regarding previous academic work, and a clear plan for improving future academic work and completing the academic program without exceeding 150% of the published credits of the student's program of study.

If the appeal is granted, the student will be eligible for student financial aid for the following semester, but will be on SAPFA probation.

Appeals
The student may appeal an ineligible decision by writing to the Director of Financial Aid (ehamlin@ccsnh.edu.) The appeal should include:
- Student name and ID#
- Circumstances which prevented the student from making Satisfactory Progress for Financial Aid in the past.
- An Academic Plan which describes how the student will regain Satisfactory Academic Progress for Financial Aid in the future, and complete his or her academic program within the maximum timeframe component (see above)

If the appeal is granted, the student will be eligible for student financial aid for the following semester, but will be on SAPFA probation.

Students on SAPFA Probation:
At the end of the probationary period, the student's record will be reviewed again. Students meeting SAPFA standards will be eligible for student financial aid for the following semester.

Students not meeting the standards for SAPFA will be ineligible for student financial aid at Great Bay Community College. Financial aid eligibility may be regained by meeting the published SAPFA standards.

Frequently asked questions about the Satisfactory Academic Progress for Financial Aid Review Progress (SAPFA):

Question	Answer
When is my academic progress reviewed?	At the end of each semester
Are there any warning periods?	Yes, one warning semester during which eligibility is retained
Is there an appeal process?	Yes
Can you regain financial aid eligibility once you lose it?	Yes

TUITION RATES AND FEES

IN-STATE STUDENTS (New Hampshire Residents)
* $200.00 per credit

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

VA students enrolled under the Veterans Educational Assistant Improvement Acts of 2010 will be charged in-state tuition.

NEW ENGLAND REGIONAL STUDENTS (CT, MA, ME, RI, VT)
Student must be matriculated in a program, and must indicate eligibility on the application for admission to the College.
* $300.00 per credit

OUT OF STATE STUDENTS
* $455.00 per credit
The tuition rate is subject to the approval of the Board of Trustees and is subject to change without notice.

CHANGE OF STATUS
Any student who has, on his/her first admission to the system, been classified as Out-of-State or New England Regional for tuition purposes, may apply to the college Admissions Office for a change of residency status on or before September 1 for the subsequent Fall semester, on or before January 1 for the subsequent Spring semester, and on or before June 1 for the subsequent summer term provided that the student satisfies NH residency requirements.

CREDIT BY EXAMINATION: A fee of $25.00 per credit, plus all direct costs associated with providing a laboratory portion of an exam, will be charged to a student wishing to receive credit by examination.

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

NURSING CLINICAL SURCHARGE: All nursing students taking clinical courses will be charged a nursing clinical surcharge of $350 per semester. This surcharge is designed to assist in covering the expenses associated with clinical classes due to The New Hampshire Board of Nursing requirements of a student/faculty ratio of 8:1. This fee is in addition to the academic instruction fee.

PROTESTED CHECKS: A fee of $35.00 will be charged for any check protested or returned for nonsufficient funds.

LIBRARY FINES: Students will be assessed a fine of $.25 per item/per day for all overdue library materials.

ACADEMIC INSTRUCTION FEE
An additional fee will be charged for all Laboratory/Clinical/Practicum or other similar experiences. This fee is calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by $60. This fee will be added to the normal tuition charge for that course. (See example.) Fee will be charged to all students with no exceptions.

EXAMPLE	Lec	Lab	Credit
BIOL110 A&P I (4 credits - 3 lecture hours = 1 x 60 = $60)	3	3	4

DIRECTED / INDEPENDENT STUDY
Directed/Independent Study courses follow the same registration and credit fees charges as other courses and will be charged the day rate and based on residency. Lab fees will also be charged, if appropriate.

COMPREHENSIVE FEE
$22 per credit - This fee is charged for every credit in each credit-bearing course regardless of the number of credits taken.

COLLEGE COSTS/EXPENSES 2014-2015

Day Tuition Rates

New Hampshire Resident	$ 200.00 per credit
New England Regional Student Program (NERSP)	$ 300.00 per credit
Out-of-State or International Students	$ 455.00 per credit

Evening/Weekend/100% Online Tuition Rate

Evening Courses (classes beginning 5pm or later)	$ 200.00 per credit
Weekend Courses	$ 200.00 per credit
100% Online Courses (does not include Hybrid courses)	$ 200.00 per credit

Fees (required)

Placement Testing (Accuplacer)	$ 15.00
Orientation Fee	$ 30.00
Application Fee (per application)	$ 20.00
Nursing Clinical Surcharge (per semester)	$ 350.00
Academic Instruction Fee	See formula above
Student Comprehensive Fee (per credit)	$ 22.00
Graduation Fee *Each additional degree or certificate in the same semester*	$ 100.00 $ 10.00
Transcript Fee	FREE
Deferred Payment Fee	$ 30.00
Late Payment Fee	$ 50.00

OTHER FEES

Diploma Replacement Fee	$ 20.00
Replacement College ID Card Fee (First card is free)	$ 10.00
College Level Examination Program Administrative Fee	$ 15.00
Proctor Exam Fee (non-CCSNH students)	$ 50.00
Student Insurance (Based on 2013-14 Academic Year prices)	
Student Accident Only Coverage / 12 Months 8/19/2013-8/19/2014	$ 280.00
Student Accident Only Coverage / Spring only 1/1/2014-8/19/2014	$ 186.00

OTHER COSTS (These required costs are estimated and vary depending on program.)

Textbooks and other Materials – estimated per semester	$ 600.00
Criminal Background Check Fee	$ 60.00
Adv. Composites Mfg. - ACM110 Introduction to Advanced Composites Supply Pack	$ 514.00
Adv. Composites Mfg. - ACM210 Fundamentals of Composites Manufacturing Supply Pack	$ 120.00
Adv. Composites Mfg. - ACM250 Paint Operator Supply Pack	$ 85.00
Adv. Composites Mfg. - ACM251 Weaving Technician and Preform Finishing Supply Pack	$ 85.00
Adv. Composites Mfg. - ACM252 Resin Transfer Molding Technician Supply Pack	$ 85.00
Adv. Composites Mfg. - ACM253 Bonding and Finishing Operator Supply Pack	$ 85.00
Adv. Composites Mfg. - ACM255 Composites CNC Milling and Set-up Operator Supply Pack	$ 120.00
Adv. Composites Mfg. - ACM256 Composites Repair Technician Supply Pack	$ 85.00
Adv. Composites Mfg. - ACM257 High Performance Composites Fabrication Supply Pack	$ 85.00
Hospitality - Intro to Hospitality (HOSP110) Travel Fee)	$ 50.00
Hospitality – Restaurant Week Fee(HOSP230)	$ 35.00
Liberal Arts Class – ARTS103 and ARTS203 Theatre Fee	$ 30.00
Massage Therapy - Student Liability Insurance	$ 20.00
Massage Therapy - Supplies - Portable Table, Uniform, Sheets, Lotions, etc.	$ 800.00
Massage Therapy - Massage Therapy State Licensing Exam	$ 125.00
Massage Therapy - Massage Therapy National Exam (NCETMB)	$ 225.00
Nursing - Preadmission RN Examination	$ 75.00
Nursing - Nursing Uniforms, Accessories, Supplies	$ 150.00
Nursing - Nursing Lab Pack	$ 110.00
Nursing - Student Liability Insurance	$ 20.00
Nursing - ATI Nursing Testing ($150.00/per semester)	$ 300.00
Nursing - NCLEX (Nursing) Licensing Exam	$ 250.00
Surgical Technology - Student Liability Insurance	$ 20.00
Surgical Technology - Surgical Technology Tool Kit	$ 110.00
Surgical Technology - National Board of Surgical Technologist and Surgical Assisting - CST Examination	$ 190.00
Veterinary Technology - Radiation Badge Fee Lost Badge Fee	$ 35.00 $ 10.00
Veterinary Technology - Technology Student Liability Insurance	$ 20.00
Veterinary Technology - Rabies Vaccine	$ 808.00
Welding - Weld100 Materials Fee	$ 240.00
Welding - Weld150 Materials Fee	$ 240.00
Welding – Weld200 Materials Fee	$ 230.00

Payment of Tuition Deposit and Orientation Fee

Applicants accepted as students in Nursing, Surgical Technology, and Veterinary Technology only must pay a non-refundable tuition deposit of $100 within thirty days of notification of acceptance or prior to term start. The deposit reserves a place for the student and is applied toward the first semester's tuition. An Orientation fee of $30.00 is required of all students in the semester that the student matriculates.

Senior Citizens

Adult learners aged 65 and over and who are NH residents may enroll in credit courses at a tuition cost of 50% at Great Bay Community College two days prior to the start of classes if space is available. The Academic Instruction Fee and other fees must be paid by the student. Full tuition and other fees will be charged for all noncredit, enrichment, professional development, and recertification classes.

Payment of Tuition and Fees

Billing for tuition and fees is coordinated through the College's Business Office. Bills are mailed approximately 30 days prior to the beginning of each semester. In addition, electronic bills are periodically emailed to the student's Great Bay Community College email account. Payment or arrangement for payment must be made ten (10) business days before the semester starts to be officially considered registered. For late registration, payment in full must be made upon registration. Discover, Diners Club, JCB, Visa, MasterCard, check, or cash are accepted as payment. Students awaiting scholarships or financial aid awards to cover tuition may request a deferred payment through the Business Office subject to the approval of the President. Payment plans are available at the College Services One Stop through Nelnet/FACTS Tuition Management. If payment or arrangement for payment is not made by the established payment deadline, students are not considered officially registered and will be administratively withdrawn. Students who register after the established payment deadline have until end of business day to make payment arrangements and will remain responsible for tuition and fees.

Collection Clause

The following clause is included on college forms, with areas for student signature, signifying their understanding of their financial obligations.

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

Veterans

The Registrar verifies veteran registrations after the Add/Drop period of the semester. Veterans are responsible for payment of tuition and fees pending the receipt of benefits.

TUITION REFUND POLICY

Credit and Non-Credit Courses

All refunds require that the student complete an official withdrawal form. Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less nonrefundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Students registered for non-credit workshops/ professional training must withdraw in writing at least three business days prior to the first session to receive a full refund of tuition and fees. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and Academic Instruction fees will be refunded.

The College President or designee may grant a tuition refund or tuition credit under extenuating circumstances on a case-by-case basis, such as military activation, administrative error or documented long term illness. In order to receive a tuition credit, supporting information such as physician's note, hospital confirmation, military assignment, etc. must be provided. Students wishing to be considered for an exception must still complete the add/drop form. The complete procedures for students with extenuating circumstances can be obtained in the Office of the Vice President of Student Services.

Return of Title IV Funds: Mandated by Law

Students who withdraw from school before the 60% point in a semester will have to repay a portion or all of their Federal Pell Grant, Federal SEOG grant, Federal Perkins Loan funds, and Federal Direct loans to the United States Department of Education. The exact amount required to be returned will vary depending on the amount of grant and loan money the student received and at what point in time the student withdraws from the College.

In addition, the student will be liable for the balance owed the College for tuition and fees. The student will receive a revised statement of account for the expenses incurred which will include the reduction and or loss of Federal Title IV funds.

Students who choose to withdraw from the College must complete a College Withdrawal Form. This form must be signed by the student and various campus offices and then be returned to the Registrar's office.

ACADEMIC POLICIES

I. STUDENT ACADEMIC CLASSIFICATIONS

Matriculated student: A student who has been formally accepted to a certificate or degree program on a full-time or part-time basis. Matriculated status is maintained by taking at least one course per academic year; otherwise, a candidate will be required to reapply for admission and abide by any new academic requirements in effect at that date. Each student is expected to demonstrate orderly progress in completing his or her educational objective at Great Bay.

To help clarify each student's enrollment status at the College, students are assigned to one of the following categories:

1. Full-time student - a person who is enrolled in 12 or more semester credit hours
2. Part-time student - a person who is enrolled in less than 12 semester credit hours

Non-matriculated student: A student who is taking either credit or noncredit courses, but has not been formally accepted to a certificate or degree program. Non-matriculated students are subject to the same course pre-requisites and co-requisites as matriculated students.

Requirements for graduation are defined by the program of study to which the student has been admitted at the time of matriculation.

II. DEGREE REQUIREMENTS

The College offers both Associate in Arts and Associate in Science Degrees. All Associate degree programs require a minimum of 64 credits. Additionally, there are two types of Associate in Arts Degrees: one which focuses on a general liberal arts education and the other which is developed for specialized transfer.

Associate in Arts Degree (A.A.)

Associate in Arts Degree: Liberal Arts

(See Program of Study section within Liberal Arts for specific Great Bay degree requirements)

English Composition	3-4	credits
English Electives	3-4	credits
Humanities/Fine Arts/Foreign Language	9	credits
Mathematics	6-8	credits
Lab Science	8	credits
Social Science	9	credits
Liberal Arts Electives	15	credits
Open Electives*	9-12	credits
Total Credits	**64**	**credits**

**A computer literacy course may be included within the open elective area.*

Associate in Arts Degree: Specialized Transfers

Great Bay offers Liberal Arts Specialized Transfers in American Studies, Business Studies, Engineering Science, and Teacher Preparation. (See the Program of Study section for specific degree requirements.)

English Composition	3-4	credits
English Electives	3-4	credits
Foreign Language/Humanities/Fine Arts	9	credits
Mathematics	6-8	credits
Lab Science	8	credits
Social Science	9	credits
Electives in specialized area of study	20	credits
Liberal Arts or Open Electives*	2-5	credits
Total Credits	**64**	**credits**

** A computer literacy course may be included within the open elective area.*

Associate in Science Degree (A.S.)
The Associate in Science (A.S. Degree Programs) shall provide a minimum of 32 credits of specialized study in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency. A minimum of 24 credits in General Education is required.

Courses fall into the following areas:

1.	English Composition and Literature or Communication	6	credits
2.	Science	3-4	credits
3.	Math	3	credits
4.	Social Science	3	credits
5.	Foreign Language/Humanities/Fine Arts	3	credits
6.	Liberal Arts Electives	6	credits

Additional Associate Degrees
Students may earn additional Associate Degrees or Certificates within programs either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:

1. Complete all requirements of each program of study, including general education requirements; and
2. Earn a minimum of fifteen (15) additional credits at the college, beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

Students must be matriculated in both degree programs or degree/certificate programs.

Math and English Requirements for Graduation
To earn an Associate degree, students will be required to complete successfully one or more college-level math classes and two college-level English courses as specified by the particular program and curriculum to which the student has been accepted. Students lacking basic skills, including arithmetic, algebra, writing, and reading skills, may achieve those competencies through developmental courses offered at the College or Adult Basic Education Centers. See Academic Services page 31 for placement testing information.

Elective Course Information
In addition to the required courses in a student's program, there may be elective options. Each program/discipline offers a different set of electives, so please refer to each individual program for specific options. The following information will acquaint students with the variety of elective categories and the selection of elective courses. All academic subject codes and course numbers refer only to Great Bay courses.

Business Elective: Any course with the academic subject code of ACCT, BUS, ECON, MKTG, HOSP and a course number of at least 100.

English Elective: Any course with the academic subject code of ENGL and a course number of at least 100.

Foreign Language/Humanities Elective/Fine Arts Elective: Any course with the academic subject code of AMER, ARTS, ASL, HIST120, HIST130, HUMA, PHIL, SPAN, and a course number of at least 100. ENGL Literature Courses, other ENGL courses: ENGL210, ENGL213, ENGL214.

Liberal Arts Elective: Any course listed under the categories of English elective, Social Science elective, Foreign Language/Humanities/Fine Arts elective, Math elective, Natural Resources elective, or Science elective with a course number of at least 100.

Math Elective: Any course with the academic subject code of MATH and a course number of at least 100.

Open Elective: Any course that The College offers with a course number of at least 100, provided the student has met the prerequisite; exceptions are courses which have admission to the program as a prerequisite to the course.

Science Elective: Any course with the academic subject code of BIOL, BTEC (excluding BTEC205), CHEM, PHOT, PHYS and a course number of at least 100.

Social Science Elective: Any course with the academic subject code of AN, ECON, GEOG, HIST, POL, PSYC, SOC, and a course number of at least 100.

Technical Elective: Any course designation determined by the program of at least the 100, provided the student has met the prerequisite; exceptions are courses which have admission to the program as a prerequisite to the course.

III. CERTIFICATE REQUIREMENTS

Professional Certificates
Professional Certificates are granted in selected programs with a defined curriculum having a minimum of 32 and a maximum of 36 semester hours of credit. A professional certificate also consists of a minimum of 12 credits of general education credits and is designed to facilitate transfer into an Associate Degree if the student decides to continue.

Certificates
Regardless of their duration or composition, certificate programs emphasize specific skills and outcomes required for employment or career advancement. There are no specific General Education requirements, except to meet the stated competencies. More information regarding specific certificate requirements can be found in individual programs of study descriptions.

IV. GRADUATION REQUIREMENTS

1. Matriculation into the program is required prior to graduation.
2. A minimum cumulative grade point average (CGPA) of 2.0 for degrees. All courses taken at the institution will be used to calculate the CGPA.
3. A minimum grade point average (GPA) of 2.0 of courses required in a certificate program. Only those courses required in the Certificate will be used to calculate the GPA.
4. Complete the program of study as identified by each program.

All outstanding monies owed to the College must be paid before the degree or certificate is released. Students are urged to work closely with their academic advisors to ensure they are making satisfactory progress toward fulfillment of graduation requirements.

Intent to Graduate
Matriculated candidates for graduation from all programs need to complete an Intent to Graduate form and submit it to The College Services One Stop with payment of the graduation fee. After payment is received, the Registrar's Office processes a program audit to determine eligibility to graduate. Certain restrictions may apply; please check program section. Each student will be charged a graduation fee of $100.00 when he/she files an Intent to Graduate Form. The fee will be used to cover the costs associated with program completion and will be assessed to all students who have completed their program requirements regardless of their participation in the Commencement ceremony. The fee will also be charged to individuals who will be within 6 credits of completion and to whom the college has given permission to participate in the following Spring Commencement ceremony.

This fee is non-refundable, unless a student scheduled to graduate, including those who are eligible under the 6 credit rule, fails to meet mandatory requirements at the time of Commencement. However, a student eligible under the 6 credit rule who participates in the Commencement ceremony but subsequently fails to complete program requirements will not be entitled to a refund.

Students who complete certificates of 12 credits or less are required to submit the Intent to Graduate form. These students are not required to pay the graduation fee and do not participate in commencement.

V. STUDENT RIGHTS

The College shall provide an environment that fosters academic freedom, ensures the integrity of the academic process, and protects the principle of intellectual diversity. The classroom is a forum for exposing students to scholarly viewpoints. Students will be graded not on the basis of their political, religious or ideological beliefs, but on the basis of their reasoned answers and appropriate knowledge of the subjects and disciplines they study and in accordance with the academic standards set forth in the course syllabus. Please refer to the full policy in the Student Handbook.

VI. ACADEMIC RECORDS

Attendance
It is the responsibility of Great Bay students to attend all classes, laboratory sessions, internships and clinical/co-op affiliations. Students must recognize that absence will interfere with academic success in their program of study. The instructor will be responsible for informing students of his/her individual attendance policy at the beginning of each course.

Auditing Courses
A student may enroll on an audit basis subject to individual course attendance requirements and tuition. The student must consult with the Vice President of Academic Affairs or department chair or instructor prior to registration. The decision to audit must be made at the time of registration and cannot be reversed. Audit courses carry no credit toward graduation requirements.

Under the audit policy, students may enroll in courses, which provide an opportunity to learn more about the challenges of college work, explore a discipline of interest, refresh prior learning, or supplement existing knowledge. Typically, a student attends lectures, seminars, and/or labs but does not complete graded assignments. When enrolled as an audit, the student will not be given a final grade nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course). Students must pay the full tuition for the course. Federal 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 Vice President of Academic Affairs and 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.

Change of Program
Please see Change of Major page 7.

Changing Course Content and Prerequisites
Students are subject to the program requirements in the catalog of the year of matriculation into their program. The College is constantly reviewing and upgrading the content of programs offered to assure that each graduate receives current knowledge and training to perform competently in a chosen field. To accomplish this, The College reserves the right to modify course content and prerequisites based on its educational and professional objectives and the needs of its students. Please note that students must follow subsequent changes to course prerequisites independent of year of matriculation.

Course Prerequisite Waiver
Students may not waive courses within their program of study. Course prerequisites may only be waived by the department chair in which the course resides.

Course Repeat Policy
For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course at the same CCSNH institution, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but not used in the calculation. Therefore, courses repeated at a CCSNH college or at any college other than where the original course was taken will NOT be used in the calculation of the GPA/CGPA, but may be used as transfer as appropriate.

Third and subsequent attempts to repeat a course will require the approval of the department chair of the program/discipline in which the course resides in consultation with the instructor. An attempt is defined as any course in which a final grade is issued excluding "W", "WP", "AU", and "CS". **IMPORTANT NOTE**: Financial aid will cover only one repeat per course.

Grading
Students are assigned grades based upon evaluations of their work. Grades are given at the end of each semester and are based on criteria listed on an individual instructor's syllabus, but generally include quizzes, tests, and projects and participation. Standards for grades are listed below. Clinical grades are recorded on a pass/fail basis.

Letter	Numerical Grade	Quality
A	93.33-100.00	4.0
A-	90.00-93.32	3.7
B+	86.67-89.99	3.3
B	83.33-86.66	3.0
B-	80.00-83.32	2.7
C+	76.67-79.99	2.3
C	73.33-76.66	2.0
C-	70.00-73.32	1.7
D+	66.67-69.99	1.3
D	63.33-66.66	1.0
D-	60.00-63.32	0.7
F	Below 60.00	0.0

Letter	Numerical Grade	Quality
P	Passing	0.0
AF	Administrative Failure	0.0
AU	Audit	0.0
CS	Continuing Study	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WP	Withdraw Passing	0.0
WF	Withdraw Failing	0.0

Explanation of Grades: P, AF, AU, CS, I, W, WP, WF

P: Pass (not calculated into GPA)

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."

AU: A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Not all courses can be taken for audit. Students must enroll in the course as auditing at the time of registration.

CS: Continuing Study. Instructor initiated grade that is intended for students who have demonstrated progress and a commitment to succeeding in the course, but who need more time to achieve competencies. "CS" grade can be applied to courses below the 100 level only. Does not affect GPA and does not fulfill prerequisites for college-level courses. Students must reregister and subsequent tuition costs apply.

I: Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an F. See full Incomplete Grade Policy.

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

WP: Student-initiated withdrawal from a course after the 60% point of the course and before the last 10 days of the semester; 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 notified by the student of extenuating circumstances that the student 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 60% point of the course and before the last 10 days of the semester; student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an F. Can be initiated by the instructor if notified by the student of extenuating circumstances that the student is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).

Grade Point Averages
Scholastic standing at the end of each semester is determined via the grade point average (GPA), which is computed by dividing total quality points (grade equivalent multiplied by credit hours) by total number credit hours attempted. The cumulative grade point average (CGPA) is determined at the end of the second and subsequent semesters by dividing cumulative points by the total credit hours attempted, taking into account all previous work completed. Refer to the Student Handbook for additional information pertaining to calculating or determining GPAs and CGPAs. Only courses taken at the institution will be used to calculate the CGPA.

Incomplete Grades
An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The work must be completed by the student through formal 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. Exceptions to the above deadlines may be made by the Vice President of Academic Affairs.

"I" grades will not be included in the computation of grade point average. An "I" grade may affect a student's financial aid. Students should contact the Financial Aid Office on their campus for further information.

VII. ADDING/DROPPING COURSES

Before adding or dropping a class or classes, students should consult their Academic Advisor.

"Never Attended" Policy
Refunds are only given when students fill out the Official Drop Form (or when eligible students web drop via the Student Information System) in accordance with the refund policy within established dates of the individual semester. Therefore, students who are reported by instructors as "Never Attended" for a class within the first two weeks of the semester (or prorated time frame for alternative semesters) are administratively withdrawn. Those students remain financially responsible for the class but receive no grade.

Attendance is defined as:

- Physical attendance in a live or hybrid class.
- Participation in a class assignment in a 100% online or hybrid class

Add Policy
Students are allowed to add classes up to and including the seventh (7th) calendar day of the semester (prorated for alternative semester lengths-see chart below), if space is available. Students who add classes are subject to the full attendance policy and are held responsible for all course materials and assignments. Before adding a class students should consult with the instructor to determine the extent of make-up work necessary for success in the class. A course may be added after the seventh (7th) calendar day of the semester (prorated for alternative semester lengths, see chart below) only with the permission of the instructor*.

Alternative Semester Chart (If Day 2, 3, 4, 5, or 7 falls on a weekend or holiday, then that day will be the first business day following the weekend or holiday.)

Semester Length	Add Period
15-16 weeks	Day 1-7
9-14 weeks	Day 1-5
7-8 weeks	Day 1-4
5-6 weeks	Day 1-3
3-4 weeks	Day 1-2
2 weeks or less	Day 1 only

Example: If class started on Thursday, but the semester started on Monday, then Day 1 is that Monday, not Thursday.

Exceptions to Add Policy

1. 100% online classes: If the semester/class has started, a student may add a 100% online class only with the permission of the instructor* (and advisor if matriculated).
2. Lab Classes: If the semester has started, a student may add a class with a lab component only if the first class has not been missed. Once the first class has been missed, the student may add only with the permission of the instructor* (and advisor if matriculated). Examples of lab classes are, but not limited to: lab science, computer technologies, information systems technology and drawing. Final decisions of what is considered a lab class rest with Academic Affairs.

**The program chair or program coordinator may sign the add form if the instructor is unavailable.*

Drop Policy

Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees (Non-refundable fees are the advanced tuition deposit, application fee, and orientation fee.). Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the start of that shorter semester (not class) to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. All refunds require that the student complete an official withdrawal form, unless dropping via SIS within the established deadline.

Example: Students in a Late Start 12-week class have seven (7) calendar days from Monday (which is the start of that 12 week semester) to drop with 100% refund. Since the seventh (7th) day is on a Sunday, the students may, therefore, drop with 100% refund by the next business day after that Sunday.

Exception to Drop Policy

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.

When a student officially drops a class:

1. Up through the 60% point of the course, the student will receive a "W" Withdraw grade on his/her transcript.
2. After the 60% point of the course, the student will receive "WP" Withdraw Pass or "WF" Withdraw Fail on the transcript. The "WP" is not calculated in the GPA. The "WF" is calculated in the GPA as an "F".

Academic Amnesty

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

A. All grades taken during the student's previous time at the College will no longer be used to calculate the student's new cumulative GPA. However, grades C- and above taken during the student's previous time at college will be used to meet course requirements (where appropriate), subject to the approval of the Vice President of Academic Affairs or his/her designee.
B. Even though previous grades will not be used to calculate the new cumulative GPA, all previous grades will remain on the student's transcript. In order to be eligible for Academic Amnesty, a student must meet all of the following conditions:
    1. The student has not taken any courses at The College for a period of at least 3 years from the last semester of attendance.
    2. The student applies for Academic Amnesty before the start of his/her second semester after readmission.
    3. The student has never before received Academic Amnesty.
    4. The student achieved a cumulative GPA below 1.7 during previous attendance.

Withdrawal from The College

A student who finds it necessary to withdraw from The College is strongly encouraged to complete the established process, which includes completion of an official Withdrawal Form (available from The College Services One Stop). Withdrawing students are also required to see the business office to settle any unpaid balances or arrange for any refunds.

Medical Leave Policy

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

Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the college. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility
Students requesting Medical Leave of Absence must:

1. Provide a letter to the Vice President of Academic Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
2. Provide the Vice President of Academic Affairs documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

VIII. ACADEMIC PLACEMENT POLICY

Any student admitted into a degree program at Great Bay Community College will be required to take placement tests in reading, writing, mathematics, and computer skills. The goal of placement testing is to identify areas of strength and weakness so that students are appropriately placed into math, English, and computer courses. Placement testing may also be required for other courses that are impacted by math, writing, reading, and technology competencies. In some cases, placement testing may determine acceptance into a program. Students who are applying to a certificate program may have testing requirements specific to that certificate. Testing requirements are located in Admissions, Academic Affairs, and the Center for Academic Planning and Support (CAPS).

Great Bay Community College's placement policy may be waived, in full or part, for those individuals who have met one or more of the following conditions:

- Earned a minimum score of 550 on the SAT Critical Reasoning, SAT Math, and/or SAT Writing (with an essay score of 8 or higher) within the past five years.
- Earned a minimum ACT score of 24 Reading, 24 English, 8 Essay, and 23 Math within the past five years.
- Completed a computer-based placement test (CBT) at Great Bay Community College or another accredited postsecondary institution within the past two years.
- Completed a college-level computer course (within 5 years), math or English course at an accredited institution with a C or better.
- Completed an Advanced Placement English and/or math class with a College Board test score of 3 or above.

ACCUPLACER is a computer-based assessment that is adaptive in nature, carefully selecting questions based on prior responses to get the most information in the least amount of time. College advisors will use placement scores along with other important information to develop an academic schedule that is right for each student.

Any student who has a disability that might interfere with his or her ability to take the assessment independently may request special testing accommodations from the Coordinator for Disability Services. Students who are nonnative speakers of the English language may access a variation of the placement test (LOEP) that will determine course placement based on assessed levels of English proficiency.

** ACCUPLACER is a product of The College Board, a division of the Educational Testing Service (ETS)*

IX. ENGLISH DEPARTMENT POLICIES

PLACEMENT POLICY

ENGL098 is the first in a sequence of developmental courses designed to build the requisite skills for success in ENGL110. The prerequisite for ENGL099 is placement or a grade of "C"or better in ENGL098. In order to move directly from ENGL098 to ENGL110, the following conditions must be met: minimum grade of B in ENGL098, ENGL098 English Instructor recommendation, plus English Department Chairperson approval of the prerequisite waiver, OR students may re-take the writing portion of Accuplacer to demonstrate placement in ENGL110.

COLLEGE COMPOSITION I POLICY

Students must pass the research component of ENGL110 College Composition I in order to pass the course.

X. COMPLETION OF COURSE CREDITS

Only courses taken at the institution will be used to calculate the CGPA. A matriculated student who is able to present evidence supporting education in one or more courses applicable to the student's program of study may request that those credits/experiences be evaluated and applied to graduation requirements. Final determination of transferability rests with the Vice President of Academic Affairs. Four methods of gaining advanced standing are as follows:

1. Transfer Credit Policy
2. College Level Examination Program (CLEP)
3. Credit by Examination (Challenge)
4. Credit for prior learning experience
5. Advanced Placement (AP) Credit
6. NOCTI
7. First Year Seminar Equivalency

1. Transfer of Credit from Another Institution. Students may transfer credits earned at other accredited institutions (these shall also include Community College of the Air Force, Armed Services Education Experiences as outlined in the Armed Services Evaluation Guide, and USAFI courses) for coursework required by their Great Bay Community College major program. It is the student's responsibility to furnish the College with a official transcripts of academic courses from each college they have attended, and a catalog from each institution attended with course descriptions for which transfer credit is sought. Grades of "C" or better in courses judged by the College to be equivalent in nature and content to Great Bay Community College offerings will be accepted. Final determination of transferability rests with the Vice President of Academic Affairs. Students seeking degrees or certificates at Great Bay Community College must fulfill residency requirements. A student must have a minimum of 64 credits to complete a degree, and must complete all required courses for his or her academic program. Students who transfer in three credit math courses or ENGL110 College Composition I may need to take additional elective courses to meet the degree credit minimum.

Students with foreign transcripts must submit both of the following for transfer credit review:

1. Original College Transcript (not Diploma), translated if not in English, which lists all courses taken, grading system, and grades earned.
   AND
2. Official Course-by-Course Evaluation by a third party agency. Example agencies include, but are not limited to:
   - World Education Services (WES) www.wes.org
   - Center for Educational Documentation (CED) www.cedevaluations.com
   - Educational Credential Evaluators (ECE) www.ece.org

2. College Level Examination Program (CLEP)

Students with previous academic experiences in specific subject areas may choose to earn credits by taking a nationally standardized exam known as CLEP. Great Bay is an approved testing site for CLEP, providing examinations in the areas of Composition and Literature, Foreign Languages, Social Sciences, History, Science, and Mathematics. A complete list of the CLEP exams accepted for credit by Great Bay, along with corresponding course names and credits, is available in CAPS (Center for Academic Planning and Support).

Successful completion of a CLEP exam is treated as a transfer credit. Students will need to request that a copy of their scores be sent to Great Bay for review. This request is made to The College Board and can be done during or after the exam. Acceptance of CLEP exams for transfer credits will be based on the following criteria:

- The student has earned a passing score as defined by The College Board and The College.
- The student has been accepted into a program.
- There is a course within the student's program of study that is equivalent to the CLEP exam.

Although CLEP credits count towards graduation, CLEP scores are not calculated into a student's GPA or in any way interpreted as a grade. Additionally, CLEP credits may not be applied towards Great Bay's residency requirement. Students may not transfer CLEP credits for a course they have successfully completed, or that is more advanced than the subject of the exam. Any student who fails a Great Bay course and wishes to take a CLEP exam in lieu of retaking the course must realize that the original grade received will remain on his or her transcript and will be counted in the CGPA. The CLEP exam score does not replace a grade for a Great Bay course. Students should speak with their academic advisor if they have questions regarding this process. CLEP exams are administered on the computer (CLEP CBT) through the Center for Academic Planning and Support. Individuals needing testing accommodations or optional essays must allow a minimum of two weeks prior to testing to process these requests. For more information, contact CAPS: (603) 427-7621.

3. Credit by Examination (Challenge Exam)

Not all courses are appropriate for credit by examination. Individual colleges and departments will be responsible for determining if a course is eligible for credit by examination. Credit by examination may be earned only by a matriculated student who, by study, training or experience outside the CCSNH College has acquired skill or knowledge equivalent to that acquired by a student enrolled in The College. A student is eligible for a maximum of sixteen (16) credits through credit by examination. Students shall pay an examination fee as set by the Board.

If the student passes the exam, using criteria developed by the respective department, appropriate credit(s) shall be applied to the student's academic record and a notation entered on the student's transcript indicating successful completion. Since a traditional grade (A-F) is not entered, the Credit by Exam is not calculated into the student's GPA. If the student fails to pass the exam, no entry is made on the academic transcript but a record of the unsuccessful completion will be maintained in the student's file. A student who does not pass the Credit by Exam will be ineligible for another Credit by Exam in that course.

The student should complete the form available in Academic Affairs and then meet with the Department Chair or Program Coordinator of the program to discuss obtaining credit by examination. Final approval rests with the Vice President of Academic Affairs or his or her designee. No exam is to be issued until all fees are paid and all approvals have been obtained. The date for the exam shall be determined by the instructor administering the exam, but shall not take place more than 30 days after the date of the instructor's approval.

4. Credit for Prior Learning - 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 or certificate program. To prepare for this option, the student must develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated to be eligible to apply for experiential credit. Not all programs provide the experiential credit option; students should consult with their program chairs. Students may be awarded a maximum of 24 credits for experiential learning.

A request for Credit by Prior Learning should initiate with the Department Chair or Program Coordinator of program in which the student wishes to receive course credit. After initial discussion, the student should submit the appropriate approval form available in the Academic Affairs Office. Upon approval, the student must develop a portfolio that demonstrates achievement of the course objectives and competencies. The portfolio would minimally contain a cover letter and resume, extensive work experience explanations, letters from employers, certificates of accomplishment, samples of work, as well as any other information deemed appropriate. The responsibility of proof will be on the student requesting evaluation. The portfolio is then reviewed by an appropriate faculty member, the department chairperson, and the Associate Vice President of Academic Affairs.

5. Advanced Placement (AP) Credit

Transfer credit may be awarded for appropriate outstanding secondary school work as demonstrated through Advanced Placement (AP) exams. Students must request an official AP grade report be sent to Great Bay Community College for evaluation.

6. NOCTI

Course credits may also be completed by credit given by other agencies recognized by national associations offering college level course, National Occupational Competency Testing Institute (NOCTI) Assessments, or Licensure or Certification Exams recognized by industry (Industries shall be inclusive of all fields: i.e. business, health, automotive, etc.). Final determination of transferability rests with the Vice President of Academic Affairs.

7. First Year Seminar Equivalency

The College offers a one-credit course called First Year Seminar, which is designed to provide specific skills to students that will maximize academic performance. This course is required by many programs of study. Credit for this course may be awarded if:

- The student has previously completed an Associate or Bachelor's degree from an accredited college or university including Great Bay Community College.
- The student has previously attended an accredited college or university other than Great Bay Community College and completed a minimum of 12 credits (excluding developmental and Pass grades) with at least a 2.7 cumulative grade point average.
- The student has eligible transfer credit.

Please Note: There is no equivalency for FYE 103 Essential Skills for College Success, unless the student has eligible transfer credit.

Students who pursue advanced standing in their program via transfer credit, CLEP, AP, Credit by Examination or Credit for Prior Learning, or a combination thereof, must still meet The College's residency requirement.

XI. RESIDENCY REQUIREMENT

In order to establish residency in an institution, the following is required:

1. For an Associate Degree, a minimum of sixteen (16) semester credits must be completed either as a full-time student, a continuing education division student, or a combination of each from credit courses offered directly by and under the full control of the institution concerned. At least eight (8) credits must be taken in advanced level courses in the student's major..
2. For Diploma or Professional Certificate, a student must complete at least nine (9) credits or 25% of the credits, whichever is larger, required for the Diploma or Professional Certificate at the institution from which it is awarded. Whichever is larger, required for the Certificate at the institution from which it is awarded.
3. For a Certificate, a student must complete at least 6 credits or 25% of the credits, whichever is larger, required for the Certificate at the institution from which it is awarded.

XII. TRANSFER TO OTHER INSTITUTIONS

Transfer policies vary from institution to institution. When transfer to another institution is sought, the number of transfer credits granted for courses completed at Great Bay is determined entirely by the institution to which the student transfers.

Transcripts

Transcripts must be requested in writing and forms are located in College Services One Stop or can be accessed online from The College website. The first two transcripts are free. Thereafter, official transcripts are $3.00 each; there is an additional $5 fee for faxing. A student's transcript is private information. No third party may receive a copy of a student's transcript without the student's written consent. Student accounts must be paid in full in order to receive a transcript.

In accordance with FERPA regulations, if a student has a hold on an account because of outstanding financial obligations he/she will be able to view the final grades at the conclusion of the semester in question through Student Information System (SIS). However, the student will be unable to view his/her entire transcript on SIS, but may view the entire transcript in the Registrar's office on request. No official transcript will be released until all outstanding financial obligations are resolved.

XIII. ACADEMIC HONOR CLASSIFICATIONS

President's List: Any student enrolled in a degree program carrying a minimum of 12 semester credits and earning a grade point average of 3.70 or higher for a given semester will be placed on the President's List for that semester.

Vice President's List: Any student enrolled in a degree program carrying a minimum of 12 semester credits and earning a grade point average of 3.30 – 3.69 for a given semester will be placed on the Vice President's List for that semester.

Graduation Honor: Students who graduate within the appropriate range of cumulative grade point averages are designated with the honor list.

3.30 – 3.59	Cum Laude (with Honors)
3.60 – 3.89	Magna Cum Laude (with High Honors)
3.90 – 4.00	Summa Cum Laude (with Highest Honors)

XIV. ACADEMIC STANDING CLASSIFICATIONS

Academic Standards: Students falling below the following standards will be designated as not meeting satisfactory academic progress. Failure to meet satisfactory progress will result in either Academic Probation or Academic Suspension. Calculation of Cumulative Grade Point Average (CGPA) will be based on all courses taken at the institution, including developmental or remedial courses.

Grade	Counts as Accumulated for Academic Standing (Counted in GPA):
Letter Grades A-F	Yes
WF	Yes
AF	Yes

Academic Probation Definition: a warning which indicates the student may not be on track to graduate because of poor academic performance. The student may remain in the program, but his/her academic progress will be monitored. Students not meeting the criteria below will be placed on Academic Probation:

0-13 Accumulated GPA credit hours:	1.50 CGPA
14-27 Accumulated GPA credit hours:	1.70 CGPA
28-40 Accumulated GPA credit hours:	1.80 CGPA
41+ Accumulated GPA credit hours:	2.00 CGPA

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

Academic Suspension Definition: Students who remain on Academic Probation for three consecutive semesters will be placed on Academic Suspension.
OR
Students not meeting the criteria below will be put on Academic Suspension:

0-13 Accumulated GPA credit hours:	0.50 CGPA
14-27 Accumulated GPA credit hours:	1.10 CGPA
28-40 Accumulated GPA credit hours:	1.25 CGPA
41+ Accumulated GPA credit hours:	1.50 CGPA

The student may no longer remain in the program and may not re-apply for re-admission for a minimum of one semester, unless approved through The College Suspension Recovery Program.

Suspension Recovery Program
Students who receive a letter of Suspension have three options.

1. Students may "stop-out" (stop attending) for one or more semesters, and reapply after a minimum of one semester.
2. Students may take Liberal Arts classes on a non-matriculated basis (not admitted in a degree or certificate program), and reapply into a program after a minimum of one semester.
3. Students may enroll in The College's Suspension Recovery Program via a Continued Participation Agreement (CPA).This option allows students to continue their matriculation in a degree program on a contractual basis. Enrollment in this Agreement has no bearing upon a student's eligibility for Financial Aid. The process for enrolling in this program will be included in the letter of Suspension.

Program Suspension
Some programs have program and grade requirements that supersede Academic Standing Classifications. These programs include: Nursing, Massage Therapy, Surgical Technology, and Veterinary Technology. This is called a Program Suspension and these programs have individual appeal and re-admission policies and procedures. For more information please see individual programs. Students suspended from their programs are not eligible for the Suspension Recovery Program.

Grade Appeal Policy
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. The Vice President for Academic Affairs, the only other individual on campus empowered to change a student's grade, may alter a student's grade only in a case of obvious computational error or blatant abuse of the grading prerogative.*

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 (5) work days. **
2. Meet with the Program Director/Department Head. If the issue was not resolved in Step 1, the student has three (3) work days from the date of the faculty member's decision to file a written appeal with the faculty member's Program or Department Head, or with the VPAA if the faculty member is also the Department Head or Program Director. Within three (3) work days the Department Head (or 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.

3. File a written appeal with the Vice President of Academic Affairs (VPAA). If the issue is not resolved in Step 1, the student has three (3) work days to file a written appeal with the VPAA (or designee). The letter of appeal must include the student's name and contact information, the course name and number, the semester in which the course was taken, the student's grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error and/or blatant abuse of the grading prerogative.* The VPAA (or designee) will have ten (10) work days from receipt of the written appeal to render a decision. The decision of the VPAA (or designee) is final.

**Note that "blatant abuse of the grading prerogative" refers to situations in which an instructor has willfully ignored published grading and assessment criteria and/or has exhibited bad faith by acting in violation of published performance/behavior standards for faculty.*

***There are times, especially during the summer, that the schedules of the faculty member, the Department Head, and/or the Vice President are not compatible with the timeframes specified above. Students who have been unsuccessful in their attempts to reach the faculty member may contact the Academic Affairs Office directly. A representative of the Academic Affairs Office will then make every attempt to arrange the required meeting with the course instructor and Department Head within the five (5) days indicated in Step 1. Students are advised, however, that it may not be possible in all cases to do so.*

Academic Warning
The instructor may give a student an academic warning at any time if the student is failing or in danger of failing a course.

XV. ACADEMIC HONESTY

True learning can exist only in an environment of intellectual honesty. As future professionals students have a particular responsibility to themselves and society to conduct their academic studies with integrity. Great Bay Community College must refuse to allow plagiarism and cheating; all of us must work to create an environment in which intellectual curiosity and honesty are valued.

Refer to the Student Handbook for definitions of cheating and plagiarism. Instructors are empowered to impose sanctions as outlined in the Student Handbook. Violations will be referred to the Academic Affairs Office.

XVI. ACADEMIC PRIVACY

All records shall be maintained in accordance with the Family Education Rights and Privacy Act and shall be kept in fireproof files.

Family Education Rights and Privacy Act (FERPA) In compliance with the Family Rights and Privacy Act of 1974 (The Buckley Amendment), it is the policy of The College to protect the educational/academic records of its learners, former learners, and alumni. All personally identifiable information in a learner's educational record is considered confidential. FERPA rights apply at the point of matriculation or registration, regardless of minor status. The identifying status is the process which makes the individual a student at this college.

The federal law includes provisions for disclosure of Directory Information by educational institutions. The College considers the following to be Directory Information: Student's name, telephone number, city/town, e-mail address, major field of study, enrollment status (e.g. full-time or part-time), degrees, awards, honors. IF YOU DO NOT WISH DISCLOSURE OF ANY OR ALL OF THE CATEGORIES OF IDENTIFIABLE DIRECTORY INFORMATION, YOU MUST NOTIFY THE REGISTRAR IN WRITING PRIOR TO THE CLOSE OF THE LAST DAY TO ADD.

Please consider very carefully the consequences of any decision by you to withhold any category of general Directory Information. Should you decide not to release general Directory Information, any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law.

The College will honor your request to withhold general Directory Information, but cannot assume responsibility to get in touch with you for subsequent permission to release it. Regardless of the effect upon you, The College assumes no liability for honoring your instructions that such information be withheld.

Copies of the Family Educational Rights and Privacy Act of 1974, Part 99 of Title 45, dealing with Privacy Rights of Parents and Students, may be obtained from the Vice President of Student Affairs or the Office of the Vice President of Academic Affairs.

Student Records

A. Students have the right to review the contents of their records. Students will be given access to their own records within a reasonable period of time, but in no case shall access be withheld for more than 45 days after the request has been made. The Registrar is authorized to release this information. Students wishing access to their records must contact the Registrar personally. In cases involving the possibility of misinterpretation of data, the Vice President of Academic Affairs or his/her qualified designee shall interpret the data to the student.
B. Students shall have the opportunity for a hearing to challenge the contents of their college records to ensure that they are not inaccurate, misleading, or in violation of their privacy or rights. This challenge must be made in writing to the Vice President of Academic Affairs.
C. Students may authorize the release of their records to intended persons or institutions by completing the Authorization to Release Records form. No access or release of any personally identifiable records or files on students will be allowed to any individual, agency or organization without prior written consent of the student, except as follows:
    1. To internal and external officials directly involved with a legitimate educational interest.
    2. To authorized Federal and State officers as identified in Section 438 (b) 3) of Public Law 93- 380.

XVII. IMMUNIZATION POLICY

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in inter-collegiate athletics, must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation can be approved. Individual colleges may include additional groups or constituencies at their discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by The College. See individual programs requirements.

XVIII. INDEPENDENT STUDY FOR MATRICULATED STUDENTS

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 CGPA of 2.0 to be eligible for an Independent Study. The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any course existing in Great Bay Community College's catalog. The final approval rests with the Vice President of Academic Affairs.

XIX. DIRECTED STUDY FOR MATRICULATED STUDENTS

Under certain circumstances a matriculated student may take a course in a semester when the course is not offered. A directed study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. A matriculated student must have a minimum CGPA of 2.0 to be eligible for a Directed Study. The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a directed study will not be granted for a course currently being offered. The final approval rests with the Vice President of Academic Affairs.

XX. INFORMATION TECHNOLOGY ACCEPTABLE USE

1. Purpose:

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at www.ccsnh.edu

Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

2. Responsibilities

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

A. Comply with posted policies governing use of computing and printing facilities.
B. Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
C. Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
D. Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
E. Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
F. Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
G. Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to ITSupport@ccsnh.edu
H. Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.
I. Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.
J. Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.
K. Report violations or suspected violations of this policy. Please report violations as follows:
    - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
    - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
    - Students: Report violations to your College Vice-President of Academic Affairs or President.

3. Enforcement of this Policy

CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

A. Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:
   - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
   - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
   - Students: Report violations to your College Vice-President of Academic Affairs or President.

B. Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.

C. Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.

D. Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy. (also referenced in Human Resources Section 321.01)

Addendum A: Example Violations of Acceptable Use Policy

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):

Authorized Access/Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Blackboard, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

Services

1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
4. Knowingly spreading computer viruses.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
6. Excessive use of technology resources for "frivolous" purposes unrelated to the academic or administrative work of the Colleges, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.
7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.
10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

Software, Data & Information

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging/Voice Mail/Voice Services

1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.
3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
4. Malicious e-mail or voice mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.
5. Forging of e-mail header or voice mail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voice mail from another's voice lines.
6. Falsely representing opinions or statements on behalf of CCSNH or others.

CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.
4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

Listservs, Bulletin & Discussion Boards

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator. For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.
2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion boards.

XXI. SERVICE LEARNING

Service learning combines community service with academic instruction. Students enrolled in courses with a "service learning" component as part of the academic experience are guided through a critical analysis of what they observe in the field and what is presented in class.

This "service-learning" approach enhances the breadth and depth of student learning in at least three domains:

- Academics/higher order cognitive skills
- Life skills
- Sense of civic responsibility and ability to be an effective member of the communities where they will reside after graduation.

The service-learning program focuses on promoting service learning as an effective teaching strategy within the existing curricula of The College. Course learning outcomes are the basis for integrating projects that serve The College or the community at large. In order to preserve the academic integrity of a service learning opportunity, students are not graded on simply "putting in the hours". Rather, they are graded on specific assignments and/or projects that demonstrate learning from the service-learning experience. Some courses will provide built-in experiential projects; others will require the student to identify his/her own project. Service-learning activities have been demonstrated as positive learning experiences for both students and faculty. Courses with required Service-learning components are labeled SL in the semester course scheduler.

ACADEMIC SUPPORT SERVICES

I. CENTER FOR ACADEMIC PLANNING AND SUPPORT

Academic planning and support services are available to both student and community members through the Center for Academic Planning and Support (CAPS). Services include: peer and professional tutoring, computerized instruction, workshops, disability and ESOL support services, international student advising, and academic counseling and assessment. In addition, the Center maintains a computer lab, study/tutoring space, a computer training room, and testing rooms. Students are encouraged to visit CAPS during their first week of classes to familiarize themselves with the services and staff. CAPS services are free of charge to students enrolled in credit-bearing courses. Community members may access the Center and its services through the purchase of a Community Access Card.

Hours of Operation*:	
Monday - Thursday	8:00 am to 7:00 pm*
Friday	8:00 am to 4:00 pm
Saturday	8:00 am to 12:00 pm*

**Hours may vary during the summer semester and/or when classes are not in session. Updated hours are posted throughout the Center and on the CAPS webpages.*

For more information about any CAPS service, or to receive a brochure, email CAPS at greatbaycaps@ccsnh.edu, visit the website at www.greatbay.edu/caps, call 603-427-7621, or drop in during open hours. CAPS is located in Room 210.

Academic Counseling

CAPS counselors work with students at any point in their program in developing academic skills and strategies, as well as organizational and other life management techniques. Specialty advising is available in the areas described below, and students may work collaboratively with faculty and CAPS counselors around these topics. When appropriate, students are referred to outside agencies for further assistance. Students referred to CAPS through an Academic Alert Form from a faculty member or advisor will be contacted to receive these services.

Tutoring Services

Both peer and professional tutors are available in many subject areas to help students gain greater knowledge/confidence in their learning strategies; develop organizational skills; and complete assignments more successfully. Tutoring options include: Math, Writing, Science and Computer Drop-In Centers; tutor-facilitated study groups; one-to-one tutoring; small group tutoring; online tutoring; as well as multimedia, computerized tutorials and software applications. Schedules for tutoring are posted each semester in CAPS and on the website at www.greatbay.edu/caps/tutoring. The tutor program trains and certifies its tutors via the College Reading & Learning Association (CRLA) national standards. For more information about receiving tutoring or becoming a tutor, contact the Coordinator of Tutoring and Developmental Education Services.

Developmental Education Services

Students who are transitioning to college from GED or adult education programs, or who have been away from school for prolonged periods, may access CAPS support in developing college readiness skills. Specialized assistance is provided in managing the process of becoming enrolled, getting connected with college resources, and improving skills for success and confidence in the classroom. For more information, contact the Coordinator of Tutoring and Developmental Education Services.

Disabilities Support Services

Community College System of New Hampshire (CCSNH) Disabilities Services Mission Statement:
It is the mission of CCSNH 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.

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, the College does not discriminate against students with disabilities in terms of program admission and/or opportunities for academic success. Students are entitled to equal access to programs and services for which they are otherwise qualified.

Although students are not obliged to disclose their disability, in doing so they become eligible to receive support services that promote retention and success. As each student's needs are unique, the provision of services is designed individually each semester. Reasonable accommodations are determined by the nature of the disability, requirements of the curriculum and specific classes, and timeliness of the request.

To access services students must provide recent documentation of their disability to the Coordinator of Disability Support Services. All information is kept confidential. **For more information or to schedule an appointment, contact the Coordinator of Disability Services or visit our website at www.greatbay.edu/caps.**

Grievance Policies and Procedures Appeal Process for a Student Denied Disability Services:
Students denied disability services may submit a written appeal of the decision. Appeals should be sent to the Director of the Center for Academic Planning and Support (CAPS) and to the Vice President of Academic Affairs (VPAA) within ten (10) working days of receipt of the decision from the Disabilities Counselor. The Director and VPAA will research the appeal and provide a decision to the student within ten (10) working days of receipt of the appeal letter.

If the student does not agree with the decision of the Director of CAPS and the Vice President of Academic Affairs, the student may submit a written appeal to the President of Great Bay Community College. The original documentation and recommendation of the Disabilities Counselor will be reviewed by the President (or designee), who will communicate his/her decision in writing within fifteen (15) working days of receipt of the written appeal. The student may then appeal this decision to the Chancellor of the Community College System of New Hampshire, if desired. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491; (617) 289-0111; TDD: (877) 521-2172; email: ocr_boston@ed.gov.

English for Speakers of Other Languages (ESL/ESOL) and International Student Services
ESL and international students receive specialized academic support and advising services, which include: skill development in oral and written communication, reading, study skills, test preparation, tutoring, and more. Other supports include advising regarding immigration status, employment eligibility, health insurance, taxes, travel, and legal referral. Students are encouraged to participate in the International Club to promote social growth and cross-cultural understanding. For more information, contact the Diversity Programming Coordinator.

Gender equity/Nontraditional fields of study
Nontraditional fields of study are occupations or fields of work in which individuals from one gender comprises less than 25 percent of the total number. Examples include computer science, nursing, and several other emerging high skill occupations. Support, resources and scholarships may be available for students studying in nontraditional fields. For information regarding these services and which programs are considered to be nontraditional, please contact the Diversity Programming Coordinator in CAPS.

Testing
CAPS provides a range of testing services which include, but are not limited to, proctored exams for distance learners, alternative testing services for faculty, student assessments for academic and career purposes, CLEP exams, and placement testing for new students. CLEP exams and placement testing (ACCUPLACER) are both described in more detail under Academic Policies. See page 24 for CLEP and page 23 for Accuplacer.

Website Resources
In addition to the information regarding our services and programs, the CAPS pages on the college website at www.greatbay.edu/caps include many resources. The "Learning" tab in particular is dedicated to tools and links that will help develop further knowledge in content areas and study skills.

Workshops
The Center for Academic Planning and Support works collaboratively with other departments throughout the college and outside partners to offer non-credit workshops in a variety of subjects relevant to students and faculty. Dates and times are posted in the college events calendar and/or through promotional materials. In-class workshops may be requested by faculty through a Workshop Request Form, available in the Center and on the website. Community members may attend workshops for a fee or by purchasing a Community Access Card.

II. ACADEMIC ADVISING

The goal of academic advising is to assist students in creating academic plans that will help them achieve their educational goals. Through conversation, assessment, goal setting, and strategic planning, students are empowered to create academic schedules that reflect program requirements and take into consideration obligations to family, work, and community. The process of advising at Great Bay Community College is characterized by communication and connection between the student and his/her advisor. Through a mutual exchange of questions and information, students and advisors share ideas and generate solutions. The advisor-advisee relationship is potentially one of the most significant partnerships a student will experience while at Great Bay. Students are encouraged at all times to seek out their advisor to ask questions, share concerns, get help, plan for the future, or simply to "check-in".

The Advising Center
The Advising Center is staffed by professional advisors, who are available to assist students with any advising questions they might have, but specifically works with non-matriculated students and Liberal Arts students who have not declared a concentration. All other students are advised by their program faculty. A complete list of faculty advisors can be found in the advising center or online: www.greatbay.edu/advising

New students: Upon completion of their placement testing, new students will be scheduled for an advising session during which they will work with Advising Center Staff to complete their first semester schedules. Prior to their session, new students are asked to view an online tutorial about scheduling considerations, college policies and procedures, and college expectations. In subsequent semesters, students will work with their assigned faculty advisors.

Transfer Counseling
Advising services include assistance with exploring colleges for transfer, transfer application process, and course selection at GBCC based on future transfer goals. For more information contact the Transfer Coordinator in the Advising Center or visit www.NHtransfer.org .

III. LIBRARY

The Library supports the teaching and learning activities of Great Bay Community College and provides informational services for New Hampshire residents. A full range of library services is available, including: circulation of our 10,000 + volume library and 100 + current periodical subscriptions for browsing and research, remote access to information provided by 64 databases and 153,285 over 180,000electronic books, instructor reserves, research/ reference support, information literacy training, photocopying, fully loaded media carts, information via free access to the Internet and interlibrary loan.

Hours and Locations

The Library is open Monday through Thursday from 8 am to 8 pm, on Friday from 8 am to 4 pm, and on Saturday from 8 am to 12 pm. Hours may change during holidays and summer. Please call the Library for current hours.

Reference Help

Librarians have professional expertise in helping students find and use information. Librarians are familiar with library assignments handed out in classes and also offer instruction in the print and electronic research process. Students can access assistance at the Library circulation desk, by phone, or via email. Questions can be e-mailed to reference@ccsnh.edu.

Online Access

Using Library workstations or their own computers, students can access the online catalog, locate full-text periodical articles, search electronic reference sources, access entire e-books, or search the Internet. Begin at the Library home page greatbay.edu/library. Only current students can access electronic resources from off campus. Call the Library for further assistance in remote use.

Electronic Resources

There are several electronic resources available through the Library for students' use. There are laptops that can be checked out for 2 weeks at a time for research use at home. There are Nook ereaders that can also be used at home and there are iPads for use in the Library only.

Academic Programs Material

Library materials include: reference resources, circulating books; electronic books; online full-text databases of periodicals and reference materials, print periodicals, local, state, and national newspapers, and a wide variety of audiovisual materials such as videos, DVDs, and CDs. All media materials and the equipment to use them are available for use in the Library. In addition, there is a reserve collection of materials, placed on reserve by instructors for specific classes.

Reserves may be in print or audiovisual format. From Library workstations, students can also access Blackboard, web email, and the Internet. Thousands of periodicals and newspapers are available in print or online. Many online databases offer the full text of periodical articles that students may print, download, or send via email. Librarians can show students how to use these resources.

Saving Documents, Printing, E-mailing, and Copying

Current Great Bay Community College students may print 10 pages per day from Library workstations; however, students are encouraged to bring jump drives to the Library for downloading information. Students may also email information from many Library resources to themselves. The Library also has a photocopier for use. Copies are $.10 each.

Material from Other Libraries

Students needing material that is at another Community College System of New Hampshire campus can request that it be sent through interlibrary loan. Students may make a request themselves online through the card catalog or ask a Library staff member to make the request.

Great Bay Community College students, under a reciprocal agreement, have access to the resources of the University System libraries. These include the libraries at UNH Manchester and Durham, Keene State, Plymouth State and Granite State College. Students, with a valid picture student ID, may go to these libraries and borrow materials directly at no charge. Please be aware that if materials are not returned to any University System library, students will be responsible for the full replacement cost of the items plus any applicable fees. This will result in a charge being placed on the student's account at Great Bay Community College and will need to be paid before registering for classes, receiving transcripts or graduating.

Fines

Fines for most items are .25 cents/day per item (laptops and Nooks are $10 per day). A hold will be placed on student records if materials are not returned or fines are not paid. This hold must be cleared before a student can check out more materials, register for classes, graduate, or obtain transcripts.

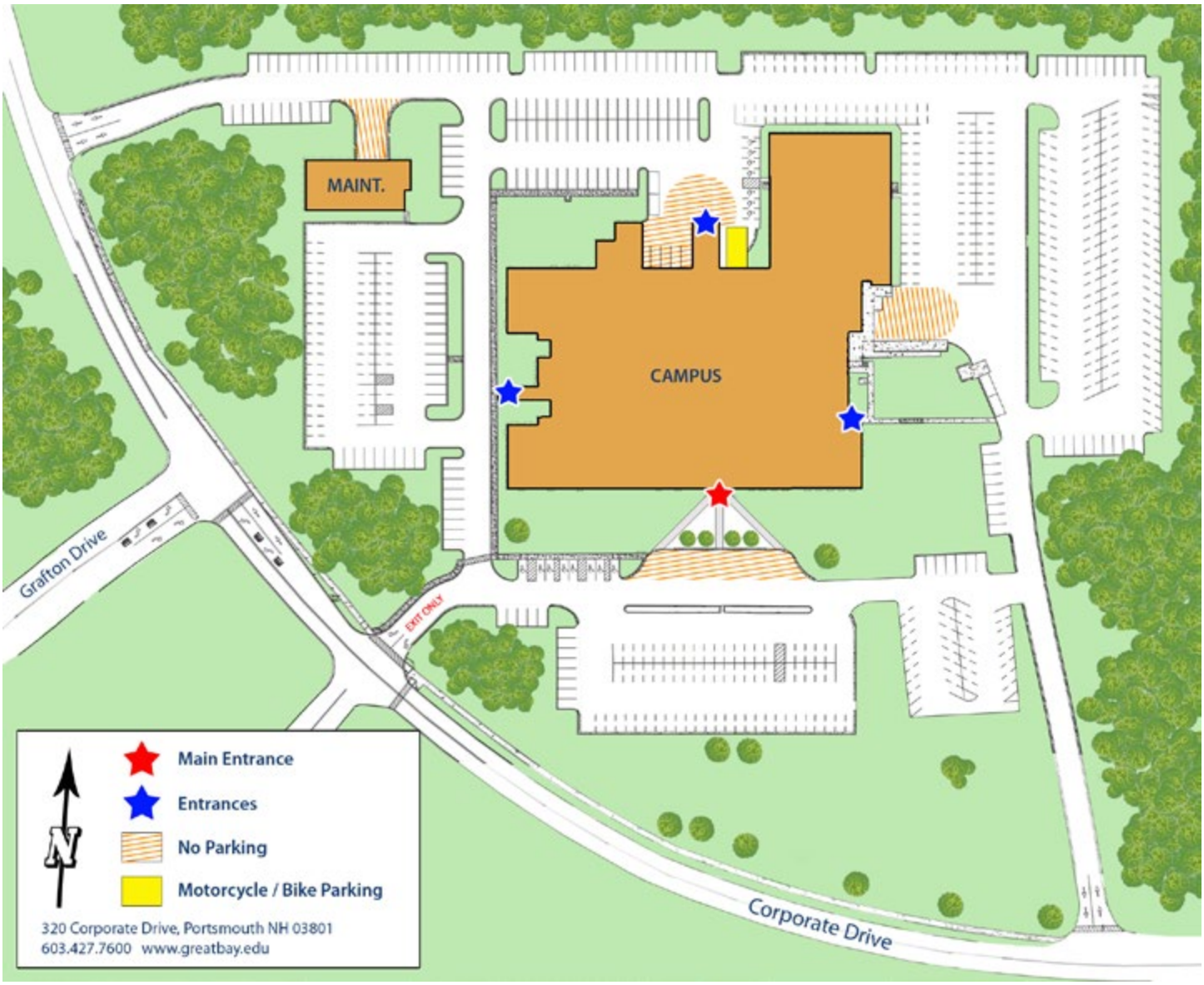
Access, Use, and Check-out Procedures for Library Materials

Students need a current Great Bay Community College photo ID to check out Library materials. Books are loaned for three weeks. Loan periods for other materials vary and may include room-use-only restrictions.

IV. PROJECT SUCCESS

Project Success is a program designed to provide career assessment, personal and academic support, and community access to needed services for single parents, displaced homemakers, and single pregnant women enrolled in career and technology programs at Great Bay Community College. Funded by the Carl C. Perkins Vocational Educational Grant, eligible students may receive funds to help with books, tuition, fees, and supplies. For more information regarding the application process, contact the Project Success Director 603-427-7645

CAMPUS MAP


MAINT.
CAMPUS
Grafton Drive
EXIT ONLY
Corporate Drive
Main Entrance
Entrances
No Parking
Motorcycle / Bike Parking
N
320 Corporate Drive, Portsmouth NH 03801
603.427.7600 www.greatbay.edu

Floor Plan

Detailed Version at:
www.greatbay.edu/campus-life/facilities/where-things-are

1ST Floor

2ND Floor

3RD Floor

4TH Floor

STUDENT SERVICES

Bookstore
The college maintains an on-campus bookstore stocked with textbooks, supplies, novelty items, and college clothing articles. The college contracts with a private vendor to run the bookstore. Students who have questions about pricing, books or any issues should direct their inquiries directly to the bookstore at (603) 427-0891. Students can also purchase text books online. The bookstore can be accessed through the college web site.

Student Identification Cards
Students may obtain a college ID at the Student Info Desk during normal weekday operating hours. Students must know their Student ID numbers and must have photo IDs with them (driver's license, passport, military ID). Cards are required for borrowing Library books, returning books to the campus bookstore and for student discounts at area merchants or public facilities. Students may also have borrowing privileges at other college libraries through presentation of their Student Identification Cards to participating college libraries. Students will need to stop by the Student Info Desk at the start of each academic year in order to get a current validation sticker for their IDs.

Lost Identification Cards
Any student who loses an identification card can obtain a new card at a cost of $10 (payable at College Services One Stop).

Helpdesk
The Helpdesk is a vital information and trouble ticket center for all students, faculty, and staff at Great Bay Community College. This service helps resolve problems with SIS, Blackboard, Email, Computer issues, or general college FAQs. The Helpdesk also has a physical location, inside the College Library. Hours of operation are Monday – Thursday 10am to 6:30pm and Fridays 10am to 4pm. The Helpdesk is closed on Saturday and Sunday, however tickets are still received. If the Helpdesk is unable to resolve an issue on the weekend, it will be resolved first thing Monday morning. Visit the website at: www.greatbay.edu/helpdesk .

Information Technology Services (IT)
Classroom computers and College technology systems are maintained and updated by the College's Information Technology department. IT staff work directly with faculty and Department Chairs to support the learning needs of a diverse student population, and classrooms are equipped with a variety of instructional technology. Wireless networks exist for instruction, meetings, and special events. Open computer labs are located in the library and in the CAPS Department for students to work on assignments and access online learning environments such as Blackboard. Information Technology specialists also partner with Disability Services to review, purchase, and implement assistive technology for students with disabilities.

Cafeteria
The college cafeteria is located on the main floor. Students can buy hot or cold foods, drinks, and pastries. The cafeteria hours are posted each semester. Meals are available at reasonable prices, and vending machines are also available. The college contracts with a private vendor to run the cafeteria.

Campus Security
Uniformed, trained security personnel are stationed at the Front Desk to monitor traffic coming into and exiting the building, respond to any safety concerns that may arise, and provide an escort service for those students, faculty and staff who would like to be accompanied to their vehicles.

GBCC Alerts
An emergency notification system has been developed whereby members of the Great Bay community will be notified by telephone, e-mail and text of any emergencies that may occur. Most commonly these notices will be related to weather related cancellations and closings, but could involve any number of other possible emergency situations. Students must "opt-in" to this service, and may do so by clicking the GBCC Alerts button on the front page of our website.

Bus Service
Great Bay Community College students ride the COAST Bus Service free with their valid College ID Card. Bus service is available Monday-Friday. Schedules are available at the front desk.

Housing and Living Expenses
The college does not maintain residence halls or assume responsibility for housing. Students are advised to check on campus to see if any information about local housing options have been made available or have been posted. Arrangements and contracts for housing are solely between the student and the landlord.

Insurance
A special accident and illness insurance policy is available to all students enrolled with the CCSNH. Enrollment information is provided through a mailing during the summer months or at new student orientation. Brochures are also available at the front desk. The basic policy covers illness and accidents occurring in and out of school. Other details are available within the brochure. The college is not liable for personal injuries incurred by students who are in attendance. Students are encouraged to either provide their own coverage or purchase the insurance provided by the System.

All Nursing and Allied Health Students who have a clinical must have accident and illness insurance, as well as professional liability coverage. Information regarding this professional liability coverage is available in the Nursing and Allied Health Departments.

All students who wish to participate in intercollegiate athletics must produce evidence of enrollment in an accident insurance policy.

Student Handbook
The college's student handbook is available to all students on the college website. The student handbook documents academic and student policies and procedures. Students are responsible for being familiar with the information in the student handbook.

Campus Crime Report
Each year the College compiles a report which identifies the frequency with which certain crimes have been reported to have occurred on campus and on adjacent public property. In addition, related policies, programs and services are identified. This report may also be accessed on our website under the "About Us" tab on the front page.

STUDENT LIFE

Student Life Mission Statement

The Student Life office supports the mission of Great Bay Community College by providing a comprehensive experience that focuses on the whole student. The Student Life office encourages learning beyond the classroom by working in active partnership with student, faculty, and staff colleagues to foster student opportunities which complement academic pursuits.

The Student Life office strives to promote student growth and development for learning, involvement, leadership, and community building through diverse co-curricular cultural, social, educational, athletic, and recreational activities.

Institute for Civic Engagement

The purpose of the Institute of Civic Engagement (ICE) is to encourage students to participate in meaningful civic actions, and to prepare our students for a lifetime of service to society as thoughtful, ethical and engaged citizens. The concept of "meaningful civic actions" includes a wide range of activities by which students are engaged in the lives of their communities (including the college community, the community in which the College is embedded, and the national and international communities of which we are all a part).

Civic action includes service to the community, and it also includes participation in the political process through activities like voting, participation in traditional politics, and involvement in groups that advocate for change..

WHAT DOES THE ICE HAVE TO OFFER YOU?

- Fall and Spring Service Trips
- Weekly and Monthly community service opportunities
- A lengthy list of community partners that need help
- Opportunities to gain leadership skills
- Work study, STAR Scholarships
- The opportunity to work on issues that matter to you
- Events designed to invigorate our participatory democratic system of governance

WHY GET INVOLVED?

- Apply hands-on, practical experience that connects college learning with real life situations
- Build your resume with experiences that will increase your employability
- Explore career opportunities
- See the world from different points of view
- Gain life-long skills in citizenship and activism
- Participate in helping the greater good

100 Hour Club

The Great Bay Community College Institute for Civic Engagement strives to increase outreach between the college and the greater seacoast community through voluntary civic engagement projects with people and places that need our help. The 100 Hour Club is an opportunity for Great Bay Community College students, faculty, and staff to complete 100 hours of community service during their time spent at the College and then be recognized at the annual Student Leadership. Students are free to choose events and activities from an approved list including but not limited to Habitat for Humanity, Big Brothers/Big Sisters, Mentoring, Hospitals, hospice, nursing homes, church activities, 4-H, animal shelters, Libraries, Environmental projects and more.

Student Leadership

The mission of Student Leadership is to facilitate the development of leadership skills. Students have an opportunity to participate in a variety of programs that focus on developing the skills and knowledge needed to be successful. The goals of the Student Leadership are to:

- Provide programs that prepare students to assume leadership roles on campus, in the community, and in the workplace
- Facilitate positive social change at the college and in the community
- Expose students to a variety of cultural experiences that will allow them to gain a better understanding of their community and the world
- Improve students "soft skills" that are needed to be a successful leader including but not limited to effective communication, critical thinking, group process, and goal setting.

For more information about Student Leadership contact Michael Fischer at mfischer@ccsnh.edu.

Career Assistance Programs

Speechcraft - Offered each semester - presented by Toastmasters International

Speechcraft is a several week workshop on communication and leadership that is presented as a public service by local Toastmasters Clubs. The participants learn about various aspects of communication and leadership and are supported by a team of presenters and mentors and guided by a coordinator. The Speechcraft program will consist of eight hours of meetings over the course of four weekly meetings. Over the course of these four sessions, participants will learn about good public speaking and have the opportunity to practice within the Speechcraft group, mentored by experienced Toastmasters. Speechcraft is the quickest means by which people can jump right into the process of improving their speaking skills. Designed for non-Toastmasters, this series of educational sessions covers a number of topics that play a part in good public speaking.

STUDENTS THAT PARTICIPATE WILL:

- Develop a comprehensive set of practical skills and tools to use in the context of leadership, including: Speech Organization, Construct a Speech, How to Relate to Your Audience, Gestures, Vocal Variety, Using Visual Aids, Effective Speech Evaluation.

WHO SHOULD PARTICIPATE?

Any student who wants to learn about how to be an effective speaker can participate. The Speechcraft program is being presented by Portsmouth Toastmasters under the auspices of the GBCC Student Leadership Institute. It is open to all students, faculty and staff.

Athletics

The role of Athletics at Great Bay Community College is to complement and supplement the educational mission of the college. The Athletic Department provides learning experiences for all collegiate athletes and gives each individual the opportunity to share in personal and team success. Involvement in athletics provides opportunities for collegiate-athletes to develop a sense of unity while building a community for all students, alumni, faculty/staff and friends of the College.

The College is a member of the Yankee Small College Conference (YSCC). Conference members include NHTI, Nashua Community College, Vermont Technical College, Southern Maine Community College, Central Maine Community College, Unity College, University of New Hampshire, and the College of St. Joseph's (VT).

The College offers teams in the following sports:

- Men and Women's cross country
- Men and Women's golf
- Men's and Women's bowling

The athletic program is committed to enriching the intellectual and physical capabilities of its student-athletes, while developing and building a respected, competitive national-level program. Great Bay Community College takes pride in its athletic program and the collegiate-athletes who have become part of its tradition. For more information contact the Director of Student Life at 603-427-7644.

Student Ambassador Program

The Student Ambassador Program is an elite group of students chosen on the basis of leadership, scholarship, professionalism and desire to promote college events and programs. Student ambassadors help give colleges and universities a personal feel and help visitors to feel welcome. Ambassadors uphold the philosophy, mission and goals of Great Bay Community College by personal example and as representatives of the college are committed to excellence. In addition to assisting with recruitment, high-school visits, campus tours, special events, and student panels, Student Ambassadors serve as representatives of the college student body and as marketing and recruitment representatives for the entire college. They work with faculty, staff, students and members of the community to promote GBCC and its programs and services and seek to enhance prospective students' knowledge about the various student support services and programs offered at the college. For more information please contact Allyson Britton in Student Life at abritton@ccsnh.edu.

Student Government Association

The Student Government Association represents the student body, upholds student rights, and provides students with the opportunity for training and experience in democratic government. As the governing body for all students, they provide student representation on College governance committees, oversee all student clubs and organizations, and they help to provide student activities both on and off campus. The Student Government Association is concerned with the development, welfare and governance of all students and student clubs and organizations at Great Bay Community College and encourages students to participate in the development and implementation of policies, procedures, and services, which directly impact the student body; all of which can be accomplished through sharing thoughts, views and opinions with the members of SGA. SGA consists of an executive board (President, Vice President, Treasurer, and Secretary), Senators, and Freshmen Representatives. The Student Government Associate can be reached via email at gbsga@ccsnh.edu.

Student Clubs and Organizations

At Great Bay Community College, students have the opportunity to experience success in the classroom and take advantage of a wide range of activities to further enhance life skills. The college offers many clubs and organizations in which you can get involved. Some clubs are specific to majors or have specific membership criteria and others are open to all students. Our student clubs and organizations offer the chance to be a part of a team, gain a head start on a career, build leadership skills, and get involved in community service.

Allegiance of Dancers
The Allegiance of Dancers is a place for people who want to teach and learn different styles and genres of dance. For questions, or to sign up, contact: Natalie Girouard - ngirouard@ccsnh.edu or Lizandra Fralick - lfralick@ccsnh.edu

Campus Activity Board
The Campus Activity Board (CAB) is an organization that sponsors and supports activities that provide a variety of social, educational, and culture programs. All events are open to the entire student body. CAB members plan events and programs, developing valuable leadership and programming skills. Membership is open to all interested students. For questions, or to sign up, contact: Allyson Britton - abritton@ccsnh.edu

Cru (Christian)
Cru Club is a Christian ministry. Cru is a group of students who desire to love Jesus and neighbors with a whole heart. Cru believes that college provides an amazing time to reflect on, question, and wrestle with the most important questions in life. All are welcome! Activities will include service projects and social events. For questions, or to sign up, contact: Tracy Young - tyoung@ccsnh.edu

Gaming Club
Members of this organization will be given the opportunity to compete against each other or against teams from other educational institutions. The Gaming Club will help educate the GBCC community about professional gaming. The club meets weekly. For questions, or to sign up, contact: Lee Kenyon - lkenyon@ccsnh.edu

Great Bay Student Nurses Association
The GBSNA organizes, represents, and mentors students preparing for initial licensure as registered nurses. It promotes development of the skills that students will need as responsible and accountable members of the nursing profession. Student enrolled in the nursing program and pre-nursing students who are not yet in the nursing major are eligible for membership. For questions, or to sign up, contact: Lorraine Mancuso - lmancuso@ccsnh.edu

Hospitality Club
The Hospitality Club provides networking opportunities for Hospitality students. For questions, or to sign up, contact: Dawn Comito - dcomito@ccsnh.edu

International Club
The International Club provides opportunities for international and American students to experience cultural exchange. For questions, or to sign up, contact: Diana Varga - dvarga@ccsnh.edu

Outdoor Adventure Klub
The Outdoor Adventure Klub (OAK) is a student-run organization devoted to helping its members experience the outdoors through pursuits such as hiking, biking, skiing, fishing, rock climbing, canoeing, and trail maintenance. For questions, or to sign up, contact: Bob O'Brien - robrien@ccsnh.edu

Paranormal Club
The Paranormal club is a group of students who have a strong desire to get together and investigate and discuss the "paranormal". For questions, or to sign up, contact: Terri Varney - tvarney@csnh.edu

Phi Theta Kappa
Phi Theta Kappa is an international honors society for students attending two year colleges. The organization seeks to recognize and encourage scholarship among students, develop opportunities for leadership, fellowship, and service, as well as provide an intellectual climate for continued academic excellence. For questions, or to sign up, contact: Erica Brown - esbrown@ccsnh.edu

STEM Club
The Science, Technology, Engineering, and Mathematics (STEM) Club provides a forum to learn more about the exciting and growing STEM fields and careers. The club also provides student leadership opportunities related to the sciences. For questions, or to sign up, contact: Deb Audino - daudino@ccsnh.edu

Student Government Association
The Student Government Association (SGA) is the advocate for student related issues and concerns and is the main governing body of all clubs and organizations on campus. SGA serves as a representative voice for all GBCC students to the administration, faculty, staff, Board of Trustees and the Seacoast community. SGA consists of an Executive Board, elected Senators, and appointed Freshman Representatives. Meetings are open to all members of the campus community. For questions, or to sign up, contact: Michael Fischer - mfischer@ccsnh.edu

Student Veteran's Organization
The GBCC Student Veteran's Organization is committed to providing a welcoming atmosphere for veterans affiliated with Great Bay Community College. GBCC-SVA is a non-partisan organization that brings people together through our shared respect, and desire to help our nation's heroes; many of whom are our friends and classmates. For questions, or to sign up, contact: Deb Lancaster - dlancaster@ccsnh.edu.

Surgical Technology Club
The Surgical Technology Club provides opportunities for members to enhance their experiences and knowledge in the surgical technology field. The club provides members with opportunities to contribute to the health and well-being of the community through projects and programs. The club is open to all students in the Surgical Technology program. For questions, or to sign up, contact: Kristin Whitney - kwhitney@ccsnh.edu

The History Club
The History Club is open to all GBCC students, and encourages the participation of those who may not be history majors, but who share an interest in learning more about the past. Activities include field trips, film showings, and gathering for a fun activity in town. The History Club is dedicated to promoting the College and the local community through participation in other service-related activities on campus. For questions, or to sign up, contact: Jere Vincent -jvincent@ccsnh.edu

Veterinary Technology Club
The Veterinary Technology Club is made up of students enrolled in the Veterinary Technician Program. The club enhances clinical education, career development, and the advancement of the veterinary technology profession, while promoting competent care and humane treatment of animals. For questions, or to sign up, contact: Peg MacGregor - pmacgregor@ccsnh.edu

Student Activities
Students are encouraged to take advantage of the wide range of social, health and community service activities offered. All college sponsored student functions are coordinated in conjunction with Student Life. These include the monthly Great Bay Community College Coffee House Music Series, all health and wellness programs, and cultural events and other activities. Activities are listed on the college calendar on the website. For more information contact the Campus Activities Director at 603-427-7704.

BUSINESS & TRAINING CENTER

BUSINESS & TRAINING CENTER

The Business & Training Center is focused on building the skills and aptitudes needed by employers of the Seacoast region. Programs provide short term training solutions for entry level positions as well as professional development for mid and upper management. The Business & Training Center faculty and consultants bring a depth and breadth of experience and expertise to evaluate needs and deliver training solutions to improve productivity and performance. Customized delivery of both credit and non-credit programming can be offered on-site and on campus. The College is authorized to award Continuing Education Units (CEU) for those courses not eligible for credit toward a degree.

CURRENT COMMUNITY AND CORPORATE EDUCATION PROGRAMS AND OFFERINGS INCLUDE:

BUSINESS TRAINING

OFFICE ADMINSTRATION PROGRAM

This five-course program provides work-readiness training and supports transition to an office environment. This program includes both credit and non-credit courses. Upon completion of the program, participants have the skills needed to perform the tasks of an entry level office administrator, including:

- Business organization and terminology
- Introductory MS Office Computer skills
- Office equipment operation
- Professional and Interpersonnal skills

Required Courses:		
NCPD246	WorkReadyNH	Non-Credit
CIS110	Introduction to Computers	3 credits
CIS156	Computer Applications for Business	3 credits
NCBU113	Office Skills and Technology	Non-Credit

Electives – select one:		
ACCT113	Accounting and Financial Reporting I	3 credits
AH110	Medical Terminology	3 credits
BUS110	Introduction to Business	3 credits

INSURANCE INDUSTRY PROGRAM

This program is designed for those in or those who aspire to entry-level positions in the insurance industry. The curriculum in property and casualty, ethics, property and liability as well as in depth courses in personal and commercial insurance is from The Institutes, a nationally recognized leader in risk management and property casualty education. The courses in the program prepare students for The Institutes exams that lead to insurance designations.

NCBU120	Introduction to Property- Casualty Insurance	Non-Credit
NCBU121	Ethics of Insurance Professionals	Non-Credit
NCBU124	Property and Liability Insurance Principles	Non-Credit
NCBU122	Personal Insurance	Non-Credit
NCBU123	Commercial Insurance	Non-Credit
	Internship in the Insurance Industry	Non-Credit

SOCIAL MEDIA STRATEGIST CERTIFICATION TRAINING

Great Bay Community College offers a certified social media strategist certificate through the National Institute of Social Media. Participants will learn the core principles, skills and methodologies in the application of social media across industries that are essential for success. Upon completion, students are eligible to take the national certification exam.

NCBU125	Becoming a Social Media Strategist	Non-Credit

PRODUCTION & INVENTORY MANAGEMENT PROGRAM
Offered in collaboration with APICS Granite State Chapter #85, this program provides preparation for the Certificate in Production &Inventory Management (CPIM) exams. A CPIM Certification is essential for professionals in production and inventory management, operations, supply chain management, procurement, materials management and purchasing.

Five courses make up the preparation for the individual and final certification exams. APICS certified instructors conduct all classes. The program covers essential terminology, concepts and strategies related to demand management and planning.

NCBU098	Basics of Supply Chain Management	Non-Credit
NCBU102	Detailed Scheduling and Planning	Non-Credit
NCBU105	Execution and Control	Non-Credit
NCBU106	Master Planning of Resources	Non-Credit
NCBU110	Strategic Management of Resources	Non-Credit

SUPERVISORY SKILLS CERTIFICATE
Designed for aspiring, newly appointed and experienced supervisors who want to refresh their skills and grow in a supervisory role. Develop leadership attributes such as effective communication to motivate and guide others, decision making and problem-solving skills and learn how to effectively coach employees to bring out the best in each team member.

NCBU126	Supervisory Skills	Non-Credit

TECHNOLOGY TRAINING

CNC PRODUCTION CERTIFICATE
Prepare to enter a career in the CNC manufacturing industry by becoming an in-demand skilled CNC operator. Gain in-depth knowledge and understanding of the machine tool trade and learn marketable skills for employment in production manufacturing. This is a full-time, 320-hour eight-week boot camp.

NCAM300	CNC Production	Non-Credit

MACHINE TOOL AND COMPUTER NUMERICAL CONTROL (CNC) TECHNOLOGY PROGRAM
These two-semester work-ready training courses provide introductory skill development for professions in manufacturing. Each course covers critical processes of design, set-up and creation through hands-on lab instruction.

NCAM100	Introduction to Machine Tool Technology and Computer Numerical Control (CNC)	Non-Credit
NCAM200	Advanced Machine Tool and CNC Technology	Non-Credit

OUTDOOR POWER EQUIPMENT REPAIR PROGRAM
This program offers certification training for Small Engine Professionals. Classroom and hands-on experience help to build an understanding of theory, as well as troubleshooting, repair and maintenance skills. The program is designed for the homeowner and those considering a career in outdoor power equipment repair. Each workshop is designed to build skill and prepare participants for the Outdoor Power Equipment (OPE) Certification Exams.

NCPE001	Small Engine Repair	Non-Credit
NCPE002	Outdoor Power Equipment Electrical Systems	Non-Credit
NCPE003	Outdoor Power Equipment Mobile Generator	Non-Credit

HEALTHCARE

PERSONAL CARE ATTENDANT CERTIFICATE
This 40 hour training program is designed for new applicants and current professionals in the field of Home Health Care. It includes classroom content and simulated skill practice that focuses on care for the elderly and disabled, personal care, infection control, nutrition, and Alzheimer's disease.

NCHC32	Personal Care Attendant	Non-Credit

VETERINARY TECHNOLOGY NATIONAL EXAMINATION (VTNE) PREPARATION
Meet with your peers in an eight week study group instructed by Great Bay Community College faculty. The material review follows the breakdown of the VTNE. Each class focuses on a different topic and will employ mini-tests, games, and other techniques to help retain key material. Test taking strategies are emphasized.

NCHC026	Vet Tech National Exam Preparation	Non-Credit

TRANSITION PROGRAMS FOR YOUNG ADULTS

Project SEARCH Seacoast NH PROGRAM

This two semester school-to-work program for students with cognitive and physical disabilities is a total workplace immersion training model. Project SEARCH facilitates a seamless combination of classroom instruction, career exploration and on-the-job training and support. Project SEARCH – Healthcare is hosted at Portsmouth Regional Hospital and is one of six programs in NH.

Fall	NCHC33 SEARCH Healthcare I	Non-Credit
Spring	NCHC34 SEARCH Healthcare II	Non-Credit

START HOSPITALITY PROGRAM

The Skills, Tasks And Results Training (START) program, developed by the American Hotel and Lodging Education Institute, is a one year work-readiness training program for transition-age Youth and Adults with Disabilities. Students prepare for positions in the rooms and food/beverage division of a lodging operation. The program includes classroom training job shadows, an internship and on-the-job instruction. Learning the foundation skills of professionalism and having access to career exploration, particularly in the guest services industry are important workplace components of this program. Workplace and independent living capabilities are developed through focused assessment, reading, writing and math skills development.

Fall	NCHL110 Start Hospitality - Part I	Non-Credit
Spring	NCHL120 Start Hospitality - Part II	Non-Credit
Summer	NCHL130 Start Hospitality - Part III	Non-Credit

WorkReadyNH PROGRAM

This tuition-free program offers professional development training for career builders and job seekers looking to improve their skills and employment opportunities. Participants will develop the skills employers are looking for and add the National Career Readiness Certificate credential to their resume.

Skill-building modules for Applied Math, Reading for Information, and Locating Information are fully online, self-paced and convenient. Completing the assessment leads to the National Career Readiness Certificate, a portable, evidence-based national credential that measures essential workplace skills and is a reliable predictor of employee success in the workplace.

Core and interpersonal skills are developed through a 60-hour workplace simulated course. Instructor facilitated activities develop and refine workplace behaviors such as communication, conflict resolution, job keeping, and team membership skills. New Hampshire employers look for mastery of these skills. Those who possess them increase their earning power and stand out from other applicants.
WorkReadyNH is offered at both the Portsmouth and Rochester campuses.

NCPD246	WorkReadyNH Soft Skills	Non-Credit

Contact the WorkReadyNH Center at (603) 427-7636(Portsmouth) or (603)-427-7776 (Rochester) or workreadygbcc@ccsnh.edu

Non-Credit Tuition Refund Policy

Students registered for non-credit workshops/professional training must withdraw in writing at least three business days prior to the first session to receive a full refund of tuition and fees. Students registered for credit bearing courses are subject to the tuition refund policy on page 16. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and lab fees will be refunded.

Funding for Training

Workforce Investment Act (WIA)

WIA provides funds for all Community Education programs to qualified individuals. For qualification guidelines, speak with a counselor at the local NH Works office www.nhworks.org

Trade Act

Trade Act can fund all Great Bay Community College programs to qualified individuals who lost their job to overseas markets. For qualification guidelines, speak with a counselor at the local NH Works office www.nhworks.org

NH Job Training Fund Grant (NHJTF)

The NHJTF Grant is given to NH businesses to improve the capability of their workforce. The member colleges of the Community College System of NH are the preferred training vendors. To find out more about the NHJTF Grant, go to www.nhjobtrainingfund.org and contact the BTC staff to discuss training solutions.

ADVANCED TECHNOLOGY & ACADEMIC CENTER

Advanced Technology & Academic Center

The Advanced Technology & Academic Center serves as the College's second campus. The 17,000 square foot facility located in Rochester, New Hampshire offers traditional academic courses as well as programs in advanced composites manufacturing. The Advanced Composites Manufacturing curriculum has been developed to fit the needs of area manufacturers and is structured around a six month tiered program. At the end of the six months, full-time students earn a certificate in Composites Manufacturing and are qualified for positions as high level machine-operators with options for continuing on to roll the program into an Associate Degree in Technical Studies.

Students begin the program with three courses: Introduction to Advanced Composites, Applied Math and Measuring for Manufacturing and Technical Blueprint Reading. At the end the first term, an area of interest is identified and students begin courses in one of eight areas of specialization ranging from paint operator; weaving technician & preform finishing; resin transfer molding technician; bonding/finishing operator and quality inspection and coordinate measuring machine operator to composites milling/CNC set-up operator and high-performance composites fabrication technician.

AMPed NH

Great Bay Community College's new Advanced Technology & Academic Center is the largest single project under the statewide Advanced Manufacturing Partnership in Education initiative (AMPed NH), formed by the Community College System of New Hampshire under the federal TAACCCT-NH grant to educate and train job seekers and career builders for high-wage, high-skill jobs in the smart manufacturing industry. All seven CCSNH colleges offer programs that align with the needs of advanced manufacturers, students and workers in their regions. They are designed with direct input from established area manufacturers who know what specific skills and attitudes job seekers and employees need to be successful. AMPed NH is sponsored by a $19.97 million grant from the U.S. Department of Labor, Employment & Training Administration.

RUNNING START AND eSTART

RUNNING START

The New Hampshire Running Start program is a unique higher-education initiative for high school juniors and seniors. Specifically, this program enables high school students to enroll in selected college courses offered by Great Bay Community College at a significant reduction in tuition. College courses are offered during the day at high schools throughout New Hampshire.

The Running Start program promotes a very special - and important - partnership with secondary schools. This partnership will play a significant role in promoting access to higher education and lowering the costs associated with obtaining a college education.

Program Goals

The Running Start program is focused on the following goals:

- Encourage more young learners to seek a higher education.
- Accelerate the process of higher education.
- Retain more residents in the New Hampshire public higher education system.
- Enroll more young students in the CCSNH.
- Reduce the cost of higher education.

Benefits for Students

- Students receive college credit and appropriate high school credit.
- Students will graduate from high school with a college transcript of earned credits.
- Students are recognized as Great Bay students with access to many college resources.

Assessment

Students will have the opportunity to take the Accuplacer assessment offered at the high school or college. This assessment is required of any student who wishes to enroll in a College Composition or Math course.

Cost

The cost to enroll in a Great Bay course through Running Start is $150 per course plus books and supplies (if not provided by the high school). This represents a substantial savings in college tuition costs.

Faculty Information

All teaching faculty come from the ranks of the secondary schools and meet or exceed the hiring qualifications for Great Bay faculty. There is no adjunct salary compensation for Running Start faculty. In addition to providing a faculty mentor, Great Bay welcomes Running Start faculty at departmental and other college activities as professional development opportunities. Great Bay will also issue one course voucher for every college course taught. Course vouchers cover the cost of tuition for one three credit college course taken within the Community College System of New Hampshire (fees excluded) and are intended for the use of Running Start faculty. Running Start faculty may elect to transfer their voucher.

Transfer Opportunities

Running Start alumni have successfully transferred credits to many colleges and universities. Transferability policies vary from college to college and are dependent on a variety of factors such as major course of study.

For Further Information

Contact the Running Start coordinator or your local high school regarding courses offered for college credit through the Running Start program.

eSTART

eStart is a partnership between the Virtual Learning Academy Charter School (VLACS) and the Community College System of New Hampshire (CCSNH).

Credits earned through eStart are dual credits - high school and college. The online courses are taught by CCSNH faculty. eStart courses are available to New Hampshire residents who are enrolled in a public school, private school, alternative school or home school program. Eligible students must be at least 15 years old, or have obtained special permission from the eStart course instructor.

The Community College System of New Hampshire eStart tuition is $150. Students must also purchase textbooks which may cost between $75 and $100.

The college credits may be used for degree programs at CCSNH or transferred to other post secondary institutions.

Students and parents: Contact your school's guidance department to be sure the eStart course meets requirements for high school credit and graduation.

CORE ATTRIBUTES

Institutional Objective:
This institution holds the belief that the academic program of each student (in completion of the requirements of the major and the general education requirements) provides the opportunity to develop core attributes that support both personal and professional growth and goal achievement.

Human Relationship Skills:
The application of values, collaboration skills, standards, ethical judgment, and appreciation of diversity required for personal and professional interaction.

Communication Skills:
The ability to express ideas and share knowledge in a clear, focused, and organized manner.

Critical Thinking:
The ability to analyze, synthesize, and evaluate information in a logical and coherent manner.

Global Perspectives:
The ability to examine a concept in contexts and from perspectives other than one's own.

Quantitative Reasoning:
The application of computational methods and numerical data interpretation to solve problems.

Scientific Processes:
The application of scientific methods to gain knowledge and examine the laws, theories, and processes of physical and biological phenomena.

Technical Skills:
The theoretical and applied knowledge for career entry and continued professional development

Study Skills:
The application of strategies, resources, and attitudes to find solutions and gain knowledge.

GENERAL DEGREE INFORMATION

ASSIGNMENT OF CREDITS

A credit hour shall be allocated based on the below:

Category	Contact Hours per Week	Contact Hours per Semester (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

INTERNSHIP - DEFINITION

An internship is an educational program that combines classroom studies with on- site work experience in a field of interest related to the student's major or career. Typically an internship is a maximum of one semester, may be paid or unpaid, requires the student to be at the work site for a part of the week, and is usually taken concurrently with classes. Depending on the college department, one credit is awarded for every 3-6 hours of internship per week for a 15/16 week semester. Summer internships are prorated accordingly. Individual departments must approve internship sites and will determine requirements (papers, journals, etc.) that must be met during the internship. Individual departments will set minimum standards for student eligibility for an internship.

COURSE CREDIT HOUR DESIGNATION

One instructional hour is equal to fifty (50) minutes. Next to each course is the course credit breakdown, shown in three numbers. The first number represents the number of lecture hours per week. The second number represents the number of lab, clinical, co-op, internship, or practicum hours per week, The third number represents the total number of credits.

BIOL110	Anatomy and Physiology	3-3-4
PSYC110	Introduction to Psychology	3-0-3

The academic instructional semester consists of no less than 15 weeks and no longer than 16 weeks or their equivalent including final exams. Courses that are delivered in alternate time schedules including summer semester (8 weeks, 12 weeks, etc) will be shown the same as above, but will be scheduled to reflect the equivalency of the total number of hours. For example, PSYC110 offered on an 8 week schedule would meet 6 hours per week and earn the same 3 credits.

COURSE SUBSTITUTIONS

In programs that require the courses listed below, higher level courses within that department may be substituted in fulfillment of degree requirements.

FYE101	First Year Seminar	1-0-1
MATH145 *	Topics in Applied College Mathematics	4-0-4
CIS110 *	Introduction to Computers	2-2-3

**Based on placement testing scores.*
Please note: DMT courses 115, 135 and 142 may be substituted for CIS 110. Please check your program of study.

Elective Course Information

In addition to the required courses in a student's program, there may be elective options. Each program/discipline offers a different set of electives, so please refer to each individual program for specific options. The following information will acquaint students with the variety of elective categories and the selection of elective courses. All academic subject codes and course numbers refer only to Great Bay courses.

Business Elective: any course with the academic subject code of ACCT, BUS, ECON, HOSP, MKTG and a course number of at least 100.

English Elective: any course with the academic subject code of ENGL and a course number of at least 100.

Foreign Language/Humanities Elective/Fine Arts Elective: any course with the academic subject code of AMER, ARTS, ASL, HIST120, HIST130, HUMA, PHIL, SPAN, and a course number of at least 100. ENGL Literature Courses, other ENGL courses: ENGL210, ENGL213, ENGL214.

Liberal Arts Elective: any course listed under the categories of English elective, Social Science elective, Foreign Language/Humanities/Fine Arts elective, Math elective, Natural Resources elective, or Science elective with a course number of at least 100.

Life Science Electives: The following list of life science courses is approved for the Liberal Arts General Biology program. At least two need to be of the 200 level. BIOL110, BIOL120, BIOL150, BIOL160, BIOL210, BIOL220, BIOL230, BTEC105, CHEM116, CHEM205.

Math Elective: any course with the academic subject code of MATH and a course number of at least 100.

Open Elective: any course that the college offers with a course number of at least 100.

Science Elective: any course with the academic subject code of BIOL, BTEC (excluding BTEC205), CHEM, PHOT, PHYS and a course number of at least 100.

Social Science Elective: any course with the academic subject code of AN, ECON, GEOG, HIST, POL, PSYC, SOC, and a course number of at least 100.

Technical Elective: any course designation determined by the program of at least the 100.

TRANSFER CREDIT POLICY

In addition to the Great Bay Transfer Credit Policy on page 23, each program of study establishes its own individual transfer and currency requirements.

Programs of Study carry the credits based on Great Bay Community College courses. Courses may be transferred in for fewer credits than indicated in the Program of Study.

CLASS SCHEDULES

Class schedules noting specific times and days are developed on a semester-by-semester basis and are published in the Semester Course Schedule. Classes are held during the day, evening, weekend, and online. In addition classes designated as Hybrid are a combination of on campus and online. Evening courses start at 5pm or later. Students completing program requirements may need to take classes at any of those times.

ACCOUNTING

ASSOCIATE IN SCIENCE
CERTIFICATE

Program Description

The Accounting curriculum is continuously evaluated, modified and improved to remain current with ever-changing rules, laws, and technology. The accounting program focuses on providing the student with the accounting skills needed to meet current job requirements as well as the necessary analytical skills needed to be successful in business. The Accounting degree provides a foundation in economics, law, management, finance, and information technologies.

Accounting graduates are prepared for employment in entry-level accounting/bookkeeping positions or can transfer to a four-year institution in pursuit of a bachelor's degree. Accounting careers include public accounting, private industry accounting, government and non-profit accounting, international accounting, financial analysis, credit analysis, cost accounting, tax accounting, consulting, advising, auditing and forensic accounting among many other possibilities. There are a variety of exciting, challenging and rewarding career opportunities for those with an accounting degree.

The Accounting degree transfers to many four-year colleges. The Accounting program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) which supports transfers to many four year institutions. See transfer opportunities and articulation agreements on the inside front cover of this catalog.

Program Outcomes

Graduates with an A.S. degree in Accounting will:

- Have a practical working knowledge of financial and managerial accounting.
- Know how to operate at least one accounting software program.
- Know how to prepare a complex individual tax return.
- Be able to prepare accurate and well-organized financial statements.
- Be able to make the adjustments needed to create financial statements in accordance with generally accepted accounting principles.
- Demonstrate proficiency in analytical thinking, oral and written communication, and applied mathematical skills.
- Be able to transfer to a four-year college or university with a solid accounting and overall business studies foundation so as to continue their accounting education in a seamless manner.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in accounting more than ten years old will be evaluated by the program coordinator on an individual basis.

Technical Standards

Students should be able communicate effectively using written and oral communication skills, possess good analytical skills, understand and practice ethical behavior, be comfortable using computers and computer application software, be able to sit and concentrate for extended periods of time and be comfortable with fundamental mathematics.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ACCT113	Accounting and Financial Reporting I	3	0	3
BUS114	Management	3	0	3
ENGL110	College Composition I	4	0	4
MATH145	Topics in Applied College Mathematics	4	0	4
CIS156	Computer Applications in Business*	2	2	3
	Total	17	2	18

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Spring Semester		TH	LAB	CR
ACCT123	Accounting and Financial Reporting II	3	0	3
ECON234	Macroeconomics	3	0	3
MATH225	Probability and Statistics	4	0	4
	English Elective	3	0	3
	Science Elective*	3	0	3
	Total	16	0	16

**A 3-4 credit science elective may be accepted in transfer to fulfill this requirement*

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
ACCT213	Cost Accounting I	3	0	3
ACCT243	Federal Income Taxes-Individual	3	0	3
ACCT223	Intermediate Accounting I	3	0	3
BUS211	Business Law	3	0	3
ECON235	Microeconomics	3	0	3
MKTG125	Principles of Marketing	3	0	3
	Total	17	2	18

Spring Semester		TH	LAB	CR
ACCT215	Cost Accounting II	3	0	3
ACCT233	Intermediate Accounting II	3	0	3
ACCT216	Software Systems Applications	2	2	3
BUS221	Business Finance	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	15	0	15

TOTAL CREDITS – 67

ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

ACBSP GLOBAL BUSINESS ACCREDITATION

ACCOUNTING CERTIFICATE

		TH	LAB	CR
ACCT113	Accounting and Financial Reporting I	3	0	3
ACCT123	Accounting and Financial Reporting II	3	0	3
ACCT213	Cost Accounting I	3	0	3
ACCT215	Cost Accounting II	3	0	3
ACCT216	Software Systems Applications	2	2	3
ACCT223	Intermediate Accounting I	3	0	3
ACCT233	Intermediate Accounting II	3	0	3
ACCT243	Federal Income Taxes-Individual	3	0	3
BUS221	Business Finance	3	0	3
CIS156	Computer Applications in Business*	2	2	3

** Prerequisite: placement in CIS156 or successful completion of CIS110*

TOTAL CREDITS – 30

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Accounting/Gedt.html

ADVANCED COMPOSITES MANUFACTURING

CERTIFICATE

Advanced manufacturing is part of the state's largest industry sector, making up 19% of New Hampshire's economy. The economic impact of jobs in advanced manufacturing far exceeds that of jobs in other industries. The Advanced Composites Manufacturing program at Great Bay prepares participants with skills and knowledge required for jobs in the high growth fields of composites manufacturing and aerospace. The program is offered at the College's Advanced Technology & Academic Center in Rochester, NH. Introductory courses provide opportunities for students to experience working in a modern, clean, hands-on training lab while learning and applying skills critical for success. In addition to a mechanical aptitude, students interested in the program should have keen attention to detail and demonstrate a desire for quality. They must also enjoy learning in a hands-on way and working as part of a team. The program consists of two levels and can be completed in 6 months. The introductory level is designed to provide students with an overview of advanced composites manufacturing and to help them select an area of specialization based on interest, ability, and job outlook. During Level 2 training, students will complete general fundamental manufacturing courses and concentrated courses of study leading to machine operator certificates with one of 8 specializations:

1. Paint Operator
2. Weaving Technician and Preform Finishing Technician
3. Resin Transfer Molding Technician
4. Bonding and Finishing Operator
5. Quality Inspection and Coordinate Measuring Machine (CMM) Technician
6. Composites CNC Milling and Set-Up Operator
7. Composites Repair Technician
8. High Performance Composites Fabrication

Many students will enter the workforce after completing level 2. They may continue to learn as they earn by studying in either technical or leadership tracks. A leadership path could provide opportunities to be become a team leader within their specialization. A technical path could lead to increased skill level and potential certification by the Society of Manufacturing Engineers as a Certified Manufacturing Technologist.

Dual enrollment: Students enrolled in the ACM Certificate program may elect to enroll in the Associate Degree in Technical Studies. Dual enrollment is contingent upon active or graduate status of the certificate. Completion of the ACM certificate satisfies the requirement for the technical specialty core (24 credits) of the Technical Studies degree.

Program Outcomes

The goal of the Advanced Composites Manufacturing program is to prepare the student to work in the advanced composites manufacturing industry, including aerospace, automotive, wind energy, and others. After successful completion of the program, students will be able to:

- Define the processes and materials used in advanced composites manufacturing.
- Illustrate the flow of materials and resources within the manufacturing process for advanced composite materials.
- Apply terminology used in aerospace, explain regulatory compliance, and describe quality concepts.
- Demonstrate the ability to solve mathematical problems that affect composite part design and manufacture.
- Understand the fundamental science concepts behind composites manufacturing.
- Apply techniques for observing, gathering, and recording data.
- Anticipate or recognize the existence of a problem or nonconformity.
- Demonstrate ability to recognize safety issues and to observe all safety procedures.
- Demonstrate the ability to successfully meet the requirements of a machine operator position in advanced composites manufacturing.
- Demonstrate the ability to follow written instructions with particular attention to detail and quality.

Technical Standards

This program includes work in a manufacturing lab and requires participants to physically perform the functions of reaching, walking and standing, safely lifting up to 20 lbs. and more for some specializations, hearing sounds of equipment, ability to visually inspect parts for quality, and ability to pass a fitting test and to wear a dust mask for extended periods of time. Students will be specializing in one of eight areas, some requiring additional physical demands.

- The weaving specialization also requires ability to be able to work seated for extended periods of time, reaching with a steady hand, and climbing steps, bending, and stooping to visually inspect the weaving process. Manual dexterity in both hands is required for trimming.
- The resin transfer molding specialization requires ability to handle heated tools and sufficient pulmonary function to wear respirators and full face masks. This specialization also requires reaching, bending, and lifting up to 35 lbs. to attach and handle overhead lifting equipment and attachments.
- The bonding/finishing specialization requires manual dexterity for precision work; visual acuity to the standard of 20/15; and sufficient pulmonary function to wear respirators and full face masks for extended periods of time.
- The paint technician specialization requires manual dexterity and sufficient pulmonary function to wear respirators and full face masks for extended periods of time.
- The quality inspection and coordinate measuring machine operator specialization requires repetitive reaching with hands and arms, standing and walking, occasional lifting or moving up to 35 lbs. and visual acuity to the standard of 20/15.
- In order to successfully satisfy course objectives and the requirements of the field, students must be able to meet all standards stated above.

Admissions Requirements

1. Complete an application for the program.
2. Provide proof of high school completion or equivalent.
3. Provide an official copy of prior college transcripts, if appropriate.
4. Interview with a member of the College Admissions Department. Questions are based on the US DOL (Department of Labor) Competencies for Advanced Manufacturing Tier 1: Personal Effectiveness Competencies.
5. Place into MATH080, CIS110 or higher and college level Reading.

Health and Safety Considerations

This program includes work in a composites manufacturing lab where potentially hazardous materials are used. Students will be taught industry standards for safety and will be expected to follow all safety procedures for material handling. Personal protective equipment must be worn. Students will provide their own safety boots or shoes.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in the Advanced Composites Manufacturing program will be evaluated by the program coordinator on an individual basis.

CURRICULUM

Course		TH	LAB	CR
ACM110	Introduction to Advanced Composites	2	3	3
ACM115	Applied Math & Measurement for Manufacturing	1	2	2
ACM120	Technical Blueprint Reading	0	3	1
ACM210	Fundamentals of Composites Manufacturing	3	2	4
ACM230	Manufacturing Ethics	1	0	1
BUS210	Organizational Communication	3	0	3
CIS110	Introduction to Computers*	2	2	3
	Total	12	12	17

**Students may substitute a higher level CIS course. Recommended substitutes are CIS111 Computer Technologies and CIS156 Computer Applications in Business.*

CURRICULUM

Students must select one elective below for Concentration:

Course		TH	LAB	CR
ACM250	Paint Operator	0	3	1
ACM251	Weaving Technician and Preform Finishing	0	4	2
ACM252	Resin Transfer Molding Technician	0	4	2
ACM253	Bonding and Finishing Operator	0	4	2
ACM254	Quality Inspection and CMM Operator	0	4	2
ACM255	Composites CNC Milling and Set-up Operator	4	4	6
ACM256	Composites Repair Technician	0	4	2
ACM257	High Performance Composites Fabrication	0	4	2

TOTAL CREDITS - 18-23

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/ACMC/Gedt.html

Curriculum Recommendations

A higher level CIS course may be substituted for CIS110 Introduction to Computers. Recommended substitutes are CIS111 Computer Technologies and CIS156 Computer Applications in Business.

AMPED NH
ADVANCED MANUFACTURING PARTNERSHIPS IN EDUCATION

This project is sponsored by (or in part by) a $19.97 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT Grant #TC-22504-11-60-A-33. The Community College System of NH is an equal opportunity employer, and adaptive equipment is available upon request to persons with disabilities.

APPLIED CAREER FUNDAMENTALS FOR ADVANCED MANUFACTURING

CERTIFICATE

The Applied Career Fundamentals for Advanced Manufacturing Certificate will prepare the student to enter the workforce in an entry level position. It is designed for the student who seeks immediate employment. This program covers basic skill needs identified by NH Manufacturing Industry Representatives, including English Language (grammar and spelling), communication (written and verbal), reading, business communication, basic computer skills, math, interpersonal skills, MS Applications (Word, Excel), team work, basic problem solving skills, reading, and comprehension. Employers are looking to hire those who have these employer endorsed competencies for entry-level positions. Courses/credit awarded in the Applied Career Fundamentals for Advanced Manufacturing Certificate may count towards a degree program at Great Bay Community College. The colleges of CCSNH will agree to accept in transfer all 6 common core courses and the 2 elective courses that make up the certificate where applicable, through an articulation agreement.

Expected Student Outcomes, Based on the Employment of Labor and Training, Department of Labor Advanced Manufacturing Competency Model:

1. Science: Students will be able to identify and apply scientific principles and methods to solve problems.
2. Mathematics: Students will be able to use basic mathematics to solve problems.
3. Reading/Writing: Students will be able to understand written sentences and paragraphs in work related documents and use standard business English, defined as writing that is direct, courteous, grammatically correct, and not overly casual- with the main requirement of workplace writing being clarity.
4. Communication-Students will be able to listen and speak by giving full attention to what others are saying and speaking in English well enough to be understood by others.
5. Business Fundamentals: Students will understand and use knowledge of basic business principles, trends, and economics.
6. Basic Computer Skills: Students will be able to use a personal computer and related applications to convey and retrieve information.

Technical Standards

This program includes work in a manufacturing lab and requires participants to physically perform functions that require the following:

- Normal vision for reading instructions and for performing tasks, including inspecting parts for quality (corrective vision is acceptable).
- Mobility and strength for performing tasks that require reaching, walking, standing, and safely lifting up to 20 lbs.
- Ability to hear sounds of equipment, for equipment operation and safety.
- Ability to wear a dust mask for extended periods of time.

Admissions Requirements

- Complete an application to the program
- Provide proof of high school completion or equivalent.
- Must be 18 years or older.

CURRICULUM

Course		TH	LAB	CR
BUS110	Intro to Business	3	0	3
ENGL110	College Composition I	4	0	4
ENGL210	Oral Communications	3	0	3
CIS110	Introduction to Computers	2	2	3
MATH150	College Algebra	4	0	4
PHYS135	College Physics I	3	3	4
ACM109	Essentials of Composites Manufacturing	2	3	3
ACM114	Essentials of Applied Math & Measurement for Manufacturing	1	2	2
	Total	22	10	26

AMPED NH
ADVANCED MANUFACTURING PARTNERSHIPS IN EDUCATION

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ADVANCED TECHNOLOGY & ACADEMIC CENTER
ATAC

BIOTECHNOLOGY

ASSOCIATE IN SCIENCE
CERTIFICATES

Biotechnology is a subject area that has enormous implications for the future of the 21st century. It already has a significant impact on our lives, and will continue to revolutionize the ways in which we diagnose and treat disease, lengthen the life span, feed the planet, and remediate the environment. Our nationally recognized Biotechnology program prepares students with the skills and knowledge needed to enter the biotechnology industry or to proceed to further education a four-year college or university. Current graduates may be found in a variety of biotechnology companies, working as Lab Technicians, Manufacturing Associates, Quality Control and Quality Assurance Technicians, and as Validation Consultants.

Program Outcomes

Students graduating with the A.S. degree in Biotechnology will be able to:

- Understand the role of biotechnology in human experience, past and in the present
- Understand the "benchtop to bottle" process of bringing a biopharmaceutical or other biotechnology-based product to market
- Understand the Central Dogma, and its role as the theoretical foundation of modern biotechnology
- Understand and be able to apply the scientific method
- Understand and be able to execute a wide variety of laboratory techniques in microbiology, biochemistry and molecular genetics, including (but not limited to) solution preparation, gene cloning, DNA extraction and amplification, library construction, hybridization, forensic analysis, cell culture, and protein production, purification and verification
- Generate and maintain accurate lab documentation, including laboratory notebooks, batch records and log books
- Understand and adhere to the documentation guidelines of cGMP, when required
- Analyze and draw conclusions from generated scientific data, and present findings in a formal laboratory report.
- Understand the basic principles of genomics, proteomics and systems approaches in biotechnology
- Conduct basic bioinformatics-based analysis.
- Use critical thinking and principles of logic to analyze ethical issues raised in the practice of biotechnology.
- Qualify for entry level work in the biomanufacturing sector of the biotechnology industry.
- Qualify for transfer to a four-year college of university with the necessary foundation in biology, chemistry and mathematics for upper level study in a wide variety of biological disciplines.

Health and Internship Considerations

The Biotechnology program offers an optional externship. Participation in this externship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid externships, the student must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Technical Standards

Students enrolling in degree and certificate programs, and/or enrolling in individual courses within the Biotechnology Program, in addition to meeting the specific pre-requisite requirements for each course, must meet the following general, technical standards:

- Students must be able to comprehend the English language, both oral and written.
- Students must have sufficient manual dexterity to produce legible written documents in a timely manner. Appropriate assistive technology may be used, as needed.
- Students must be able to sit or stand at a desk and laboratory bench, and must possess the necessary focus to stay on task for extended periods of time.
- Students must be able to comprehend and follow instructions in the classroom and laboratory in a timely manner.
- Students must possess the necessary manual dexterity to carry out assigned laboratory tasks.
- Students must be able to perform required classroom and laboratory operations, including mathematical operations, without reference to notes, as directed.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Biotechnology more than ten years old will be evaluated by the department chair on an individual basis.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
BTEC105	Introduction to Biotechnology	3	3	4
BIOL108	General Biology I	3	3	4
MATH150	College Algebra*	4	0	4
ENGL110	College Composition I	4	0	4
CIS110	Introduction to Computers**	2	2	3
	Total	16	8	19

** Students may substitute a higher level math course*

***Students may substitute a higher level CIS course or DMT 115, 135 or 142.*

Spring Semester		TH	LAB	CR
BTEC205	Bioethics*	3	0	3
BIOL109	General Biology II	3	3	4
CHEM115	General Chemistry I	3	3	4
BIOL220	Principles of Genetics**	3	3	4
	Foreign Language/Humanities/ Fine Arts Elective	3	0	3
	Total	15	9	18

** PHIL 240 Ethics may be substituted for BTEC205 Bioethics*

*** A technical elective may be substituted for BIOL220 Principles of Genetics*

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
BTEC210	Biotechnology Research	2	6	4
CHEM116	General Chemistry II	3	3	4
BIOL210	Microbiology	3	3	4
ENGL215	Writing Technical Documents	3	0	3
	Total	11	12	15

Spring Semester		TH	LAB	CR
BTEC220	Biomanufacturing	2	6	4
CHEM205	Biochemistry*	3	3	4
MATH225	Probability and Statistics	4	0	4
	Social Science Elective	3	0	3
	Total	12	9	15

TOTAL CREDITS - 67

**CHEM200 Organic Chemistry may be substituted for CHEM205 Biochemistry*

Note: Technical Electives for the A.S. degree in Biotechnology are defined as any BIOL, BTEC, MATH, PHYS, PHOT, CHEM, IST, CIS or BUS courses not already part of the A.S. Degree in Biotechnology.

BIOTECHNOLOGY CERTIFICATE

Admissions Requirements

1. Complete an application for the program.
2. Provide proof of high school completion or equivalent.
3. Provide an official copy of prior college transcripts, if appropriate.
4. Successful completion of high school algebra, biology and chemistry with a grade of C or better
5. Placement into ENGL110 or higher

		TH	LAB	CR
BTEC105	Introduction to Biotechnology	3	3	4
CIS110	Introduction to Computers*	2	2	3
MATH150	College Algebra I**	4	0	4
BIOL108	General Biology I (or Microbiology)	3	3	4
CHEM110	Introduction to Chemistry (or CHEM115)	3	3	4
BTEC210	Biotechnology Research	2	6	4
BTEC220	Biomanufacturing	2	6	4

TOTAL CREDITS - 27

**Higher level CIS course may be substituted*

*** Higher level MATH class may be substituted*

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Biotechnology/Gedt.html

BIOTECHNOLOGY ADVANCED CERTIFICATE

Admissions Requirements

1. Complete an application for the program.
2. Provide proof of high school completion or equivalent.
3. Provide evidence of college level Biology and Chemistry
4. Obtain permission of Department Chair

		TH	LAB	CR
BTEC105	Introduction to Biotechnology*	3	3	4
BTEC210	Biotechnology Research	2	6	4
BTEC220	Biomanufacturing	2	6	4

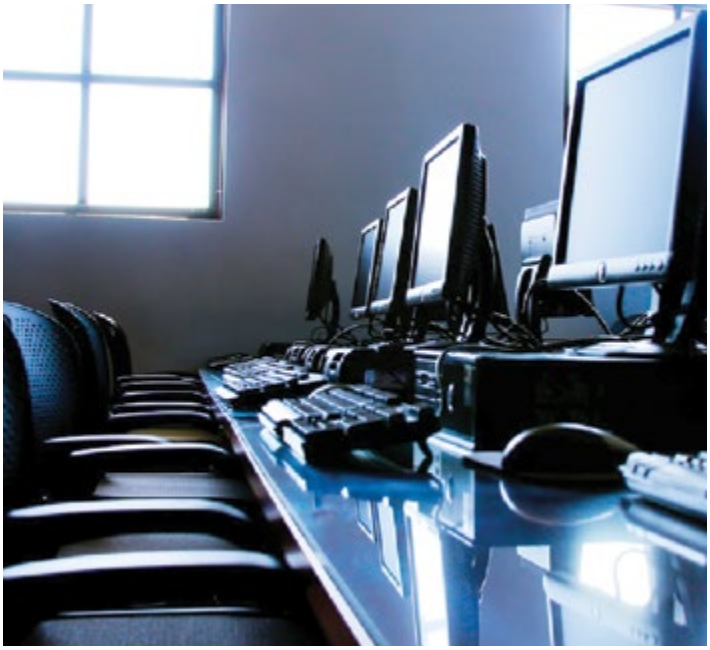
TOTAL CREDITS - 12

**200 level BIOL or CHEM course may be substituted at discretion of the department chair*

Note: the Biotechnology Advanced Certificate Program is not financial aid eligible

Curriculum Recommendations

A higher level math class may be substituted for Math 150; however, students planning to transfer are recommended to follow the Calculus sequence of Math courses.



COMPUTER TECHNOLOGIES

ASSOCIATE IN SCIENCE
CERTIFICATES

The Department of Computer Technologies offers an Associate Degree program for either full-time or part-time study. The 67 credit degree consists of 30 credits of General Education Core courses, 13 credits of a Technical Core of courses, and a minimum of 24 credits of Computer Technical electives. It is recommended that students use the Computer Technical electives to create a technology focus or pathway. This will allow students to gain a breadth and depth of knowledge in a given specialty and ensure the development of a marketable set of skills to offer employers in industry.

Program Outcomes

Pending course selection, graduates will be able to:

- Analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Design, implement and evaluate a computer-based process or program to meet desired needs.
- Use current techniques, skills, and tools necessary for computing practices.
- Demonstrate a familiarity with state-of-the-art programming techniques, tools, and practices.
- Demonstrate a solid foundation in the fundamental areas of computer science - which are algorithms, systems, and software - and exposure to multiple sub-disciplines of computer science.
- Understand professional, ethical, legal, security, and social issues and responsibilities related to IT, to include an understanding of cross-cultural issues and global perspectives.
- Use written and oral communication skills necessary to be effective in the IT industry.
- Recognize the need to maintain currency with future changes in the computing profession.
- Use creative and critical thinking processes to work independently and/or collaboratively to develop complex solutions, and take the lead to implement those solutions.
- Function effectively on teams to accomplish a common goal.
- Through the use of an online portfolio, students will assess and reflect upon their own learning and create a cumulative portfolio of their "best" work.

Technical Requirements

Students who enroll in the program should comprehend the English language, both oral and written, and should have the ability to communicate effectively to gather and convey information. They should be able to sit at a computer workstation and stay on task for extended periods of time, and be able to replicate teacher-demonstrated procedures. They should apply principles, concepts, and procedures for industry standards, behave appropriately in both self-directed and shared learning environments, and perform basic mathematical operations.

Health and Internship Considerations

Participation in an internship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance.

Computer Technologies Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Computer Technologies more than five years old will be evaluated by the program coordinator on an individual basis.

GENERAL EDUCATION CORE COURSES

Course		TH	LAB	CR
ENGL110	College Composition I	4	0	4
FYE103A	Essential Skills / College Success-Computer Tech.	3	0	3
MATH170	Discrete Mathematics	4	0	4
	English Elective	3	0	3
	Science Elective *	4	0	4
SOC120	Society & Technological Change	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Liberal Arts Electives	6	0	6

TOTAL CREDITS - 30

**A 3 credit science elective may be accepted in transfer to fulfill this requirement*

COMPUTER TECHNICAL CORE COURSES

Course		TH	LAB	CR
CIS111	Computer Technologies	2	2	3
CIS112	Introduction to Object Oriented Programming	2	2	3
CIS113	Database Design & Management	2	2	3
IST122	Introduction to Networks	2	2	3
CIS292	Portfolio Preparation & Presentation	1	0	1

TOTAL CREDITS - 13

COMPUTER TECHNICAL ELECTIVE COURSES

The 24 credits of elective computer courses must be taken **primarily** with a designation of Computer Technologies (CIS). A limit of **4 courses (12 credits) within the DMT, IST, ACCT, BUS, MKTG** designations may be used for Computer Technical Electives. At least 3 computer technical elective courses (9 credits) must be at the 200 level.

TOTAL COMPUTER TECHNICAL ELECTIVE COURSES - MIN. CREDITS	24

TOTAL CREDITS – 67

LINUX CERTIFICATE

The Linux operating system provides powerful open source solutions which offer increased stability, higher levels of security, and lower cost than commercial operating systems. Linux is particularly attractive to small-and mid-sized businesses, and interest in Linux is high and growing rapidly.

There are a variety of applications available for Linux today and many of these open source solutions have been ported to run within a Windows environment as well. Many of these programs are gaining a large foothold in the business community, and the demand for skilled professionals in this area is high. The Linux Certificate will provide students with the fundamental knowledge needed to work in a Linux/Open Source environment. Students enrolled in this Certificate program must have a solid background in computer use and significant experience with at least the Windows or Mac OS X operating system.

Note: The LINUX Certificate is a rigorous program. Students are expected to spend additional time beyond the minimum to complete requirements and achieve success. Students are also expected to have college level reading, writing and math skills prior to enrollment.

CERTIFICATE REQUIREMENTS

		TH	LAB	CR
CIS113	Database Design and Management	2	2	3
CIS146	Linux I	2	2	3
CIS149	Linux Applications	2	2	3
CIS216	Web Server Administration	2	2	3
CIS246	Linux II	2	2	3
CIS249	Linux Databases	2	2	3
CIS254	PHP and MySQL	2	2	3

TOTAL CREDITS - 21

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Linux/Gedt.html

PROGRAMMING CERTIFICATE

The Computer Technologies Department offers a Programming Certificate for students who want to develop the technical expertise for a career in backend, middle-tier programming or web application development. The core portion of the Certificate provides students with a solid foundation in programming logic and database design. Students can focus on Java, C++, or Microsoft .NET as their development platform and then expand on their expertise by selecting electives in a particular area.

Successful completion of this program will allow students to seek employment in entry-level programming, quality assurance, technical support, or technical sales and integration.

Note: The Programming Certificate is a rigorous program. Students are expected to spend additional time beyond the minimum to complete requirements and achieve success. Students are also expected to have college level reading, writing and math skills prior to enrollment.

CORE COURSES

		TH	LAB	CR
CIS113	Database Design and Management	2	2	3
CIS124	Web Development I	2	2	3
CIS224	Web Development II	2	2	3
CIS1X8	Introductory Programming course*	2	2	3
CIS2X8	Advanced Programming course*	2	2	3

TOTAL CREDITS - 15

**Programming languages include .NET, Java, and C++.*

ELECTIVE COURSES - 9 CREDITS

(choose a min. of 3)

Students must take at least one introductory and advanced class in the language of their choice. Once they complete the advanced course, they may select another programming language for study. All of the programming classes listed as part of the core can also count towards an elective.

		TH	LAB	CR
CIS118	Introduction to .NET	2	2	3
CIS134	Web Style and Design	2	2	3
CIS146	Linux I	2	2	3
CIS148	Introduction to Java	2	2	3
CIS158	Introduction to C++	2	2	3
CIS178	Introduction to Python	2	2	3
CIS216	Web Server Administration	2	2	3
CIS218	Advanced .NET	2	2	3
CIS223	Advanced SQL	2	2	3
CIS246	Linux II	2	2	3
CIS248	Advanced Java	2	2	3
CIS249	Linux Databases	2	2	3
CIS253	Data Sharing	2	2	3
CIS254	PHP and MySQL	2	2	3
CIS258	Advanced C++	2	2	3
CIS291	Advanced Topics	2	2	3
DMT172	Introduction to Game Design	2	2	3

TOTAL CREDITS – 24

Curriculum Recommendations
Associate in Science

- If students are seeking to transfer to a four-year program, it is recommended that they consider fulfilling a Liberal Arts Elective requirement with a higher-level MATH course. MATH 150 is the minimum required MATH course, however MATH215 or above is strongly encouraged.
- Students should see their advisor for specific recommendations based on possible future transfer plans.
- Students should also see their advisor for assistance when making course selections.

Certificates

Students are expected to have college level reading, writing and math skills prior to enrollment.

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Programming/Gedt.html

CRIMINAL JUSTICE
ASSOCIATE IN SCIENCE

The Criminal Justice degree is designed to prepare students for careers in Law Enforcement, Corrections, Juvenile Justice, or Courts. In addition, it also serves as the academic foundation to transfer on to complete a baccalaureate degree. For those already in service the program provides educational progress for promotion and other career development purposes. The degree of Associate in Science with a major in Criminal Justice will be awarded upon completion of all requirements.

Program Outcomes

Upon successful completion of the program of study, students should be able to:

- Demonstrate knowledge of current issues, concepts, philosophies, and theories in the field of Criminal Justice.
- Explain and discuss various theories of crime causation and societal response, and the techniques of prevention and treatment of crime.
- Describe the role of the courts in the administration of justice.
- Apply constitutional principles that protect the rights of citizens and regulate criminal justice agencies.
- Identify and discuss procedures necessary to establish a lawful arrest and search, proper judicial procedures, and the admissibility of evidence.
- Explain principles of effective law enforcement and security administration.
- Describe the structure and procedures of juvenile court; the function and jurisdiction of juvenile agencies; and the processing and disposition of juvenile cases.
- Articulate the role of corrections in the criminal justice system.
- Think logically and critically in order to formulate, present, and defend logical arguments.
- Comprehend information presented in written or spoken form, and communicate clearly and effectively in both written and oral form.
- Apply the knowledge of ethical principles with the high standards expected of criminal justice practitioners.

Health and Internship Considerations

Applicants should be aware of the basic health and fitness requirements for many careers in the criminal justice field. Prospective students with special needs or limitations that may affect their internship placement and/or potential employability are encouraged to discuss their career goals during the interview with department member prior to admission. The College must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely effected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients. Students participating in an internship are required to follow The College immunization policy. See page 28.

Technical Standards

Applicants should be aware that thorough background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted for an internship. Applicants who have had involvement with the law may not be employable, or even eligible for participation in the Criminal Justice Internship Program. Due to the possible negative impact on future employability applicants are strongly advised to discuss any concerns with the Department Chair prior to applying to the program.

To be successful in the Criminal Justice field, one must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor. One must also be able to establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients. Overall opportunities within Criminal Justice will be favorable for individuals who meet psychological, physical, and personal qualifications.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Criminal Justice more than ten years old will be evaluated by the program coordinator on an individual basis.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
CRJ101	Introduction to Criminal Justice	3	0	3
CRJ121	Criminal Procedure	4	0	4
ENGL110	College Composition I	4	0	4
CIS110	Introduction to Computers	2	2	3
PHIL240	Ethics	3	0	3
	Total	16	2	17

Spring Semester		TH	LAB	CR
CRJ123	Criminal Law	4	0	4
CRJ210	Juvenile Justice Administration	3	0	3
PSYC110	Introduction to Psychology	3	0	3
POL220	Public Administration	3	0	3
SOC110	Sociology	3	0	3
	Total	16	0	16

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
CRJ150	Criminology	3	0	3
CRJ205	Police Operations	3	0	3
CRJ215	Corrections Operations	3	0	3
MATH145	Topics in Applied College Mathematics	4	0	4
PSYC205	Crisis Intervention	3	0	3
	Open Elective	3	0	3
	Total	19	0	19

Spring Semester		TH	LAB	CR
BIOL106	Human Body	3	2	4
CRJ225	Drug Abuse and the Law	3	0	3
CRJ230	Justice and the Community	3	0	3
ENGL210	Oral Communications or English Elective	3	0	3
CRJ270 or CRJ275	Criminal Justice Internship Senior Project		(0-9-3) or (3-0-3)	
	Total			16

TOTAL CREDITS - 68

Curriculum Recommendations:

It is highly recommended that all students enroll in a minimum of one Criminal Justice course during the first semester of attendance.

DIGITAL MEDIA TECHNOLOGY

ASSOCIATE IN SCIENCE

Concentration Options

Digital Communications

Game Programming

The Associate Degree of Science in Digital Media Technology offers three pathways. Core computer technology courses are required of all students. The program features concentration options to allow the students to achieve proficiency in their choice of occupational field. The Game Programming Concentration is dedicated to game theory and design, and advances into higher level programming courses to produce interactive games and simulations. The Digital Communications Concentration will offer a variety of courses in graphic design, web design and animation. The choice of a concentration will allow the students to gain depth of knowledge and hands-on experience in a chosen discipline. This will enable the student to align their skills with industry standards for employment, as well as offer options for transfer to a four-year program. The program also offers a general path of study that allows for a selection of courses from the concentration areas. The program will require a 1 Credit Portfolio Capstone course. Courses will be offered on a rotating semester basis. Students should work with their advisors to plan course selections to optimize program completion time.

Program Objectives:

Upon successful completion of the program of study, students will be able to:

- Demonstrate an understanding of the application of graphic design as visual communication.
- Demonstrate and apply theories of aesthetics to functional objects, websites, motion graphics, brand communication and interactive games.
- Employ creative problem solving in projects that simulate real-world applications.
- Understand the principles and applications of motion and interactivity in the user experience.
- Describe and apply current theories of usability and functionality in digital media, game or web design.
- Explain the history of simulation, gaming, or graphic communication.
- Articulate the role of the artist, designer, programmer and storyteller in technically mediated communication.
- Demonstrate technical mastery in the student's area of concentration via a professional portfolio.

Technical Standards

Students who enroll in the program should comprehend the English language, both oral and written, and should have the ability to communicate effectively to gather and convey information. They should be able to sit at a computer workstation and stay on task for extended periods of time, and be able to replicate teacher-demonstrated procedures. They should apply principles, concepts, and procedures for industry standards, behave appropriately in both self-directed and shared learning environments, and perform algebraic calculations.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Computer Technologies more than five years old will be evaluated by the program coordinator on an individual basis.

ASSOCIATE OF SCIENCE IN DIGITAL MEDIA TECHNOLOGY

GENERAL EDUCATION COURSES

Course		Credits
FYE101	First Year Seminar	1
ENGL110	College Composition I	4
SOC120	Society and Technological Change	3
	English Elective	3
	Lab Science (Gaming requires Physics 135)	4
	Foreign Language/Humanities/Fine Arts Elective (Digital Communications Requires ARTS124)	3
	Liberal Arts Electives (2)	6
	Math 150 College Algebra (Digital Communications & General Path-way)* or Math 210 Pre-Calculus (Gaming)	4
	TOTAL CREDITS	**28**

**Note: Students taking the General Pathway and plan to take electives DMT172, DMT195, DMT265, or DMT272 should take the Math and Science required for the Gaming Concentration*

TECHNICAL CORE COURSES

		TH	LAB	CR
CIS112	Introduction to Object Oriented Programming	2	2	3
DMT115	Introduction to Graphic Design	2	2	3
CIS124	Web Development I	2	2	3
DMT125	Introduction to Animation	2	2	3
CIS292	Portfolio Preparation & Presentation	1	0	1
	Total	9	8	13

CONCENTRATION IN GAME PROGRAMMING

		TH	LAB	CR
CIS148	Introduction to Java Programming	2	2	3
CIS158	Introduction to C++ Programming	2	2	3
DMT172	Introduction to Game Design	2	2	3
DMT195	Introduction to 3D Objects and Environments	2	2	3
CIS248	Advanced Java Programming	2	2	3
CIS258	Advanced C++ Programming	2	2	3
DMT264	Expressive Web Animation	2	2	3
DMT265	3D Design and Animation I	2	2	3
DMT272	Advanced Game Development	2	4	4
	Total	18	18	28

CONCENTRATION IN DIGITAL COMMUNICATIONS

		TH	LAB	CR
CIS134	Web Style and Design	2	2	3
DMT135	Introduction to Photoshop	2	2	3
DMT142	Publication Design	2	4	4
DMT175	Adobe Illustrator	2	2	3
DMT215	Advanced Graphic Design	2	2	3
ARTS126	Typography	2	2	3
DMT225	Introduction to Print Production	2	2	3
DMT205	Advanced Photoshop	2	2	3
DMT265	3D Design and Animation	2	2	3
	Total	18	20	28

DIGITAL DESIGN & ANIMATION CERTIFICATE

The Computer Technologies Department offers a Digital Design & Animation Certificate that integrates video, graphics, sound, animation, and programming in a studio-oriented environment. This hands-on program will introduce the individual components and enable students to develop a portfolio using interactive communication tools and state-of-the-art software. Each student will acquire a well-rounded background while focusing on individual strengths and creativity. Collaboration among students and instructors will heighten the classroom and studio experience. This workshop approach will include interactive group projects enhanced by professional assessment, with emphasis on preparation for career placement.

Admissions Requirement: Placement into CIS110

Note: The Digital Design & Animation Certificate is a rigorous program. Students are expected to spend additional time beyond the minimum to complete requirements and achieve success. Students are also expected to have college level reading, writing and math skills prior to enrollment.

Core Requirements		TH	LAB	CR
DMT115	Introduction to Graphic Design	2	2	3
CIS124	Web Development I	2	2	3
DMT125	Introduction to Animation	2	2	3
DMT135	Introduction to Photoshop	2	2	3
DMT264	Expressive Web Animation	2	2	3

TOTAL CORE REQUIREMENTS: 15 CREDITS

Electives: Select 3 courses from below

CIS134	Web Style and Design	2	2	3
DMT142	Publication Design	2	4	4
DMT165	Introduction to Video Production	2	2	3
DMT166	Scriptwriting for Film & Video	2	2	3
DMT167	Single Camera Production	2	2	3
DMT168	Multi-Camera Production	2	2	3
DMT169	Lighting for Video Production	2	2	3
DMT170	Production Management	2	2	3
DMT172	Introduction to Game Design	2	2	3
DMT175	Adobe Illustrator	2	2	3
DMT201	Digital Editing	2	2	3
DMT202	Digital Post Effects	2	2	3
DMT205	Advanced Photoshop	2	2	3
DMT215	Advanced Graphic Design	2	2	3
CIS224	Web Programming II	2	2	3
DMT225	Introduction to Print Technology	2	2	3
CIS254	PHP and MySQL	2	2	3
DMT261	Video Production Field Study	2	2	3
DMT265	3D Design and Animation	2	2	3
DMT275	Advanced Video Production	2	2	3

TOTAL CREDITS - 24

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/DDA/Gedt.html

EARLY CHILDHOOD EDUCATION

ASSOCIATE IN SCIENCE
CERTIFICATES

The Early Childhood Education (ECE) program provides students with the knowledge and skills necessary to create a positive learning environment for young children. Teachers who work in high quality programs for children understand how young children grow and learn and are able to provide materials and activities that are developmentally and interest appropriate. The College must ensure that students enrolled in any ECE program demonstrate emotional stability to withstand the ever-changing circumstances and the ability to respond quickly and appropriately as events require. Students are also expected to have the maturity to accept direction and guidance, exercise sound judgment, maintain confidentiality and sensitive interpersonal relationships with teachers, fellow students, children and families.

Admissions Criteria

Students enrolling in the Associate Degree or Advanced Certificate must have a personal interview with the program coordinator. This interview is intended to review technical standards and ensure students are able to meet New Hampshire Child Care Licensing Bureau requirements for health and background check.

Prospective students with special needs requiring accommodations that may affect their practicum placement or employment options are advised to discuss specific career objectives with the program coordinator during the admissions process.

Program Outcomes

The Early Childhood Education program meets the Standards for teacher preparation according to the National Association for the Education of Young Children (NAEYC).

Standard 1: Promoting Child Development and Learning

GBCC Program Goal: Students will explain and demonstrate the ability to support children in their development and learning by providing appropriate opportunities for physical, social, emotional, language and cognitive development.

Standard 2: Building Family and Community Relationships

GBCC Program Goal: Students will establish and maintain positive, productive and reciprocal relationships with colleagues, families and other professionals, work effectively as a member of an instructional team and communicate effectively with others to support development, learning and well-being.

Standard 3: Observing, Documenting, and Assessing to Support Young Children and Families

GBCC Program Goal: Students will be reflective practitioners who understand the goals, benefits and purposes of assessment. They will be able to utilize a variety of assessment and evaluative strategies and tools, in partnership with families and other professionals in order to positively influence child development, including overall and individualized curriculum.

Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families

GBCC Program Goal: Students will be able to establish and maintain positive, productive relationships with families, respect family choices and goals for children, communicate effectively and meaningfully with families and use families as a primary source of information in planning and meeting the needs of individual children and families.

Standard 5: Using Content Knowledge to Build Meaningful Curriculum

GBCC Program Goal: Students will design, implement and evaluate a meaningful, challenging and developmentally appropriate curriculum that demonstrates a wide array of teaching practices that reflect multiple content areas and academic subject as well as the child's and family's needs and interests.

Standard 6: Becoming a Professional

GBCC Program Goal: Students will be active practitioners who continually evaluate their choices and actions on others, seek out opportunities to grow professionally, serve as advocates for young children and their families, improve quality of programs and service for young children, and demonstrate an awareness of and follow the NAEYC Code of Ethical Conduct.

Technical Standards

Technical Standards have been established to provide insight to students as to the skills and abilities required to function successfully in the ECE program and eventually the profession. Applicants who do not feel they can successfully meet these should contact the ECE program coordinator before applying to the program. Students enrolling in the Early Childhood Education program must have sufficient strength, stamina, motor coordination, and sensory capabilities to perform the following:

1. 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.

2. Frequent lifting, moving and transferring children, especially infants and toddlers.
3. Sufficient visual and hearing acuity to ensure a safe environment and the ability to respond quickly to children, colleagues, and professional partners in the event of an emergency.
4. Sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, colleagues and parents.
5. Sufficient skills in written expression to accurately record children's daily progress and milestones as well as medications administered, accident and suspected child abuse/neglect reports, etc.
6. Ability to work with frequent interruptions, to respond appropriately in unexpected situations, and to cope with extreme variations in workload and stress levels.
7. Students must have reliable transportation to travel to and from practicum settings and have sustained health as outlined in Child Care Personnel Health form to fulfill time commitment as agreed in the Practicum contract.
8. Ability to respond to children's personal needs, including changing diapers, in a manner that safeguards the health and safety of the student, children, and staff.
9. Ability to work in a professional and respectful manner with a diverse range of children and their families including those from different races, cultures, religions, and ethnicities as well as children with a wide range of disabling conditions.
10. Ability to maintain professional boundaries in both the school and home environments.
11. Ability and disposition to adhere to and practice the Code of Ethical Conduct set forth by the National Association for the Education of Young Children http://www.naeyc.org/positionstatements/ethical_conduct.

Health and Practicum Considerations

1. Required GBCC Health Form on file prior to practicum.
2. Required New Hampshire Child Care Personnel Health Form on file that indicates that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children prior to practicum.
3. Required background check of "clear" or "non-disqualifying" prior to practicum. The cost of the record check and fingerprinting is the responsibility of the student.
4. Students are required to complete practicum during regular morning hours in order to meet the ECE course requirements. Transportation to and from the Practicum site is the responsibility of the student. All practicum sites are subject to practicum coordinator approval.
5. Note: Students who do not successfully complete the health and backgrounds requirements will not be able to successfully complete the program.

Participation in an internship requires the student to follow the college's immunization policy. See page 28 Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance. See page 36 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Early Childhood Education more than five years old from the time of acceptance will be evaluated by the program coordinator on an individual basis.

GENERAL EDUCATION REQUIREMENTS

		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ENGL110	College Composition I	4	0	4
	Math Elective	4	0	4
	Social Science Elective	3	0	3
PHIL240	Ethics	3	0	3
	Liberal Arts Elective	3	0	3
	English Elective	3	0	3
	Science Elective*	4	0	4
	Foreign Language/Humanities/ Fine Arts Elective	3	0	3

Total Credits - 28

**A 3 credit science elective may be accepted in transfer to fulfill this requirement*

EARLY CHILDHOOD EDUCATION REQUIREMENTS

		TH	LAB	CR
ECE100	Early Childhood Growth and Development	3	0	3
ECE109	Art, Music, Drama, Movement in Early Childhood Education	3	0	3
ECE116	Child Health, Safety and Nutrition	3	0	3
ECE200	Math & Science in Early Childhood Ed.	3	0	3
ECE203	Language Arts In Early Childhood	3	0	3
ECE210	Child, Family, and Community Relationships	3	0	3

Total Credits - 18

EARLY CHILDHOOD EDUCATION ELECTIVE COURSES

(Choose one)		TH	LAB	CR
ECE112	Curriculum Planning and Environments in ECE	3	3	4
ECE106	Curriculum and Environment for Family Child Care	3	0	3
(Choose one)				
ECE204	Developmentally Appropriate Curriculum for Infants and Toddlers	3	0	3
ECE250	Child Care Administration	3	0	3
ECE107	Family Child Care Business Management	3	0	3
(Choose one)				
ECE206	Supporting the Special Needs Child	3	0	3
EDU101	Introduction to Exceptionality	3	0	3
(Choose one)				
ECE214	Appropriate Guidance and Discipline for Young Children	3	0	3
EDU215	Behavioral Challenges in the Classroom	3	0	3

Total Credits - 13

EARLY CHILDHOOD EDUCATION PRACTICUM REQUIREMENTS

		TH	LAB	CR
ECE202	Practicum I: Student Teaching	2	6	4
ECE212	Practicum II: Professional Development	1	6	3

Total Credits - 66

EARLY CHILDHOOD EDUCATION CERTIFICATE

		TH	LAB	CR
ECE100	Early Childhood Growth and Development	3	0	3
ECE112	Curriculum Planning and Environments in ECE	3	3	4
ECE116	Child Health, Safety and Nutrition	3	0	3
ECE206	Supporting the Special Needs Child	3	0	3
ECE210	Child, Family, and Community Relationships	3	0	3
ECEXXX	Early Childhood Education Elective	3	0	3
ENGL110	College Composition I	4	0	4

Total Credits - 23

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/ECE/Gedt.html

EARLY CHILDHOOD EDUCATION ADVANCED CERTIFICATE

The ECE Advanced Certificate provides students with the flexibility to earn credits to become employable as a lead teacher in a child care program, obtain alternative certification as a child care director when partnered with credits from another field or concentrate on an interest in young children such as special needs or literacy. Appropriate choices based on student goals will be discussed at the admissions interview.

		TH	LAB	CR
ECE100	Early Childhood Growth and Development	3	0	3
ECE112	Curriculum Planning and Environments in ECE	3	3	4
ECE116	Child Health, Safety and Nutrition	3	0	3
ENGL110	College Composition I	4	0	4
ECE210	Child, Family, and Community Relationships	3	0	3
XXX	Electives	12	0	12

Total Credits – 29

Elective options include any ECE course, EDU215, EDU225, EDU101, EDU220, or ASL 110

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/ECE_Adv/Gedt.html

Curriculum Recommendations

- ECE students testing into developmental reading or writing should not enroll into more than one online course their first semester.
- Students testing into Developmental reading and/or writing should complete those courses during their first semester.
- Degree students are encouraged to enroll in FYE101 their first semester.
- Students should expect to take a combination of hybrid, online, day, and evening classes as part of their course work for the degree program. Basic computer skills, including word processing and internet navigation, are needed in order to successfully complete most courses.

EDUCATION LIBERAL ARTS/ TEACHER PREPARATION

ASSOCIATE IN ARTS CERTIFICATE

The Liberal Arts/Teacher Preparation degree is designed to allow students to transfer to a four-year degree program to become teachers or prepares students to work in the field as a paraprofessional.. The program allows students to experience elementary, middle, and secondary education, and has a common first year of coursework. In the second year, students choose courses in any one of the following areas: math, science, social science, English, foreign languages, special education and elementary education. Completion of these elective courses will demonstrate the content expertise required to become eligible for certification once the baccalaureate degree is completed. Elective courses are selected in consultation with the student's advisor. Students are expected to declare their area of focus prior to the beginning of the second year of the program. This degree also meets the requirements for paraprofessionals seeking an Associate Degree in fulfillment of national and state guidelines. Students are encouraged to take the Praxis I exam prior to the completion of their work at Great Bay Community College. Applicants are recommended to meet with the department chair to discuss the program and career pathways.

1. Graduating students will develop an appreciation for the act of reflective practice and recognize the impact of ongoing reflection and professional development in order to become an effective educator.
2. Graduating students will be exposed to our elementary, middle, and secondary school systems while developing an understanding of the importance of meeting the individual needs of all children.
3. Graduating students will acquire an understanding of various educational theories and their application to the real-world classroom.
4. Graduating students will be exposed to a variety of teaching techniques to be used in today's classrooms in order to meet the individual needs of all children.
5. Graduating students will utilize technology to enhance their teaching skills.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, appropriate education courses will be accepted if taken within a five-year period. Exceptions to this policy, based on professional experience, may be granted at the discretion of the department chair. Proper documentation will be required to initiate this process. In the case of English and math course transfers, it may be recommended that the student take portions of the Accuplacer Placement Test to verify the skill level required in order to be successful in subsequent classes within the program.

Technical Standards

Technical Standards have been created as a guideline for completion of the Teacher Preparation Program and for success as an educator in a public school setting. For state certification as an educator, students are required to pass the Praxis I and Praxis II exams; to undergo a criminal records check and fingerprinting. Individuals are encouraged to contact the State Department of Education for further requirement details. Students' seeking a career in the field of education should possess strong written and verbal communication skills, enjoy working with children, be able to adapt to a variety of situations, and collaborate effectively with others. Students are encouraged to meet with their advisor to discuss any questions regarding these matters.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		**TH**	**LAB**	**CR**
FYE101	First Year Seminar	1	0	1
EDU101	Introduction to Exceptionalities	3	0	3
EDU104	Foundations of Education	3	0	3
ENGL110	College Composition I	4	0	4
CIS110	Introduction to Computers	2	2	3
PSYC110	Introduction to Psychology	3	0	3
	Total	16	2	17

Spring Semester		**TH**	**LAB**	**CR**
EDU201	The Teaching and Learning Process	3	0	3
	Educational Transfer Focus Elective*	3	0	3
	Educational Transfer Focus Elective*	3	0	3
	Social Science Elective	3	0	3
	English Literature Course	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	18	0	18

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
	Educational Transfer Focus Elective*	3	0	3
	Social Science Elective	3	0	3
	Lab Science	3	3	4
	Math Elective	4	0	4
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	16	3	17

Spring Semester		TH	LAB	CR
	Social Science Elective	3	0	3
	Educational Transfer Focus Elective*	3	0	3
	Lab Science	3	3	4
	Math Elective	4	0	4
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	16	3	17

TOTAL CREDITS – 69

** Educational Transfer Focus Electives: Any course offered at The College with the exception of courses on the following list. These courses cannot be used for an Educational Transfer Focus elective: any course with an academic level less than 100, any cooperative course (Co-op), any internship, any practicum, any clinical or clinical affiliation, any externship, any self-assessment course, any senior project course, any internship seminar, any capstone course, any professional seminar, BTEC101.*

SPECIAL EDUCATION CERTIFICATE

The Certificate in special education can be earned independently or as part of the Liberal Arts/Teacher Preparation Associate's Degree. This Certificate includes three courses that fulfill the requirements of the Education Focus Transfer electives described above. The Certificate is also useful for currently employed paraprofessionals seeking approval as highly qualified under federal No Child Left Behind requirements. Courses in this Certificate are:

School Age: K-12

Fall Semester		TH	LAB	CR
EDU101	Introduction to Exceptionalities	3	0	3
EDU104	Foundations of Education	3	0	3
PSYC110	Introduction to Psychology	3	0	3

Spring Semester		TH	LAB	CR
EDU201	The Teaching and Learning Process	3	0	3
PSYC210	Human Growth and Development	3	0	3
EDUXXX	Education Elective**	3	0	3

Summer Semester		TH	LAB	CR
EDU 215	Behavior Challenges in the Classroom	3	0	3
EDUXXX	Education Elective**	3	0	3

TOTAL CREDITS – 24

***Education Elective (EDU105, 202, 203, 205, 207, 220, or 225).*

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/TeacherPrep/Gedt.html

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE IN SCIENCE

The Associate in Science Degree in Health Information Technology combines the expanding arena of health care with the cutting edge of technology. As a health information technology professional, you are the expert on patient data that physicians, nurses, and other providers rely on to perform their jobs. Health Information Technicians ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems, and analyze patient data for the purpose of improving patient care or costs control. Health Information Technologists often specialize in coding diagnoses and procedures in patient records for reimbursement and research. Students who complete the degree are eligible to sit for the CCA or CCS exam through the American Health Information Management Association -AHIMA. For more information, visit www.AHIMA.org. Health Information professionals work in a multitude of settings throughout the healthcare industry including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies and home care providers. All HIT, MOAA, and AH courses must be completed within five years of entry into the program.

Program Outcomes

Graduates with a degree in Health Information Technology will:

- Comply with the professional code of ethics of AHIMA and maintain effective professional conduct at all times.
- Be prepared for testing for the CCS or CCA exam.
- Maintain, collect and analyze the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare.
- Manage patient health information and medical records.
- Code the diagnosis and procedures for healthcare services provided to patients for reimbursement and research.
- Demonstrate clear and effective communication skills, critical thinking, and problem solving within their scope of practice.

Technical Standards

Students in the Health Information Technology degree program must demonstrate:

- Visual acuity sufficient to read and analyze materials contained in medical records in paper and computer generated formats.
- Manual dexterity sufficient to access and work with records stored in filing and computer systems.
- Emotional stability sufficient to maintain record completion, to demonstrate good judgment, to deal effectively with conflict situations, and to demonstrate ethical behavior and responsibility for themselves and their actions.
- Ability to maintain medical confidentiality standards of the profession.
- Mobility sufficient to allow access to areas within the healthcare facility in which healthcare information is generated, stored, and analyzed.
- Communication skills sufficient to allow for communication with fellow healthcare information staff, healthcare facility staff and professionals, clients of the facility and their families, and individuals from outside of the facility who seek information regarding clients.
- Sufficient hearing skills to successfully interact with all team members.

Admissions Requirements

1. Complete an application for the program.
2. Provide proof of high school completion or equivalent.
3. Provide an official copy of prior college transcripts if seeking transfer credit.

Health Information Technology Program Suspension Information

Students matriculated in the HIT Program who are withdrawn or do not achieve the required minimum grade of a "C" in all HIT, MOAA and AH courses will not able to continue in the program.

Health Information Technology Readmission policy

Students who withdraw or are Program Suspended may be eligible for readmission consideration. A student may be readmitted to the program one time only. Students who have failed a course because of lack of professionalism or unsafe practice involving actions or non-actions are not eligible for readmission to HIT Program. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission. In order to be reconsidered for admission the student must:

Submit a written, dated letter requesting readmission consideration to the Director of the Department of Health Information Technology. In this letter, briefly outline the reasons you were unable to continue in the program and identify the HIT course and level to which you are requesting readmission. Students will then be readmitted based on the Director of Health Information Technologies review of the facts. Students will then be notified of the status of the request in writing by the Admissions Department.

Health and Internship Considerations:

- Transportation to Internship sites is the student's responsibility. Students should be prepared to travel up to an hour or more from campus.
- Students are advised to decrease outside work obligations during internship placement for HIT 220, 240.
- Health Information Technicians are required to have a criminal background check prior to internship placement. Criminal background check fees are the responsibility of the student.
- Participation in an internship requires the student to follow the college's immunization policy See page 28 as well as any additional requirements of the internship site.
- Students are required to possess and maintain professional liability and health insurance. For unpaid internships, students must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in health information more than five years old will be evaluated by the program coordinator on an individual basis. In the case of English and math course transfers, it may be recommended that the student take portions of the Accuplacer Placement Test to verify the skill level required for success in subsequent classes within the program.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ENGL110	College Composition I	4	0	4
AH110	Medical Terminology	3	0	3
AH112*	Pathophysiology	3	2	4
HIT120	Introduction to Health Information Tech	3	0	3
CIS111**	Computer Technologies	2	2	3
	Total	16	4	18

**Acceptable course equivalent for Pathophysiology: BIO110 or BIO120*
** *Prerequisite: placement in CIS111 or successful completion of CIS110*

Spring Semester		TH	LAB	CR
HIT130	Electronic Health Record	2	2	3
MOAA130	Medical Coding I	3	0	3
HIT125	Classification System	3	0	3
HIT215	Computers In Healthcare	2	2	3
HUMA150	Critical Thinking	3	0	3
BUS114	Management	3	0	3
	Total	16	4	18

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
MATH145	Topics in Applied College Mathematics	4	0	4
HIT140	Pharmacology for the HIT Professional	3	0	3
HIT210	Quality Improvement	3	0	3
MOAA210	Medical Coding II	3	0	3
MOAA212	Insurance for the Medical Office	3	0	3
	Total	16	0	16

Spring Semester		TH	LAB	CR
PSYC110	Intro To Psychology	3	0	3
ENG210	Oral Communications	3	0	3
HIT220	Directed Practice I - PPE	0	6	2
HIT240	Directed Practice II - PPE	0	6	2
PHIL240	Ethics	3	0	3
LIBAXXX	Liberal Arts Elective	3	0	3
	Total	12	12	16

TOTAL CREDITS - 68

HOMELAND SECURITY
CERTIFICATE

The market for homeland security jobs is growing at all levels in the public and private sectors. Earning a Certificate in Homeland Security at Great Bay can provide emergency response professionals the skills and expertise necessary to effectively plan, prepare, and respond for a potential terrorist attack. Students pursuing a Criminal Justice degree may also take the Homeland Security Certificate to enhance their potential employment opportunities.

Program Outcomes:
Upon completion of the homeland security certificate at Great Bay, graduates will be able to:

- Examine the historical and evolving concept of homeland security within the broader political and national security system of the contemporary nation-state.
- Recognize the detailed mitigation, planning, response, and recovery phases to and from a homeland security incident.
- Differentiate among the various homeland security threats to include those that are man-made, technological, and natural.
- Discuss the strategic, operational, and tactical threats presented by chemical, nuclear, and biological agents to include agent characteristics and delivery systems.
- Distinguish among and assess the various homeland security approaches, techniques, and processes, such as analytics, indications, warnings, and forecasting.
- Explain the key administrative and command and control elements of the evolving homeland security relationships among the intelligence community, Department of Homeland Security, interagency processes and institutions; federal, state, and local intergovernmental relations; and a comprehensive U.S. homeland security strategy
- Be able to assess the risk of threat and utilize crisis management strategies to develop a plan and minimize organization and community vulnerability.

Technical Standards
Applicants should be aware that thorough background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted for an internship. Applicants who have had involvement with the law may not be employable. Due to the possible negative impact on future employability applicants are strongly advised to discuss any concerns with the Department Chair prior to applying to the program.

To be successful in the Homeland Security field, one must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor. One must also be able to establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients. Overall opportunities within Homeland Security will be favorable for individuals who meet psychological, physical, and personal qualifications.

Transfer Credit Policy
In addition to Great Bay transfer credit policies, transfer of courses in Homeland Security more than 10 years old will be evaluated by the program coordinator on an individual basis.

CORE REQUIREMENTS - 10 CREDITS

		TH	LAB	CR
HLS110	Introduction to Homeland Security	3	0	3
HLS115	Crisis Planning, Operations, and Management	4	0	4
HLS120	Introduction to Terrorism	3	0	3

Students must select two additional courses from the following list:

		TH	LAB	CR
CRJ121	Criminal Procedure	4	0	4
CRJ123	Criminal Law	4	0	4
CRJ150	Criminology	3	0	3
POL220	Public Administration	3	0	3
IST161	Introduction to Information Assurance	2	2	3

TOTAL CREDITS - 16

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Homeland/Gedt.html

POLICE TESTING

The Great Bay Police Testing Alliance is a regional testing process offered through a partnership with Great Bay Community College and over forty-five law enforcement agencies. Participation in this test will place the applicant on the eligibility list of approximately forty New Hampshire, Northern Massachusetts and Southern Maine law enforcement agencies.

The following agencies listed below are members of the Great Bay Police Testing Alliance:

Alton; Allenstown; Bartlett; Bedford; Berwick, ME; Conway; Danville; Derry; Dover; Durham; East Kingston; Epsom; Exeter; Farmington; Gilford; Goffstown; Greenland; Groveland, MA; Keene; Kensington; Kingston; Laconia; Lee; Madison; Meredith; Milton; Mont Vernon; Moultonborough; New Castle; New Durham; Newfields; Newington; Newmarket; Ogunquit, ME; Plaistow; Portsmouth; Rochester; Rockingham County Sheriff's Office; Rollinsford; Rowley, MA; Rye; Seabrook; Somersworth; South Hampton; Strafford; Stratham; Tamworth; Tuftonborough; Wakefield; West Newbury, MA; Wolfeboro; and York, ME

All Participating Agencies of the Great Bay Police Testing Alliance are Equal Opportunity Employers.

Please Note: Additional agencies may be included. Please check our website at www.greatbay.edu/policetesting for a current list of Great Bay Police Alliance member agencies.

Testing Process:

The testing process will take approximately two (2) hours. The test will begin at 9:00 a.m. sharp. Please arrive at 8:30 a.m. to check in.

Candidates may be asked to participate in additional testing or review at some future date. This additional consideration may include further written tests, oral interviews and examinations, polygraphs, medical and psychological evaluations, fitness and agility testing, and/or intensive background investigations. The entire selection process is normally accomplished within a period of 90-120 days. All follow-up testing and review depend on the hiring needs of the individual police departments.

All Participating Agencies of the Great Bay Police Testing Alliance are Equal Opportunity Employers.

Frequently Asked Questions:

Is there a study guide available to prepare for the exam?

There is no study guide available at this time.

What is on the exam?

There are math, cognitive, and personality sections on the exam.

Do I take a Physical Agility test the day of the exam?

No. Each participating agency will determine the next step in the hiring process and contact you directly.

Registration information can be found at the Great Bay Police Testing Alliance website at www.greatbay.edu/policetesting.

For further Information please contact:

Monique Graf
(603) 427-7667
mgraf@ccsnh.edu

HOSPITALITY MANAGEMENT

ASSOCIATE IN SCIENCE
CERTIFICATES

The Hospitality industry serves an important role in the global economy and is one of the largest and fastest growing in the U.S. The Hospitality Management Associate in Science Degree and Certificate programs prepare students for a wide variety of positions with hotels, resorts, spas, country clubs, restaurants, food service operations, cruise lines, casinos, travel and tourism associations, event/wedding planning and convention services, recreation facilities, and more.

The Hospitality program is designed to give students a solid foundation in operations, management, marketing, sales and service, preparing students for an exciting career after graduation or for transfer to a four-year institution. Elective options offer students the flexibility to customize the program to fit their career needs and interests. Certificate programs in Spa Management, Event & Meeting Planning Management, and Hotel/Restaurant Management are embedded within the degree program or can be completed as stand-alone programs of study, offering time and cost effective fast tracks to specialized skills for both degree students and professionals changing careers or seeking advancement opportunities.

With Great Bay located in one of New Hampshire's most popular tourism regions, students have access to a variety of internship opportunities. Hands on experience provides Great Bay hospitality students with a distinct advantage in the marketplace. A few the Hospitality Management internship partners include: Wentworth by the Sea Hotel & Spa, New Hampshire Wedding Magazine, Portsmouth and Dover Chambers of Commerce, Sheraton Portsmouth Harborside Hotel, Everyday Details-Professional Event and Wedding Planning, Cliff House Resort & Spa, and One Liberty Lane Catering.

Great Bay Hospitality students also have an opportunity to earn industry recognized certifications including the Cvent Certificate for event planners,the Delphi Certificate for sales and catering, and the Managing Front Office Operations Certificate for hotel professionals.

Program Outcomes

Graduates of the Hospitality Management program will be able to:

- Identify the fundamental components, historical developments, and the current and future trends of the global hospitality industry.
- Explain the significance of the guest-host relationship inherent to the hospitality industry and the strategies used to achieve service excellence.
- Display the necessary written and oral communication skills required to be successful in the hospitality industry, including nonverbal techniques and an appreciation of cultural differences.
- Realize and appreciate the importance of professional, ethical, legal, and social issues and responsibilities related to the hospitality industry.
- Demonstrate a solid understanding of effective hospitality sales, marketing, and management practices.
- Develop and apply problem solving, decision making, team building and critical thinking skills to practical hospitality management situations.
- Broaden career perspectives and enhance personal and professional development opportunities for a successful career in the hospitality industry.

Technical Standards

Students in the Hospitality Management Degree and related Certificate programs must be able to demonstrate the ability to:

- Communicate effectively using written, and oral techniques, including the use of technology;
- Conduct themselves in a professional manner;
- Work independently and in teams;
- Work with frequent interruptions, respond appropriately to unexpected situations, and cope with variations in workload and stress levels.

Health and Internship Considerations

Participation in an internship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Hospitality Management more than ten years old will be evaluated by the program coordinator on an individual basis.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
HOSP110	Introduction to Hospitality Management	3	0	3
BUS114	Management	3	0	3
CIS156	Computer Applications in Business*	2	2	3
ENGL110	College Composition I	4	0	4
HOSP210	Customer Service	3	0	3
	Total	16	2	17

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Spring Semester		TH	LAB	CR
ACCT113	Accounting and Financial Reporting I	3	0	3
MATH145	Topics in Applied College Mathematics	4	0	4
HOSP175	Hospitality Marketing & Sales	3	0	3
HOSP150	Hotel Operations	3	0	3
SOC250	Multi-Ethnic Cross Cultural Relations	3	0	3
	Total	16	0	16

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
GEOG110	World Geography	3	0	3
ENG210	Oral Communications	3	0	3
HOSP275	Communications for Hospitality Professionals	3	0	3
HOSPXXX	Hospitality Elective	3	0	3
	Science Elective*	4	0	4
	Business, Computer Technologies, Digital Media Technologies or Economics Elective	3	0	3
	Total	18	0	19

**A 3 credit science elective may be accepted in transfer to fulfill this requirement*

Spring Semester		TH	LAB	CR
	Liberal Arts Elective	3	0	3
HOSPXXX	Hospitality Elective	3	0	3
HOSP280 or HOSPXXX	Hospitality Internship or Hospitality Elective	0	9	3
	Humanities/Fine Arts/Foreign Language Elective	3	0	3
	Business, Computer Technologies, Digital Media Technologies or Economics Elective	3	0	3
	Total	15	9	15

TOTAL CREDITS - 67

Hospitality Management Associate Degree Elective Options

In order to complete the degree program, students may select up to three of the following elective courses, provided they meet the prerequisite requirements. These electives will also apply to Hospitality Management Certificates. See below for more information.

Hotel/Restaurant Management		TH	LAB	CR
HOSP230	Restaurant Development & Strategic Planning	3	0	3
HOSP235	Food & Beverage Operations	3	0	3

Spa Management		TH	LAB	CR
HOSP244	Introduction to the Spa Industry	3	0	3
HOSP245	Spa Operations Management	3	0	3

Event & Meeting Planning Management		TH	LAB	CR
HOSP215	Meeting & Convention Management	3	0	3
HOSP250	Event Planning	3	0	3

HOSPITALITY MANAGEMENT CERTIFICATE PROGRAMS

These Certificate programs are designed for students wishing to specialize in one area of hospitality: Hotel/Restaurant Management, Spa Management, or Event & Meeting Planning Management. All 21 credits in each certificate program may be applied toward a degree in Hospitality Management or may serve as a stand-alone certificate for professionals preparing for a career change or advancement opportunities.

Hotel/Restaurant Management Certificate Program

This certificate prepares students for a variety of career options in lodging and food service. Students with a desire to help people and assist in daily management and operations will find a multitude of opportunities with hotels, resorts, restaurants, casinos, clubs, convention centers, and cruise lines.

Hotel/Restaurant Management Certificate		TH	LAB	CR
HOSP110	Introduction to Hospitality Management	3	0	3
HOSP150	Hotel Operations (or HOSP280 Hospitality Internship, 3 credits)	3	0	3
HOSP175	Hospitality Marketing & Sales	3	0	3
HOSP210	Customer Service	3	0	3
HOSP215	Meeting & Convention Management*	3	0	3
HOSP230	Restaurant Development & Strategic Planning (or HOSP280 Hospitality Internship, 3 credits)	3	0	3
HOSP235	Food & Beverage Operations	3	0	3

CREDITS - 21

**Students pursing the Associate Degree in conjunction with the Certificate will take HOSP215 instead of HOSP280.*

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/HotelRestaurant/Gedt.html

Spa Management

This certificate prepares students for career opportunities in a variety of spa facilities including hotels, resorts, cruise ships, day spas, salons, medical spas, and fitness centers. Students will develop skills to supervise day to day operations, oversee massage and skin therapists, nutritionists and other specialists while ensuring that customers feel pampered in a relaxed atmosphere. This certificate also complements the Massage Therapy Certificate by providing students with an additional management focused credential.

Spa Management		TH	LAB	CR
HOSP110	Introduction to Hospitality Management	3	0	3
HOSP244	Introduction to the Spa Industry	3	0	3
HOSP245	Spa Operations Management	3	0	3
HOSP210	Customer Service	3	0	3
HOSP175	Hospitality Marketing & Sales	3	0	3
HOSP275	Communications for Hospitality Professionals	3	0	3
	Business or Computer Technologies or Digital Media Technology Elective or HOSP280 Hospitality Internship			3

CREDITS - 21

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Spa/Gedt.html

Event & Meeting Planning Management

This certificate prepares students for employment in event and meeting planning management for large hotels, resorts, conference or convention centers, attractions, private catering operations, event management companies, private corporations and independent event and wedding planners. Students who love working with people, are detail oriented, and enjoy coordinating events should consider this rapidly growing field.

Event & Meeting Planning Management		TH	LAB	CR
HOSP110	Introduction to Hospitality Management	3	0	3
HOSP210	Customer Service	3	0	3
HOSP150	Hotel Operations (or HOSP280 Hospitality Internship, 3 credits)	3	0	3
HOSP175	Hospitality Marketing & Sales	3	0	3
HOSP215	Meeting & Convention Management	3	0	3
HOSP250	Event Planning	3	0	3
HOSP275	Communications for Hospitality Professionals	3	0	3

CREDITS - 21

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Event_Planning/Gedt.html

INFORMATION SYSTEMS TECHNOLOGY

ASSOCIATE IN SCIENCE
CERTIFICATE

The Department of Information Systems Technology offers coursework in computer hardware repair, computer networking, network security and network management. This coursework opens the door to career changes, career enhancements, and career opportunities. The demand for IT professionals continues to rise. IT professionals are being sought after with higher salaries as an incentive. Continuing education opportunities are available for IST graduates through current articulation agreements with four-year colleges. Courses will be offered on a rotating semester basis. Students should work with their advisors to plan course selections to optimize program completion time.

Program Outcomes

Pending course selection students will be able to:

- Design local area networks using multiple sub-networks
- Configure networking devices to forward traffic throughout a local area network
- Configure networking devices to connect to internet service provider network
- Configure and maintain personal computers in a networked environment
- Configure and maintain network servers
- Install and test physical layer infrastructure to include copper, fiber- optic, and wireless media
- Install and configure Windows workstations and servers
- Establish and maintain basic network security policies and procedures
- Configure and maintain advanced network security devices
- Prepare for selected industry recognized certifications

Technical Standards

Students who enroll in the program should comprehend the English language, both oral and written, and have sufficient keyboarding skills to produce electronic documents in a timely manner. They should be able to sit or stand at a desk or workstation and stay on task for extended periods of time. They should be detail-oriented, able to read small print, and perform basic mathematical operations. Successful employees in the field demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

Health and Internship Considerations

Students participating in an internship are required to follow The College immunization policy. See page 28. The college must ensure that stakeholders at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

Participation in an internship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, all Information Systems Technology transfer credits will be evaluated by the IST chairperson or his/her designee.

DEGREE PROGRAM - GENERAL EDUCATION CORE COURSES 27 CREDITS

		TH	LAB	CR
ENGL110	College Composition I	4	0	4
ENGL215	Writing Technical Documents	3	0	3
MATH150	College Algebra*	4	0	4
PHYS135	College Physics I	3	3	4
	Social Science Elective	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Liberal Arts Electives	6	0	6
	Total	26	3	27

**Approved substitutions for MATH150 are MATH210, MATH230, MATH250*

At least 18 credits must be at the 200 level. Up to 9 CIS or DMT credits may be applied at either the 100 or 200 level in fulfillment of IST degree requirements.

INFORMATION SYSTEM TECHNOLOGY CORE COURSES 39 CREDITS

		TH	LAB	CR
IST112	Applied Logic	2	2	3
IST113	IT Essentials PC Hardware & Software	2	2	3
IST122	Introduction to Networks	2	2	3
IST123	Routing and Switching Essentials	2	2	3
IST142	Virtualization Essentials	2	2	3
IST150	Network Operating Systems Fundamentals	2	2	3
IST151	Windows Network Operating System	2	2	3
IST161	Intro to Information Assurance	2	2	3
IST200	Communications Electro-optics	2	2	3
IST211	PC Technician	2	2	3
IST220	Advanced Routing	2	2	3
IST221	Advanced Switching	2	2	3
IST222	Scaling Networks	2	2	3
IST223	Connecting Networks	2	2	3
IST227	Advanced Troubleshooting	2	2	3
IST228	Network Implementation	2	2	3
IST245	Information Storage and Management	2	2	3
IST251	Windows NOS Services	2	2	3
IST253	Windows Server 2008 Active Directory	2	2	3
IST262	Advanced Network Security	2	2	3
IST264	Configuration of Security Appliance	2	2	3
IST275	Network Protocols & Services	2	2	3
IST281	Internship	1	8	3
IST291	IST Project	1	8	3

TOTAL CREDITS - 66

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/IST/Gedt.html

INFORMATION SYSTEMS TECHNOLOGY CERTIFICATE

The 24-credit IST Certificate is designed to prepare the student for a place in the Information Technology workplace with a 24-credit milestone. The eight-course requirement is flexible, with a maximum of fifteen 100-level credits in courses with IST designations and a minimum of nine 200-level credits in courses with IST designations.

The eight-course sequence of the IST Certificate program provides some preparation for industry-recognized certifications such as the CompTIA A+, CompTIA Net+, Cisco Certified Network Associate (CCNA), FOA Certified Fiber Optic Technician (CFOT), FOA Fiber To The Premises (CFxT), the Microsoft Technology Associate, and EMC2 ISM

Students may then choose to finish the Associate in Science Degree and further their education at a four-year college. Students who already have a degree may choose this Certificate to redirect their expanding networking skills and prepare them for the rapidly changing and ever-challenging world of Information Technology.

Up to nine credits may be taken under the CIS or DMT designation and applied to the IST Associate in Science Degree or IST Certificate programs.

Curriculum Recommendations

Students are encouraged to explore the topic areas of networking devices, network infrastructure, PC maintenance and support, security, and Windows network operating systems during their 100 level course experiences and focus on their specific areas of interest when selecting their 200 level coursework.

The course sequence of IST122, IST123, IST222, and IST223 comprise the entire Cisco Certified Network Associate (CCNA) Academy. These courses are offered in 8 week/8 week format over a semester to allow students to complete the CCNA Certification preparation track over two semesters.

The IST200 course offers the Fiber Optic Association CFOT, and CFxT, (see www.thefoa.org for details) certification exams as part of the course assessments. Other industry certification exams such as the Cisco (CCNA), Microsoft (MTA), CompTIA, and EMC2 ISM certifications are not included within the IST program. However, the IST curriculum is designed to provide foundation preparation for these industry certification exams. Students wishing to pursue these certifications must arrange to take these exams on their own.

LIBERAL ARTS

ASSOCIATE IN ARTS

The Associate of Arts degree program of study provides a solid core of courses in arts and sciences, allowing students to transfer with confidence to Baccalaureate programs at four-year colleges and universities. A wide variety of course choices exists for students to explore content areas in arts and sciences. American Studies courses offer an interdisciplinary approach to topics related to American society. English selections include writing courses, literature, communications, and technical writing. Social Science selections include anthropology, economics, history, geography, political science, psychology, and sociology. Foreign Language selections include American Sign Language, and Spanish. Humanities selections include courses in western civilization, humanities, literature, philosophy, communications and creative writing, and American Studies. Fine Arts selections include arts courses in drawing. Math courses offer traditional theoretical and applied courses. Science selections can include biology, biotechnology, chemistry, physics, and photonics. Students wishing to focus their Liberal Arts studies in a specific discipline are able to concentrate their 24 Liberal Arts elective credits in that discipline. Each student's program is developed in consultation with a Liberal Arts faculty advisor.

In addition to fulfilling the mission of Baccalaureate transfer, the program will also provide the core of general education requirements for all degrees at this College.

Program Outcomes

The primary objective of the Liberal Arts Degree program is transfer. The program is representative of the first two years of a baccalaureate program. Its academic format emphasizes access to various disciplines of knowledge, critical thinking, and the principles and techniques of research within academic subject areas. Students will find the program flexible enough to allow them to select courses based on the requirements of the four-year colleges to which they plan to transfer or use their course selections to clarify their educational goals and to explore career opportunities and interests. This broad experience provides students with the academic exposure relevant to intellectual, personal, and social growth.

- Completion of a degree program based upon the discovery and development of academic interests.
- Exposure to a variety of courses that satisfy general education requirements at GBCC and transfer institutions.
- Involvement in or completion of Associate of Arts concentrations that prepare students to transfer to specific baccalaureate degrees at four-year institutions.
- Participation in elective offerings in the Arts and Science disciplines that support intellectual enrichment and continued study in a variety of fields.

Through their involvement in a variety of Arts and Sciences courses, students will develop the skills necessary to interpret facts, solve problems, evaluate issues, appreciate aesthetics, develop multiple perspectives, and think critically and creatively.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, Liberal Arts and Science courses will be considered for transfer regardless of when they were taken as long as they meet minimum grade requirements. See individual department policies for program exceptions on general education requirements. In the case of English and math course transfers, it may be recommended that the student take portions of the Accuplacer Placement Test to demonstrate the skill level required for success in subsequent classes within the program.

Transfer of a course to this institution does not guarantee transfer of that same course to subsequent institutions. SAT testing may be required by some transfer institutions.

LIBERAL ARTS DEGREE PROGRAM OF STUDY CORE REQUIREMENTS

		Credits
FYE101	First Year Seminar	1
ENGL110	College Composition I	3-4
ENGL214	College Composition II	3
HUMA150	Critical Thinking	3
	Lab Science Electives (BIOL, BTEC, CHEM, PHOT, PHYS)	8
	Math Electives	6-8
	Humanities/Foreign Language/Fine Arts Electives (AMER, ARTS, ENGL Literature, or ENGL 210, 213, HUMA, PHIL, SPAN, ASL, HIST 120,130)	6
	Social Science Electives (AN, ECON, HIST, GEOG, POL, PSYC, SOC)	9

ELECTIVE REQUIREMENTS - 24 CREDITS

Liberal Arts and Sciences Electives (American Studies, Art, English, Geography, History, Humanities, Languages, Math, Natural Resources, Social Sciences, or Sciences) and can include three Open Electives as appropriate to other programs' prerequisites. A computer literacy course can be included within the Open Electives area. Electives must include at least 3 Liberal Arts and Science courses at the 200-level.

TOTAL CREDITS – 66

LIBERAL ARTS/AMERICAN STUDIES ASSOCIATE IN ARTS

American Studies, a concentration within Liberal Arts, is the interdisciplinary study of the United States and all its local, national, and global contexts. Drawing from a variety of content areas and methodologies, American Studies focuses on particular American moments, places, and ideas in order to pursue questions, such as "What is American culture? What does it mean to be American? Who, What, and Where is 'American'?" and what is at stake when we ask these questions? The degree program is designed to provide students with the rigorous interdisciplinary training necessary to transfer into baccalaureate programs in not only American Studies, but related fields as well, such as English, History, Political Science, Education, Sociology, Anthropology, and others. Students with degrees in American Studies have found jobs in a wide variety of fields such as publishing, education, communications, government, public service, public relations, marketing, management, law, and social welfare to name a few.

Program Outcomes

- Students will understand the methods, goals, and value of an interdisciplinary investigation of American history, ideology, culture and discourse.
- Students will be acquainted with themes and questions commonly addressed in the field of American Studies and understand how they arise from, and inform particular historical and cultural moments.
- Students will be prepared to move on to a more extensive program of American Studies and/or related fields such as History, American Literature, or Political Science.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, Liberal Arts and Science courses will be considered for transfer regardless of when they were taken as long as they meet minimum grade requirements. See individual department policies for program exceptions on general education requirements. In the case of English and math course transfers, it may be recommended that the student take portions of the Accuplacer Placement Test to demonstrate the skill level required for success in subsequent classes within the program.

Transfer of a course to this institution does not guarantee transfer of that same course to subsequent institutions. SAT testing may be required by some transfer institutions.

CORE REQUIREMENTS

		Credits
FYE101	First Year Seminar	1
ENGL110	College Composition I	3-4
ENGL214	College Composition II	3
HUMA150	Critical Thinking	3
	Lab Science Electives	8
	Math Electives	6-8
	Humanities/Foreign Language/Fine Arts Electives	6
	Social Science Electives	9
	Liberal Arts Electives	6

**It is recommended that students make elective choices based upon particular 4-year colleges' transfer requirements and general education cores.*

AMERICAN STUDIES CONCENTRATION

		Credits
AMER110	Introduction to American Studies	3
AMER210	American Studies Seminar	3
AN101	Anthropology	3
ENGL209 or ENGL220	American Literature through the Civil War or American Literature After the Civil War	3
HIST202 or HIST204	US History Through 1870 or US History 1870 to the Present	3
POL110	American Government	3

TOTAL CREDITS - 66

Curriculum Recommendations

- It is recommended that students make Lab Science, Math, Humanities/Foreign Language/Fine Arts, and Social Science Elective choices based upon particular 4-year colleges' transfer requirements and general education cores.
- It is recommended to take AMER110 Introduction to American Studies, ENGL110 College Composition I, and FYE101 First Year Seminar in the first semester.

LIBERAL ARTS/BIOLOGICAL SCIENCES ASSOCIATE IN ARTS

Concentration Options

University Transfer

General Biology

The Department of Life Sciences and Chemistry offers two options for students interested in biological sciences. The Liberal Arts/Biological Science - University Transfer Option is specifically designed to prepare students for transfer to a Bachelor of Science program in biological science at a four-year college or university. Developed in consultation with the College of Life Science and Agriculture (COLSA) at the University of New Hampshire, this degree is designed to allow students to complete eight of the nine core science classes required for COLSA majors as well as a wide variety of general education courses while they are students at Great Bay Community College. The Liberal Arts/Biological Science - General Biology Option is designed to provide students with more flexibility in course selection, and is recommended for students who have broader interests in the biological sciences. The science courses in both degree programs are common to most biological sciences programs.

Program Outcomes

Students graduating with the Associates degree in Liberal Arts Biological Science will be able to:

- Understand theoretical principles across a broad range of sub-disciplines in biological sciences and chemistry.
- Understand and be able to apply principles of mathematics as they pertain to the study of biological science and chemistry.
- Understand and be able to apply the scientific method.
- Understand and be able to execute a wide variety of laboratory techniques in microbiology, biochemistry, cell biology, ecology, genetics and chemistry.
- Generate and maintain accurate lab documentation, including a laboratory notebook.
- Analyze and draw conclusions from generated scientific data, and present findings both orally and in formal laboratory reports.
- Conduct basic bioinformatics-based analysis.
- Qualify for transfer to a four-year college or university with the necessary foundation in biology, chemistry and mathematics for upper level study in a wide variety of biological disciplines.

Technical Standards

Students enrolling in Liberal Arts/Biological Science degree programs must, in addition to meeting the specific pre-requisite requirements for each course, meet the following general, technical standards:

- Students must be able to comprehend the English language, both oral and written, and must have sufficient manual dexterity to produce legible written documents in a timely manner.
- Students must be able to sit or stand at a desk/ laboratory bench, and must possess the necessary focus to stay on task for extended periods of time.
- Students must be able to comprehend and follow instructions in the classroom and laboratory in a timely manner.
- Students must possess the necessary manual dexterity to carry out assigned laboratory tasks.
- Students must be able to perform required classroom and laboratory operations, including mathematical operations, without reference to notes, as directed.

University Transfer Option

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ENGL110	College Composition I	4	0	4
BIOL108	General Biology I	3	3	4
HUMA150	Critical Thinking	3	0	3
CIS110	Introduction to Computers*	2	2	3
	Total	13	5	15

Spring Semester		TH	LAB	CR
BIOL109	General Biology II	3	3	4
CHEM115	General Chemistry I	3	3	4
MATH150	College Algebra**	4	0	4
	Humanities/Language/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
	Total	16	6	18

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
CHEM116	General Chemistry II	3	3	4
BIOL210	Microbiology	3	3	4
MATH210	Pre-Calculus**	4	0	4
ENG214	College Composition II	3	0	3
	Social Science Elective	3	0	3
	Total	16	6	18

Spring Semester		TH	LAB	CR
BIOL220	Principles of Genetics	3	3	4
BIOL230	General Ecology	3	3	4
CHEMXXX	Biochemistry or Organic Chemistry	3	3	4
XXX	Humanities/Language/Fine Arts Elective	3	0	3
XXX	Social Science Elective	3	0	3
	Total	15	9	18

TOTAL CREDITS - 69

Curriculum Recommendations

* Higher level CIS course may be substituted.

** Students with sufficient math skills may elect to take MATH 210 (Pre-calculus) and MATH 230 (Calculus I) or MATH 230 (Calculus I) and another 200-level MATH course.

General Biology Option

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ENGL110	College Composition I	4	0	4
BIOL108	General Biology I	3	3	4
HUMA150	Critical Thinking	3	0	3
CIS110	Introduction to Computers*	2	2	3
	Total	13	5	15

Spring Semester		TH	LAB	CR
BIOL109	General Biology II	3	3	4
CHEM115	General Chemistry I	3	3	4
MATH150	College Algebra**	4	0	4
	Humanities/Language/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
	Total	16	6	18

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
	Life Science Elective	3	3	4
	Life Science Elective	3	3	4
MATHXXX	200 Level Math Elective (210, 225, 230, 250)	4	0	4
ENG214	College Composition II	3	0	3
	Social Science Elective	3	0	3
	Total	16	6	18

Spring Semester		TH	LAB	CR
	Life Science Elective	3	3	4
	Life Science Elective	3	3	4
	Humanities/Language/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
	Total	12	6	14

TOTAL CREDITS - 65

Life Science Electives

All students in Liberal Arts Biological Sciences General Biology Option must select four courses from the following approved list of life science courses for this program. At least two need to be of the 200 level.

BIOL110	BIOL150	BTEC105	BIOL210	BIOL230
BIOL120	BIOL160	CHEM116	BIOL220	CHEM205
PHYS135			BTEC210	PHYS290

Curriculum Recommendations

* Higher level CIS course may be substituted.

** Students with sufficient math skills may elect to replace this course with one of the following 200-level math courses: MATH210 (Pre-calculus), MATH225 (Probability and Statistics), MATH230 (Calculus I).

LIBERAL ARTS/BUSINESS STUDIES ASSOCIATE IN ARTS

The Business Studies Department offers an Associate in Arts in Liberal Arts with a concentration in Business Studies. The Business Studies Department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The Liberal Arts Business Studies degree is designed to facilitate transfer to a four-year institution for continued study in a business field. Additionally, the program prepares students for entry-level jobs in the business world. This degree provides the framework needed for successful business careers in management, high-tech industries, manufacturing, banking, health care, communications, service industries, and non-profit organizations.

Program Outcomes

Graduates of the Associate Degree in Liberal Arts/Business Studies' will include, but not be limited to, the following:

- Identify problems and their causes, generate alternative solutions, and arrive at reasoned conclusions.
- Assess the impact of managers as change agents, including the impact of their decisions on the organization, its stockholders, its employees, its customers, and the community at large.
- Use interpersonal and cross-cultural communication knowledge and skills to lead and manage collaborative activities.
- Integrate information from various sources to address complex and interrelated problems.
- Develop knowledge regarding how underlying assumptions of various diverse people and cultures shape alternative ways in which problems can be viewed.
- Use teamwork and collaboration skills to work collectively toward solving problems.
- Assume leadership roles in a variety of academic and professional settings.
- Demonstrate an understanding of how discipline-specific decisions impact other disciplines.

Health and Internship Considerations

Participation in an internship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Business Studies more than ten years old will be evaluated by the department chair on an individual basis. In the case of English and math course transfers, it may be recommended that the student take portions of the Accuplacer Placement Test to demonstrate the skill level required for success in subsequent classes within the program.

Technical Standards

Graduates from the Management Program must be able to demonstrate the ability to communicate effectively using written and oral techniques, including the use of technology; conduct themselves in a professional manner; possess critical thinking and analytical skills; be comfortable using computers and computer application software; work independently and in groups.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ACCT113	Accounting and Financial Reporting I	3	0	3
BUS114	Management	3	0	3
BUS110	Introduction to Business	3	0	3
CIS156	Computer Applications in Business*	2	2	3
ENGL110	College Composition I	4	0	4
	Total	16	2	17

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Spring Semester		TH	LAB	CR
ACCT123	Accounting and Financial Reporting II	3	0	3
ENGL214	College Composition II	3	0	3
MKTG125	Principles of Marketing	3	0	3
MATH150 or MATH 145	College Algebra or Topics in Applied College Mathematics	4	0	4
	Business Elective (200 level)	3	0	3
PHIL240	Ethics	3	0	3
	Total	19	0	19

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
MATH215 or MATH 225	Finite Mathematics or Probability and Statistics	4	0	4
ECON234	Macroeconomics	3	0	3
	Lab Science Elective	4	0	4
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
	Total	17	0	17

Spring Semester		TH	LAB	CR
ECON235	Microeconomics	3	0	3
	Lab Science Elective	4	0	4
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Business Elective (200 level)	3	0	3
	Business Elective (200 level)	3	0	3
	Total	16	0	16

TOTAL CREDITS - 69

LIBERAL ARTS/CHEMISTRY ASSOCIATE IN ARTS

The Liberal Arts/Chemistry is designed for Liberal Arts students who wish to transfer to a four-year institution to pursue a degree in chemistry, biochemistry or chemical engineering. In addition to the traditional Liberal Arts general education courses, it provides a basic foundation in chemistry, along with appropriate coursework in the related disciplines of mathematics, biology and physics.

Program Outcomes

Students graduating with the degree in Liberal Arts/Chemistry will be able to:

- Understand and be able to apply principles of chemistry across the sub-disciplines.

- Understand principles of mathematics, biology and physics at a level appropriate to preparation for an undergraduate major in chemistry, biochemistry or chemical engineering.
- Understand and be able to apply the scientific method.
- Understand and be able to execute a wide variety of laboratory techniques in chemistry and related fields.
- Generate and maintain accurate lab documentation including a laboratory notebook.
- Analyze and draw conclusions from generated scientific data, and present findings in a formal laboratory report.
- Qualify for transfer to a four-year college or university.

Technical Standards

Students enrolling in Liberal Arts/Chemistry must, in addition to meeting the specific pre-requisite requirements for each course, meet the following general, technical standards:

- Students must be able to comprehend the English language, both oral and written, and must have sufficient manual dexterity to produce legible written documents in a timely manner.
- Students must be able to sit or stand at a desk/ laboratory bench, and must possess the necessary focus to stay on task for extended periods of time.
- Students must be able to comprehend and follow instructions in the classroom and laboratory in a timely manner.
- Students must possess the necessary manual dexterity to carry out assigned laboratory tasks.
- Students must be able to perform required classroom and laboratory operations, including mathematical operations, without reference to notes, as directed.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses more than ten years old will be evaluated by the department chair or program coordinator on an individual basis.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ENGL110	College Composition I	4	0	4
CHEM115	General Chemistry I	3	3	4
MATH210	Pre-Calculus	4	0	4
CIS110	Introduction to Computers*	2	2	3
	Total	14	5	16

Spring Semester		TH	LAB	CR
BIOL108	General Biology I	3	3	4
CHEM116	General Chemistry II	3	3	4
MATH230	Calculus I	4	0	4
	Social Science Elective	3	0	3
HUMA150	Critical Thinking	3	0	3
	Total	16	6	18

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
PHYS290	University Physics I	3	3	4
CHEM200	Organic Chemistry	3	3	4
ENG214	College Composition II	3	0	3
	Social Science Elective	3	0	3
	Humanities/Language/Fine Arts Elective	3	0	3
	Total	15	6	17

Spring Semester		TH	LAB	CR
CHEM205	Biochemistry	3	3	4
	Math/Science Elective**	3	3	4
	Humanities/Language/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
	Total	12	6	14

TOTAL CREDITS - 65

Curriculum Recommendations

* Higher level CIS course may be substituted.
** Students may take PHYS 295 (University Physics II), MATH 150 (College Algebra), MATH 250 (Calculus II), or any 200-level BIOL, BTEC or PHOT course.
***Students needing to take MATH 150 are advised to take this class during the first semester of the first year, followed by Pre-calculus and Calculus I in their second and third semesters respectively. These students will then take PHYS 290 in their final semester.

LIBERAL ARTS/ENGINEERING SCIENCE ASSOCIATE IN ARTS

Engineering Science is a transfer program which meets the first and second year Baccalaureate requirements for math, chemistry, and physics which are the foundation of an Engineering career. The program of study has been developed in consultation with the University of New Hampshire's College of Engineering and Physics to align program requirements for transfer purposes. The core courses in the program are also common to most undergraduate Engineering programs.

The program is designed so that if a student's math placement scores indicate the need for prerequisites, the student may take 100 and 200 level pre-requisite math courses from the current college catalog as part of his/her Associate Degree requirements rather than as a qualification for program matriculation. The student will still complete the equivalent first year math and science courses of an Engineering Baccalaureate program. To fulfill the Elective requirements of the program, students may choose from math and science courses that will fulfill second year requirements at Baccalaureate institutions or from technical area courses or course sequences that are also transferable into many Engineering disciplines.

Program Outcomes

- Students will access, generate, process, and transfer information using appropriate technologies.
- Students will understand mathematics and become mathematically confident by communicating and reasoning mathematically, by applying mathematics in real-world settings, and by solving problems through the integrated study of number systems, geometry, algebra, and trigonometry.
- Students will understand and apply scientific concepts, principles, and theories pertaining to the physical world and recognize the historical development of ideas in science.
- Students will apply technological knowledge and skills to design, construct, use, and evaluate products and systems.
- Students will understand the relationships and common themes that connect mathematics, science, and technology and apply the themes to other areas.
- Students will apply the knowledge and skills of mathematics, science, and technology to real-life problems and make informed decisions.
- After completing the program, students will be prepared to begin using mathematical analysis, scientific inquiry, and engineering design, as appropriate, to pose questions, seek answers, and develop solutions.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, Liberal Arts and Science courses will be considered for transfer regardless of when they were taken as long as they meet minimum grade requirements. See individual department policies for program exceptions on general education requirements. In the case of English and math course transfers, it may be recommended that the student take portions of the Accuplacer Placement Test to demonstrate the skill level required for success in subsequent classes within the program.

Transfer of a course to this institution does not guarantee transfer of that same course to subsequent institutions. SAT testing may be required by some transfer institutions.

Liberal Arts/Engineering Science Transfer Option Core Requirements

		TH	LAB	CR
FYE103B	Essentials Skills for College Success - Engineering Science	1	0	1
ENGL110	College Composition I	4	0	4
ENGL214	College Composition II	3	0	3
CHEM115	General Chemistry I	3	3	4
CHEM116	General Chemistry II	3	3	4
PHYS290	University Physics I	3	2	4
MATH230	Calculus I	4	0	4
MATHXXX	Math Elective (May be fulfilled by MATH 150, MATH 210, MATH 250)	4	0	4
HUMAXXX	Humanities/Fine Arts/Foreign Language	9	0	9
SOCXXX	Social Science Electives	9	0	9
LIBAXXX	Liberal Arts Electives (May also be fulfilled by MATH 150, MATH 210, MATH 250, PHYS 295)	9	0	9
	Subtotal			55

One of the following 3 sequences must be chosen:

	Sequence I	TH	LAB	CR
CIS112	Introduction to Object Oriented Programming	2	2	3
CIS118	Introduction to .NET	2	2	3
MATH250	Calculus II	4	0	4
PHYS295	University Physics II	3	2	4
	or **Sequence II**			
CIS112	Introduction to Object Oriented Programming	2	2	3
CIS148	Introduction to Java Programming	2	2	3
CIS158	Introduction to C++	2	2	3
	Plus 1 of the following 2 courses			
MATH250	Calculus II	4	0	4
PHYS295	University Physics II	3	2	4
	or **Sequence III**			
IST113	IT Essentials: PC Hardware and Software	2	2	3
IST122	Introduction to Networks*	2	2	3
MATH250	Calculus II	4	0	4
PHYS295	University Physics II	3	2	4

** IST122 Introduction to Networks may be substituted by IST151 Windows Network Operating Systems*

TOTAL CREDITS - 68

LIBERAL ARTS/ENVIRONMENTAL STUDIES ASSOCIATE IN ARTS

This program is designed to provide Liberal Arts A.A. students with a foundation in environmental studies, in addition to the broad range of general education courses associated with the Liberal Arts degree. It is intended for students who wish to transfer to a four-year institution, to pursue a degree in environmental studies, environmental policy, environmental science, ecology, natural resources management, or related fields. It is configured as an environmental studies concentration rather than a more narrowly focused environmental science concentration, and is designed to provide a solid scientific and social scientific foundation for students with a broad range of interests related to the environment.

Expected Student Outcomes

Students graduating with the A.A. degree in Liberal Arts/Environmental Studies will be able to:

- Understand general ecological laws and principles regarding the systemic nature of the planet
- Understand and be able to execute a wide variety of laboratory and field science techniques in Environmental Science, Chemistry, and Biology
- Understand the holistic nature of environmental issues stemming from anthropogenic sources, geological sources, biological sources, and the biogeochemistry of the Earth
- Understand and integrate the selected sub-disciplines of environmental science and environmental studies at a more advanced undergraduate level
- Understand and appreciate the overlap of science, public policy, and ethics when exploring environmental and social issues
- Use critical thinking and critical inquiry to analyze and explore ethical, scientific, and policy issues in environmental science
- Employ aforementioned skills to analyze, interpret, and explain scientific data regarding the systems of the earth and be able to present conclusions in formal writing and presentations
- Qualify for transfer to a four-year college or university

Technical Standards

Students enrolling in Liberal Arts Environmental Studies degree program must, in addition to meeting the specific pre-requisite requirements for each course, meet the following general, technical standards:

- Students must be able to comprehend the English language, both oral and written, and must have sufficient manual dexterity to produce legible written documents in a timely manner
- Students must be able to sit or stand at a desk/ laboratory bench, and also be able to conduct work in the field.
- Students must possess the necessary focus to stay on task for extended periods of time.
- Students must be able to comprehend and follow instructions in the classroom and laboratory in a timely manner.
- Students must possess the necessary manual dexterity to carry out assigned laboratory and field work tasks.
- Students must be able to perform required classroom, field and laboratory operations, including mathematical operations, without reference to notes, as directed.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses more than ten years old will be evaluated by the department chair or program coordinator on an individual basis.

Curriculum

GENERAL EDUCATION CORE COURSES

		Credits
FYE101	First Year Seminar	1
ENGL110	College Composition I	4
ENGL214	College Composition II	3
HUMA150	Critical Thinking	3
BIOL109	General Biology II	4
CHEM115	General Chemistry I**	4
MATH150	College Algebra	4
MATH225	Probability and Statistics	4
GEOG110	World Geography	3
POLXXX	Political Science Elective (POL 110, 210 or 220)	3
	Social Science Elective	3
	Foreign Language/Humanities/Fine Arts Elective	3
	Foreign Language/Humanities/Fine Arts Elective	3
	Total	42

ENVIRONMENTAL STUDIES CONCENTRATION

		Credits
CIS110	Introduction to Computers*	3
BIOL160	Introduction to Environmental Science	4
NATR100	Natural Resources Stewardship	4
NATR105	Sustainable Agriculture and Food Systems	4
BIOL230	General Ecology	4
BTEC205	Bioethics	3
NATR299	Environmental Studies Capstone Course	4
	Total	26

PROGRAM TOTAL - 68

** Higher level computer course may be substituted*
*** Chem 110 may be substituted for this course*

Suggested Pathway

DEGREE PROGRAM - FIRST YEAR

Fall Semester		**TH**	**LAB**	**CR**
FYE101	First Year Seminar	1	0	1
BIOL160	Introduction to Environmental Science	3	3	4
CIS110	Introduction to Computers*	2	2	3
ENG110	College Composition I	4	0	4
GEOG110	World Geography	3	0	3
	Total	13	5	15

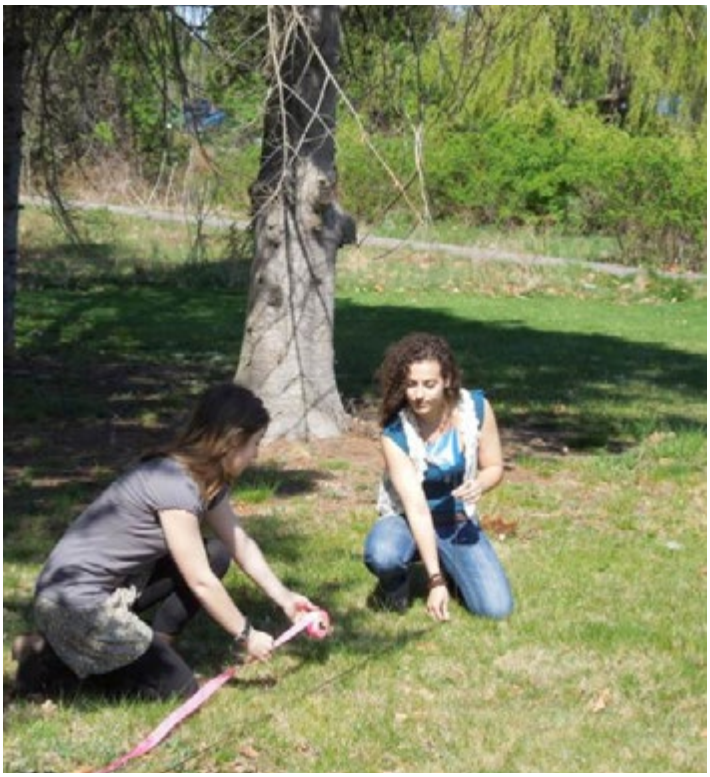
Spring Semester		**TH**	**LAB**	**CR**
BIOL109	General Biology II	3	3	4
NATR105	Sustainable Agriculture	3	3	4
MATH150	College Algebra*	4	0	4
POLXXX	Political Science Elective (POL 110, 210 or 220)	3	0	3
HUMA150	Critical Thinking	3	0	3
	Total	16	6	18

DEGREE PROGRAM - SECOND YEAR

Fall Semester		**TH**	**LAB**	**CR**
NATR100	Natural Resources Stewardship	3	3	4
CHEM115	General Chemistry I	3	3	4
MATH225	Probability and Statistics	4	0	4
ENG214	College Composition II	3	0	3
	Humanities/Language/Fine Arts Elective	3	0	3
	Total	16	6	18

Spring Semester		**TH**	**LAB**	**CR**
BIOL230	General Ecology	3	3	4
NATR299	Environmental Studies Capstone	3	3	4
	Humanities/Language/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
BTEC205	Bioethics	3	0	3
	Total	15	6	17

TOTAL CREDITS - 68



MANAGEMENT

ASSOCIATE IN SCIENCE
CERTIFICATE

The Associate in Science Degree in Management emphasizes broad management competencies in finance, marketing, human resources, economics, law, and computers. All of these competencies are needed in industry, nonprofit, and service organizations. The study of management focuses on how organizations develop and use strategies to compete in national and global arenas within the increasingly complex and changing socio-cultural, political/legal, economic, and technological environment.

Students in the program are encouraged to relate theoretical learning to practice and establish bridges between the classroom and the work environments. The Associate of Science Degree in Management provides the framework needed for successful management careers in high-tech industries, manufacturing, banking and finance, health care, communications, service industries, and nonprofit organizations.

The Management degree provides students with a solid management foundation in preparation for a career or it offers a base for seamless transfer to a four-year institution in pursuit of a Bachelor's degree. The Management program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) which supports transfers to many four year institutions. See transfer opportunities and articulation agreements on the inside front cover of this catalog.

Program Outcomes

Graduates with a degree in Management will:

- Know the fundamentals of management theory and practices.
- Demonstrate written and oral proficiency in business communications.
- Understand the foundations and importance of business ethics and social responsibility.
- Be able to transfer to a four-year college or university with a solid management and overall business studies foundation.
- Be prepared to enter the workforce with entry-level management skills.
- Possess a solid management foundation for transfer.
- Understand the necessity for a commitment to life-long learning to ensure employability.
- Demonstrate competency in fundamental areas of business: accounting, marketing, human resources, finance, computers, economics, and business law.
- Possess an Understanding of cross-cultural and global issues and sensitivity to diversity and other cultures.
- Demonstrate Information literacy through research skills and the use of technology.
- Demonstrate proficiency in critical thinking, analysis, reasoning, questioning and quantitative skills.

Health and Internship Considerations

Participation in an internship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Management more than ten years old will be evaluated by the department chair on an individual basis.

Technical Standards

Students must be able to demonstrate the ability to communicate effectively using written and oral techniques, including the use of technology; conduct themselves in a professional manner; possess critical thinking and analytical skills; be comfortable using computers and computer application software; work independently and in groups.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
ACCT113	Accounting and Financial Reporting I	3	0	3
BUS114	Management	3	0	3
CIS156	Computer Applications in Business *	2	2	3
ENGL110	College Composition I	4	0	4
MATH145	Topics in Applied College Mathematics	4	0	4
	Total	17	2	18

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Spring Semester		TH	LAB	CR
ACCT123	Accounting and Financial Reporting II	3	0	3
BUS211	Business Law	3	0	3
ECON234	Macroeconomics	3	0	3
MATH225	Probability and Statistics	4	0	4
	Science Elective*	4	0	4
	Total	16	0	17

**A 3 credit science elective may be accepted in transfer to fulfill this requirement*

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
BUS205	Small Business Management	3	0	3
BUS224	Human Resource Management	3	0	3
ECON235	Microeconomics	3	0	3
MKTG125	Principles of Marketing	3	0	3
PHIL240	Ethics	3	0	3
	Total	15	0	15

Spring Semester		TH	LAB	CR
BUS210	Organizational Communications	3	0	3
BUS221	Business Finance	3	0	3
BUS282	Capstone Research	3	0	3
	Business Elective (ACCT,BUS,ECON, MKTG,HOSP)	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	English Elective	3	0	3
	Total	18	0	18

TOTAL CREDITS – 68

MANAGEMENT CERTIFICATE

		TH	LAB	CR
ACCT113	Accounting and Financial Reporting I	3	0	3
ACCT123	Accounting and Financial Reporting II	3	0	3
BUS114	Management	3	0	3
BUS211	Business Law	3	0	3
BUS224	Human Resource Management	3	0	3
CIS156	Computer Applications in Business *	2	2	3
	Business Elective (ACCT,BUS,ECON, MKTG,HOSP)	6	0	6

TOTAL CREDITS – 24

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Management/Gedt.html

ACBSP
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ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

MARKETING

ASSOCIATE IN SCIENCE
CERTIFICATE

In an era of global, digitized, interactive business environments, Marketing offers one of the best career opportunities for today's business students. Marketing is a broad field which includes activities related to selecting, designing, packaging, pricing, advertising/promoting, selling, distributing, and servicing a product in the domestic and/or international marketplace. It is the driving force in most businesses.

The focus of the degree is on the application of current theories and concepts in effectively marketing goods and services to define target customers from a domestic and global perspective. Marketing is critically examined from the perspective of the consumer/client, economy, technology, legal/political issues, and ethical/social responsibility. Marketing classes integrate theory and practical applications while applying related business knowledge of information technology, accounting, economics and management principles.

Marketing personnel are employed in retail, industrial and commercial firms, schools and hospitals, both locally and internationally. Marketing offers something for every business student-a desk job as a market research analyst, or travel and excitement with the public as a salesperson, retailer, or public relations person.

The Marketing degree provides students with a solid foundation in preparation for employment or it offers students a strong educational base which will transfer to many four-year colleges. The Marketing program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) which supports transfers to many four year institutions. See transfer opportunities and articulation agreements on the inside front cover of this catalog.

Program Outcomes

Graduates with a degree in Marketing will:

- Identify the marketing mix variables: product, price, place, and promotion and write a marketing plan.
- Create and develop an integrated marketing communication (advertising) plan, including marketing objectives, strategies, and tactics.
- Analyze consumer decision making as it relates to consumer buying behavior and marketing decisions.
- Analyze the decision-making process in marketing products internationally and understand the role marketing plays in a global economy.
- Demonstrate knowledge of various advertising media, such as social media and all forms of digital mediums.
- Apply the strategic selling model to personal selling activities.
- Engage in a personal selling situation with emphasis on the customer relationship and deliver a personal sales presentation using a sales portfolio and other sales tools.
- Possess an Understanding of cross-cultural and global issues and sensitivity to diversity and other cultures.
- Demonstrate Information literacy through research skills and the use of technology.
- Demonstrate proficiency in critical thinking, analysis, reasoning, questioning and quantitative skills.

Health and Internship Considerations

Participation in an internship requires the student to follow the college's immunization policy. See page 28. Depending upon the site, the student may be required to possess and maintain professional liability insurance. For unpaid internships, the student must possess and maintain accident insurance. See page 15 for purchase options available through the college.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Marketing more than ten years old will be evaluated by the department chair on an individual basis.

Technical Standards

Students must be able to demonstrate the ability to communicate effectively using written and oral techniques, including the use of technology; conduct themselves in a professional manner; possess critical thinking and analytical skills; be comfortable using computers and computer application software; work independently and in groups.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
MKTG125	Principles of Marketing	3	0	3
ACCT113	Accounting and Financial Reporting I	3	0	3
CIS156	Computer Applications in Business *	2	2	3
ENGL110	College Composition I	4	0	4
MATH145	Topics in Applied College Mathematics	4	0	4
	Total	17	2	18

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Spring Semester		TH	LAB	CR
ACCT123	Accounting and Financial Reporting II	3	0	3
BUS211	Business Law	3	0	3
ECON234	Macroeconomics	3	0	3
MATH225	Probability and Statistics	4	0	4
	Science Elective*	3	0	3
	Total	16	0	17

**A 3 credit science elective may be accepted in transfer to fulfill this requirement*

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
MKTG210	Advertising	3	0	3
BUS155	Retailing Management	3	0	3
DMT142	Publication Design	2	2	4
ECON235	Microeconomics	3	0	3
ENGL210	Oral Communications	3	0	3
	Total	14	2	16

Spring Semester		TH	LAB	CR
MKTG135	Consumer Behavior	3	0	3
MKTG205	International Marketing	3	0	3
MKTG224	Sales & Sales Management	3	0	3
BUS210	Organizational Communications	3	0	3
BUS282	Capstone Research	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	18	0	18

TOTAL CREDITS – 68

MARKETING CERTIFICATE

		TH	LAB	CR
MKTG125	Principles of Marketing	3	0	3
MKTG135	Consumer Behavior	3	0	3
MKTG205	International Marketing	3	0	3
MKTG210	Advertising	3	0	3
MKTG224	Sales & Sales Management	3	0	3
BUS282	Capstone Research	3	0	3
CIS156	Computer Applications in Business *	2	2	3
ACCT113	Accounting and Financial Reporting I	3	0	3
	Business Elective (ACCT, BUS, ECON, MKTG,HOSP)	3	0	3

TOTAL CREDITS – 27

** Prerequisite: placement in CIS156 or successful completion of CIS110*

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Marketing/Gedt.html

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MASSAGE THERAPY

ASSOCIATE IN SCIENCE
CERTIFICATE

Over the years, Massage Therapy has become integral to conventional healthcare, complementary healthcare and alternative healthcare environments. Massage Therapy is frequently used in sports medicine, hospitals, physical therapy, physicians' offices, as well as in the chiropractic offices, spa/resort settings, gyms, and acupuncture clinics. Massage Therapy also complements the Spa Management Certificate by providing students with additional skills which will make them more valuable in the spa industry.

The curriculum is approved by the State of New Hampshire Massage Therapy Board, The National Certification Board of Therapeutic Massage and Bodywork and by the State of New Hampshire Department of Education, Post-Secondary Education Division. The program is also a member of the Association of Bodywork & Massage Professionals and the American Massage Therapy Association. Upon successful completion, students will be prepared to take either of the New Hampshire approved licensing exams.

Massage lecture teaches the theory of massage. The lab allows for direct application of the concepts covered in theory as well as proper posture and body positioning. Students will partner with each other to practice proper massage technique.

Program Outcomes

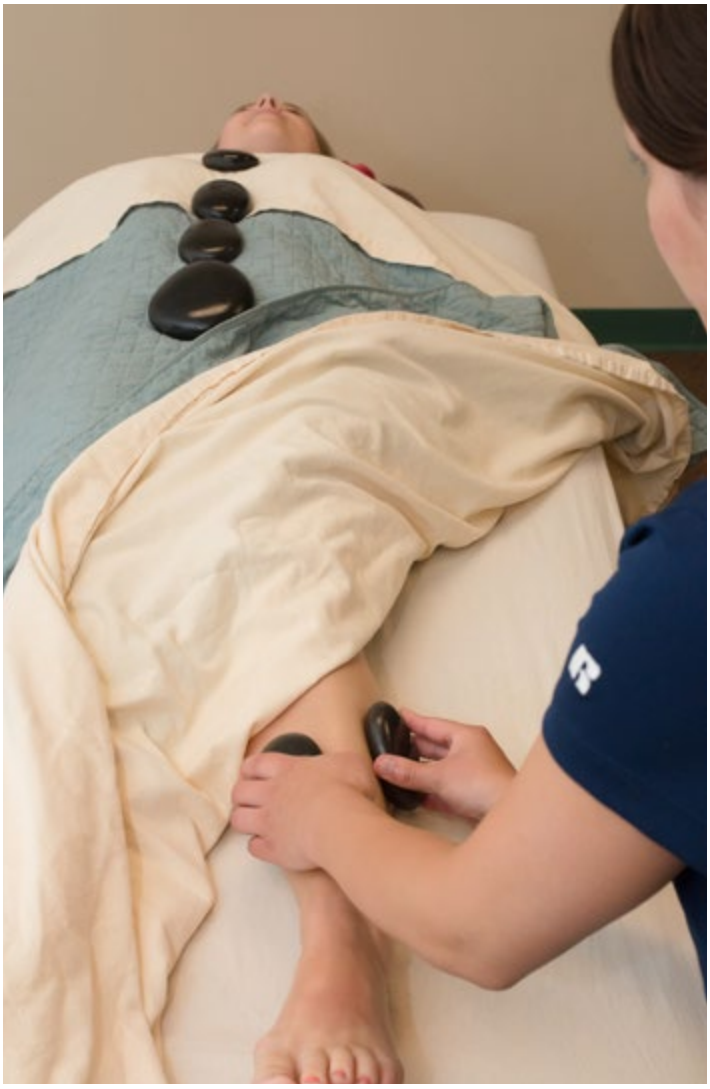
Graduates from the Massage Therapy program will be able to:

- Demonstrate a full body massage designed specifically for the client.
- Identify major muscles and muscle groups.
- Determine if massage is indicated or contraindicated for various conditions.
- Apply the skills learned in a variety of environments.
- Write SOAP notes and explain a treatment plan to the client.
- Develop a business plan and properly apply and interview for jobs.

Technical Standards

The successful Massage Therapist is emotionally and psychologically stable. He/she is sensitive to the needs of the client, is able to set priorities, and perform in emergency situations in a quick, accurate, detail-oriented manner should these arise. He/she should be flexible, and possess manual dexterity and physical stamina. The massage therapy program is physically and mentally strenuous and requires occasional heavy lifting such as assisting a physically challenged client in getting on and off the massage table. Massage Therapists work with a diverse clientele to include all cultural backgrounds, individuals of various shapes and sizes and personalities. Individuals who cannot meet the professional, mental, physical and customer service demands may have difficulty meeting course objectives and the requirements of the field.

Licensed Massage Therapists must be American Heart Association Heart Saver, or American Red Cross or National Safety Council certified for adult/infant-child CPR and First Aid. We highly recommend that Certification be obtained before entering the program or within the first term as it is required before beginning Clinical courses. Student liability insurance is required and must be obtained by the first week of your first class that requires practical demonstration. Insurance is purchased through the college at a discounted rate of $20 for one year.



Admissions Criteria

The application preferred deadline is July 1st for the fall semester, and December 1st for the spring semester. After the deadlines, applications will be accepted until the program is filled.

Admissions Requirements for both the Associate Degree and Certificate in Massage Therapy

1. Complete an application to the program.
2. Provide proof of high school completion or equivalent and submit an official copy of college transcripts (if applicable).
3. A personal interview with the program director is required.

Clinical Requirements

After acceptance and prior to the first week of classes, all Massage Therapy students must:

1. Submit a form (provided by the college and completed by your Physician) stating they are in good physical condition and have no contraindications to receiving massage. Hepatitis B immunizations are at the discretion of the physician but are highly recommended.
2. Complete a Level I criminal background check using an approved vendor ($60).
3. Possess and maintain personal health and accident Insurance prior to internships.

4. Possess and maintain professional liability insurance prior to the first week of any class that requires practical demonstration. Insurance is purchased through the college at the One Stop ($20/year).
5. Possess and maintain certification in adult/infant/child CPR and First Aid prior to clinical assignments.

Massage Therapy Program Suspension Information

Students matriculated in the Massage Therapy program who are withdrawn from the program or do not achieve the required minimum grade of "C" in all MASS designated and science courses will not be able to continue in the program.

Massage Therapy Readmission Policy

Students matriculated in the Massage Therapy Program who withdraw or are suspended may be eligible for readmission consideration. A student may be readmitted to the program one time only. Students who have failed a course because of lack of professionalism or unsafe practice involving actions or non-actions are not eligible for readmission to the Massage Therapy Program. Readmissions are contingent upon space availability. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission and must have maintained a C or better in all MASS designated and science courses. If two or more semesters have passed before readmission, the student will be required to successfully complete competency exams for prior courses.

In order to be reconsidered for admission the student must submit a written, dated letter requesting readmission consideration to the Massage Therapy Program Coordinator. In this letter, briefly outline the reasons you were unable to continue in the program and identify the massage therapy course and level to which you are requesting readmission. Students who have requested readmission consideration will be ranked according to their prior Massage Therapy course average, as space availability is determined. Students will then be readmitted based on their ranking order and at the discretion of the Massage Therapy Program Coordinator. Students will then be notified of the status of the request in writing by the Admissions Department.

Transfer Credit Policy

In addition to Great Bay Community College transfer credit policy, credit for Human Anatomy and Physiology I and II, and Kinesiology for Massage Therapists cannot be more than ten years old at the time of acceptance. . Transfer credits for Massage Therapy courses must be from an accredited school and will be at the discretion of the Massage Therapy Program Coordinator.

DEGREE AND CERTIFICATE PROGRAM

1st Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
MASS111	Massage Anatomy and Physiology I	3	2	4
MASS110	Foundational Massage Techniques	3	4	5
HOSP244	Intro to Spa Industry	3	0	3
MASS220	Pathology	3	0	3
	Total	13	6	16

2nd Semester		TH	LAB	CR
MASS112	Massage Anatomy and Physiology II	3	2	4
MASS120	Advanced Massage Techniques	3	4	5
MASS131	Kinesiology for Massage Therapists	3	4	5
MASS125	Supervised Massage Lab I	0	2	1
	Total	9	12	15

3rd Semester		TH	LAB	CR
MASS210	Eastern Body Works Systems	3	4	5
MASS250	Related Modalities & Adjunct Therapy	4	0	4
MASS215	Supervised Massage Lab II	0	4	2
MASS225	Supervised Massage Lab III	0	4	2
MASS122	Ethics for Massage Therapists	2	0	2
	Total	9	12	15

TOTAL CREDITS FOR CERTIFICATE – 46

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Massage/Gedt.html

Additional General Education Requirements to complete AS degree

		TH	LAB	CR
ENGL110	College Composition I	4	0	4
PSYC110	Psychology	3	0	3
MATH145	Topics in Applied College Mathematics	4	0	4
	English Elective	3	0	3
	2 Liberal Arts Electives	6	0	6
	Humanities Elective	3	0	3
	Total	23	0	23

TOTAL CREDITS FOR ASSOCIATE DEGREE – 69

Curriculum Recommendations

- Students completing the Associate Degree, wishing to continue their education in the Allied Health field may choose to take BIOL110 and BIOL120, instead of MASS111 and MASS112.
- The Certificate Program can be completed in 3 semesters during the day. Those who choose to attend part time and/or evening will take longer to complete the program.
- It is highly recommended that after the first week of MASS110 the student purchase a massage table and massage chair in order to practice at home.

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

CERTIFICATE

Medical office assistants perform administrative tasks to keep the offices of health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators. The Medical Office Administrative Assistant program focus is on the administrative duties.

Medical office administrative assistants update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping.

Medical office administrative assistants deal with the public; therefore, they must be neat and well groomed and have a courteous, pleasant manner and they must be able to put patients at ease and explain physicians' instructions. They must respect the confidential nature of medical information.

According to the department of Labor, employment of medical assistants is expected to grow 34% between 2008 and 2018, much faster than the average for all occupations.

Program Outcomes

Students completing the program are prepared to work for doctors, hospitals and other healthcare facilities, medical billing companies or in related fields. They will develop skills in medical software, CPT-4, HCPCs and ICD-10 coding, medical terminology, medical insurance form preparation, and other related administrative office procedures. Successful completion of this Certificate will prepare students to take the American Academy of Professional Coders (AAPC) Exam. This is an independent national certification exam and the cost is not included in the fees associated with the college.

Technical Standards

1. Basic computer skills
2. Good manual dexterity
3. Sufficient vision for reading information
4. Critical thinking ability
5. Ability to communicate well as a professional in a health facility
6. The ability to work independently

Admissions Criteria

1. Complete an application to the program.
2. Provide proof of high school completion or equivalent.
3. Take placement testing for computers and reading. Students must place into College Level reading.

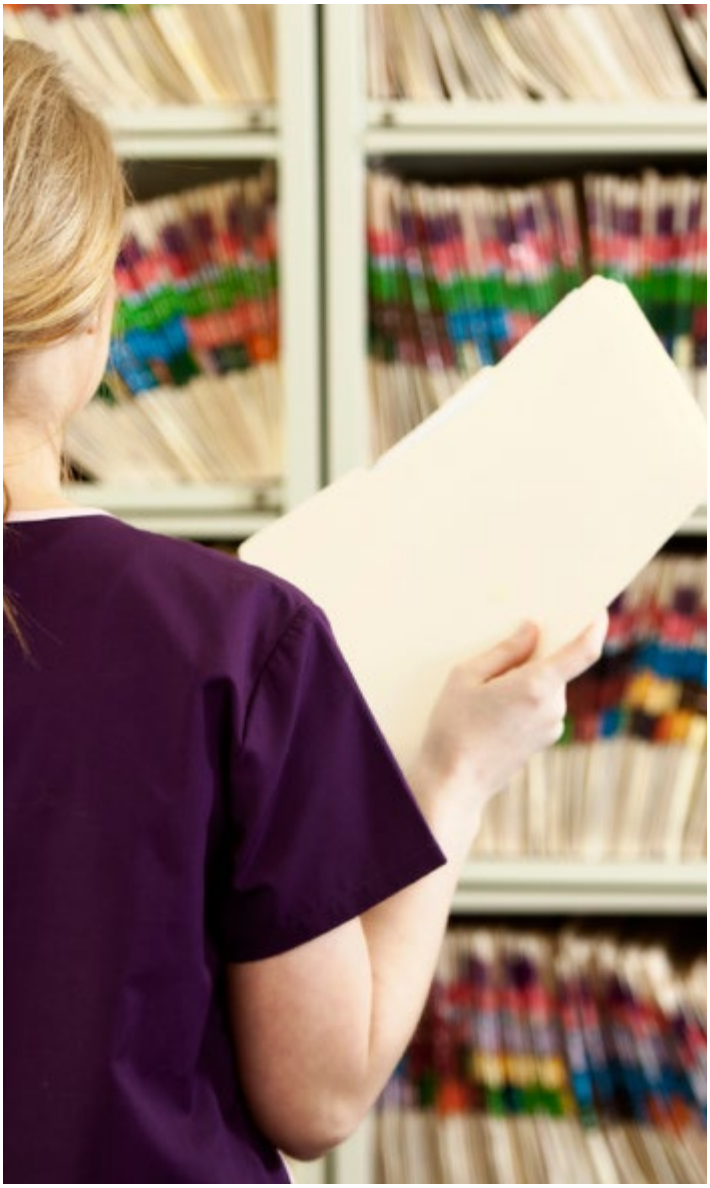
Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses in Medical Office Administrative Assistant program more than ten years old will be evaluated by the program coordinator on an individual basis.

CURRICULUM

		TH	LAB	CR
AH110	Medical Terminology	3	0	3
CIS110	Intro to Computers	2	2	3
AH112	Pathophysiology for Allied Health	3	2	4
MOAA120	Medical Office for the Administrative Assistant	3	0	3
MOAA130	Medical Coding I	3	0	3
MOAA210	Medical Coding II	3	0	3
MOAA212	Insurance for the Medical Office	3	0	3
MOAA220	Advanced Coding	2	0	2
	Total	22	4	24

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/MOA/Gedt.html



Interested in the Health field?

Great Bay Community College has several programs to help you get a great start on a career in a number of health professions. To learn more attend an Info Session. Visit www.greatbay.edu for a complete schedule or make an appointment with an Admissions Representative. Call (603) 427-761- or e-mail askgreatbay@ccsnh.edu

Health Information Technology

The Health Information Technology Associate in Science degree combines the expanding arena of healthcare with technology. Careers opportunities within the field include positions as health information technicians, health information analysts, coding technicians, insurance claims analyst and more. Students who complete the program at Great Bay are eligible to sit for the CCA or CCS exam through the American Health Information Management Association. For more information visit www.AHIMA.org

Employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2018, much faster than the average for all occupations.
www.bls.gov/oco

Medical Office Administrative Assistant

The Medical Office Administrative Assistant Certificate Program offered at Great Bay prepares students to work for doctors, in hospitals and other healthcare facilities, at medical billing companies or in related fields. Medical Office Assistants preform administrative tasks to keep the offices of health practitioners running smoothly. Duties vary from office to office depending on the practitioner's specialty and may include updating patient's medical records, filling out insurance forms, arranging for hospital admissions and laboratory services, handling correspondence, handling billing and bookkeeping and more.

Employment of medical assistants is expected to grow 34% between 2008 and 2018, much faster than the average for all occupations.
www.bls.gov/oco

Nursing

The goal of the Associate Degree Nursing Program at Great Bay is to prepare students to provide direct care to clients in acute care, long-term care and other structured settings. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN, formally NLNAC) and approved by the New Hampshire Board of Nursing. Upon satisfactory completion of the program, the graduate is eligible to apply to Educational Testing Service (ETS) and the New Hampshire Board of Nursing (NHBON) for the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Employment of registered nurses is expected to grow by 22 percent from 2008-2018.
www.bls.gov/oco

Surgical Technology

Surgical Technologists are highly skilled members of the surgical team qualified by classroom education and supervised clinical experience. The work closely with the surgeon, anesthesiologist, registered nurse, and other surgical personnel to deliver the highest level of care for the surgical patient before, during and after surgery. The Surgical Technology Associate in Science degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is approved by the Association of Surgical Technologists (AST). Upon satisfactory completion of the program, students may sit for the national certification exam by taking a nationally administered written exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Employment of surgical technologists is expected to increase 19 percent from 2010 to 2020, about as fast as the average for all occupations.
www.bls.gov/oco

Students can get started on degree requirements for the Nursing and Surgical Technology programs now by enrolling in the Liberal Arts program at Great Bay Community College. By starting to work on general education requirements, students can ensure that they get through the program as quickly as possible.

NURSING

ASSOCIATE IN SCIENCE

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN, formally NLNAC) and approved by the New Hampshire Board of Nursing (NHBON). Upon satisfactory completion of the program, the graduate is eligible to apply to Educational Testing Service (ETS) and the New Hampshire Board of Nursing (NHBON) for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Prior to meeting all program course requirements, the matriculated Nursing students may be eligible to apply to the NHBON for additional licensure after successful completion (defined as achieving a minimum course grade of "C+") of the following Nursing courses:

- Nursing I: Apply for additional licensure as a Licensed Nursing Assistant (LNA)
- Nursing III: Apply for additional licensure as a Licensed Practical Nurse (LPN)

The New Hampshire Board of Nursing's licensing regulations may restrict candidates who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to the New Hampshire Board of Nursing, 121 South Fruit Street, Concord, NH 03301. Questions about the status of accreditation for the Nursing program should be addressed to the Accreditation Commission for Education in Nursing (ACEN, formally NLNAC) 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. Phone: (404) 975-5000, Fax (404) 975-5020.

Program Outcomes

The goal of the Associate Degree Nursing Program is to prepare the student to provide direct care to clients in acute care, long-term care, and other structured settings. As a member of the discipline, the student collaborates with the healthcare team to provide and manage the care of clients. The student utilizes the nursing process as a basis for decision making in caring for well clients and clients with possible or actual health problems.

Learning experiences and clinical practice may vary in time and in locations including days, evenings, and/or weekends. The program may be completed on a full-time or part-time basis. Classroom and clinical components of the Nursing courses must be completed concurrently. All nursing courses must be completed within four years of the date of entry into the first nursing course. Students admitted to or re-entering the program must meet current requirements necessary for graduation. Advanced Placement and Transfer are possible through transfer credit and ATI testing. Students may enroll in Liberal Arts and Science courses prior to admission to the Nursing program. Enrollment in these courses does not guarantee acceptance into the Nursing program. Students admitted into the Nursing program must take nursing courses in sequence, and must achieve a minimum grade of C+ (76.67) in all major theory and science courses (Nursing, Human Anatomy & Physiology I & II, and Microbiology) and a grade of "Pass" in clinical courses in order to continue in the program. Human Anatomy & Physiology I and II and Microbiology must be taken within a five year period from the time of acceptance into the Nursing program or concurrently as scheduled with the Nursing core courses. Students who do not successfully achieve the minimum grade in the major theory, science and other co-requisite courses as outlined in the program course sequencing will be Program Suspended from Nursing. Transportation to and from the practicum site is the responsibility of the student.

Technical Standards

This program is physically strenuous and requires some heavy lifting. Individuals must be able to meet the general health demands of the program in order to satisfy course/clinical objectives and the requirements of the field.

Admissions Criteria

A review of all **COMPLETED** Admission files will begin in March. Nursing program applications must be completed by February 28 to be considered for acceptance in the fall class.

Admissions Requirements

1. Complete an application for the program.
2. Provide proof of high school completion or equivalent.
3. Provide an official copy of prior college transcripts if seeking transfer credit.
4. Provide proof of completion of high school algebra, biology, and chemistry or equivalent with a grade of "C" or greater or proof of registration in a course with projected date of completion by June 30th of the current year.
5. Complete the ATI TEAS V Pre-Entrance exam* with minimum or greater adjusted individual scores as indicated in each of the four areas of the test:

Reading	73.8
Math	70.0
Science	54.2
English and Language Usage	63.3

Applicants are permitted to take the TEAS V exam 3 times per 12 month period. Test dates must be at least 6 weeks apart. Exams must be taken no later than two weeks prior to the application deadline.

6. Provide two professional references on the official form provided by The College (Alternative formats are not accepted).
7. Special Consideration points are given to applicants who have completed both Human Anatomy and Physiology I and II prior to the February 28th deadline with a grade of "C+" within the past 5 years from the time of acceptance.

**The ATI TEAS V Pre-Entrance Exam is designed to identify areas that may need strengthening before a prospective student begins the major course of study in Nursing. To receive information regarding the ATI TEAS V Pre-Entrance Exam or to register for a specific exam date, contact ATI at www.atitesting.com*

Clinical Requirements

After acceptance and prior to the first week of classes, all nursing students must:

1. Submit a current (within 1 year prior to beginning first Nursing course) GBCC Health Report Form including all required health screening and immunizations.
2. Submit documentation of initial and/or annual testing for Tuberculosis (TB).
3. Submit documentation of Hepatitis B vaccine or a signed waiver.
4. Submit documentation of Influenza vaccine or a signed waiver by October.
5. Possess and maintain personal health and accident Insurance.

6. Possess and maintain professional liability insurance (purchased at The College).
7. Possess and maintain certification from either the American Red Cross: CPR for the Professional Rescuer Course or the American Heart Association equivalent. No other certifications will be considered.
8. Complete a criminal background check through approved vendor. Students may be required to perform more than one criminal background check throughout the course of the program based on clinical facility requirements. Participation in clinical experiences may be restricted or denied based on results of criminal record check and therefore would affect the ability of the student to meet course objectives and successfully complete the program.
9. Complete drug testing through approved vendor. Students may be required to perform more than one drug test throughout the course of the program based on clinical facility requirements. Participation in clinical experiences may be restricted or denied based on results of drug testing and therefore would affect the ability of the student to meet course objectives and successfully complete the program.

Nursing Program Suspension Information

Students matriculated in the Nursing program who are withdrawn or who do not successfully achieve the minimum grade in the major theory, science and other co-requisite courses as outlined in the program course sequencing will be Program Suspended from Nursing.

Nursing Readmission Policy

Students matriculated in the Nursing program who withdraw or are Program Suspended may be eligible for readmission consideration. A student may be readmitted to the Nursing program one time only. Students who have failed a Nursing course because of unsafe practice involving actions or non-actions are not eligible for readmission to the Nursing program. Readmissions are contingent upon space availability. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission. In order to be reconsidered for admission, the student must:

Submit a written, dated letter requesting readmission consideration to the Chair of the Department of Nursing. In this letter, briefly and generally outline the reason(s) you were previously unable to continue in the program and identify the Nursing course to which you are requesting readmission. Students who have requested readmission consideration will be ranked according to their Nursing course average. As space availability is determined, students will be readmitted based on their ranking order. Students will then be notified of the status of their request, in writing by the Admissions Department. Students who are granted readmission will need to complete and submit a new Application for Admission to the College. Additionally, students will have to successfully complete course content, competency testing, and other requirements determined by faculty once they have been notified of their readmission status

Advanced Placement or Transfer

In addition to the admissions requirements (excluding item #5 the ATI TEAS V Preadmission Entrance Exam), students seeking Advanced Placement or Transfer must have completed all prerequisite coursework by examination, challenge or transfer credit. ATI examinations are available for the challenge process and are necessary to meet Nursing core course requirements.

Advanced Placement: A student must be a currently licensed practical nurse (LPN). In addition, in order to be considered for advanced placement into NURS211, Nursing III, a student must successfully complete the ATI LPN Step Assessment: LPN to RN examination. A minimum or greater adjusted individual score of 58.3% is required on this exam within the past two years in order to be granted credit.

Students accepted for advanced placement into the senior year are required to take NURS200 Advanced Placement Seminar prior to the start of the senior year. Nursing Advanced Placement applications must be completed by May 1st to be considered for acceptance in the fall Nursing III class. In addition to meeting all requirements, admission is on a spot-available basis.

Transfer: In order to be considered for Transfer from another Nursing program into NURS 112, Nursing II, students must have successfully completed (defined as achieving a minimum course grade of "C+") a Nursing Fundamentals course while matriculated in another nursing program and the ATI Fundamentals exam A minimum or greater adjusted individual score of 66.4% is required on this exam within the past two years in order to be granted credit. Nursing Transfer applications must be completed by December 1st to be considered for acceptance in the spring Nursing II class. In addition to meeting all requirements, admission is on a spot-available basis.

Nursing Transfer Credit Policy: In addition to specific nursing course transfer policies noted above and other Great Bay Community College transfer credit policies, a minimum grade of C+ (76.67) must have been achieved in Human Anatomy & Physiology I and II and Microbiology within a five year period from the time of acceptance into the Nursing program in order to have these courses meet the Nursing curriculum requirements.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
FYE101	First Year Seminar	1	0	1
NURS111	Nursing I	6	9	9
BIOL110	Human Anatomy & Physiology I	3	3	4
PSYC110	Introduction to Psychology	3	0	3
	Total	13	12	17

Spring Semester		TH	LAB	CR
NURS112	Nursing II	4	15	9
BIOL120	Human Anatomy & Physiology II	3	3	4
PSYC210	Human Growth & Development	3	0	3
	Total	10	18	16

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
NURS211	Nursing III	4	15	9
BIOL210	Microbiology	3	3	4
ENGL110	College Composition I	4	0	4
	Total	11	18	17

Spring Semester		TH	LAB	CR
NURS212	Nursing IV	3	18	9
MATH145	Topics in Applied College Mathematics	4	0	4
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	English Elective	3	0	3
	Total	13	18	19

TOTAL CREDITS – 69

SURGICAL TECHNOLOGY
ASSOCIATE IN SCIENCE

The Surgical Technology Program at Great Bay Community College is the only Associate in Science degree program in the area. The program is accredited by the Accreditation Review Committee on Education in Surgical Technology – a collaborative effort of the Association of Surgical Technologists and the American College of Surgeon, under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and approved by the Association of Surgical Technologists (AST). The goal of the program is to prepare competent entry-level surgical technologists with the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains needed to be successful in their careers. Prior to graduation, students will sit for the national certification exam by taking a nationally administered written exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Questions about the status of accreditation for the Surgical Technology program should be addressed to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120 Phone: 303-694-9262 Fax: 303-741-3655 Email: info@arcstsa.org Website: arcstsa.org
Commission on Accreditation of Allied Health Education Programs, 1361 Park Street Clearwater, Florida 33756 Phone: 727.210.2350 Fax: 727.210.2354 Website: caahep.org
Questions about certification should be addressed to the National Board of Surgical Technology and Surgical Assisting 6 West Dry Creek Circle, Ste. 100 Littleton, CO 80120 Toll Free: 1.800.707.0057 FAX: 303.325.2536 Website: nbstsa.org

Surgical technologists are highly skilled members of the surgical team qualified by classroom education and supervised clinical experience. They work closely with the surgeon, anesthesiologist, registered nurse, and other surgical personnel to deliver the highest level of care for the surgical patient before, during, and after surgery. Surgical technologist work under the supervision of a surgeon to facilitate the safe and effective conduct of surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation of tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Surgical technologists have an understanding of the procedure being performed and anticipate the needs of the surgeon. They have the necessary knowledge and ability to ensure quality patient care before and during the operative procedure and are constantly on vigil for maintenance of the sterile field. The surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. Duties include setting up a sterile field, gowning and gloving other sterile team members, maintaining the highest standard of sterile technique during procedure, and assisting the surgeon during surgery. With advanced training, surgical technologists may become first assistants who assist in complex surgical procedures such as open heart surgery. With additional education, they may become surgical nurses or instructors. Some surgical technologists assume management positions in hospital central supply departments or business firms such as sterile-supply services and operating-room equipment distributions.

The Surgical Technology program includes classroom courses in liberal arts, basic sciences, and surgical technology, along with clinical laboratory and supervised clinical experiences in community hospital operating rooms. Students may enroll in Liberal Arts and Science courses prior to admission in the Surgical Technology program. Students admitted into the Surgical Technology program must take surgical technology courses in sequence. Students must be able to complete and successfully pass Competency Based Objectives embedded within Surgical Technology courses in order to continue with the program. In order to continue in the program all students must achieve a minimum of "C" in all major theory and science courses (Surgical Technology, Human Anatomy and Physiology I & II, and Microbiology) and a "Pass" in all clinical courses. Surgical Technology students must be CPR certified by the time of their first clinical practicum and maintain certification throughout their senior year. Transportation to and from the practicum site is the responsibility of the student. Hospital regulations may restrict candidates from attending clinical practice who have been involved in civil or criminal legal proceedings. Questions may be directed to the student's assigned clinical site.

Program Outcomes

Surgical Technology Students will be able to:

- Incorporate knowledge of Anatomy and Physiology, Pathophysiology, and Microbiology into the practice of surgical technology
- Assess at appropriate levels for progress in the program
- Demonstrate surgical and aseptic safe practice at all times. Recognize unsafe practice in all aspects and immediately report it, per hospital policy
- Practice at all times with a surgical conscience
- Apply ethical, legal, moral and medical values related to the patient and or team during all levels of the perioperative procedure
- Understand elements, actions, and use of all medications, anesthetic agents used during perioperative procedure
- Perform in sequence all perioperative requirements
- Understand, value, and demonstrate professional attributes of a surgical technologist
- Implement actions, behaviors, decisions and characteristics/ qualities of a surgical technologist:
    - Psychomotor – skill
    - Cognitive – learned
    - Affective – behavior domains

If at any time during the program the student does not demonstrate/ practice the above, they may be placed on suspension from the program with the possibility of not being readmitted to the program.

Technical Standards

Surgical Technology requires the ability to:

- Recognize, report and correct unsafe practice by self or by team member
- Communicate professionally, appropriately and effectively in different situations
- Advocate for the patient's safety, legal and moral rights
- Function as a team member
- Perform effectively in high stress situations
- Stand for long periods of time
- Hold uncomfortable positions for extended periods of time
- Lift heavy objects/patients safely
- Remain calm and alert in stressful and tiring situations
- Work effectively with both hands. (Manual dexterity)
- Focus for extended periods of time
- Perform in quick, accurate and detailed oriented manner
- Follow orders and directions as instructed, regardless of the manner in which it was delivered
- Handle constructive criticism with a positive and professional attitude
- Be flexible both physically and mentally

- Be Honest and ethical
- Continue education after graduation to maintain continuing education credits for certification
- Develop effective strategies for controlling bodily functions (sweat, urination, etc.)
- Understand risks (physical and health) of job. (HIV, Hep C, etc.) Take necessary precautions to avoid these risks. Treat every patient as if they have some risks to pass on.
- Handle physical, emotional, mental, smells and sights of the operating room (All sensory aspects and/or unexpected outcomes in the operating room).

If at any time during the program the student does not demonstrate/ practice the above, they may be placed on suspension from the program with the possibility of not being readmitted to the program.

Admission Criteria

Because of increased interest in the program, completion of the application process by April 30th is strongly recommended.

Admissions Requirements:

1. Complete an application to the program.
2. Provide proof of high school completion or equivalent.
3. Provide proof of completion of high school biology, or equivalent with a grade of "C" or greater or proof of registration in a course with a projected completion date of August 30th of the current year. Computer background strongly recommended.
4. Place into college level Math, Reading and Writing or demonstrate equivalent competencies through a college transcript or SAT scores.
5. Complete a personal interview with the program director.

Clinical Requirements:

1. Prior to Orientation to Surgical Clinical, applicants must:
   - Possess and maintain professional liability insurance (available at The College).
   - Submit a report of a current physical examination including all program required health screenings and immunizations.
   - Certify in American Heart Association CPR Healthcare Provider or Red Cross equivalent. (BLS)
   - Have a baseline eye exam before first clinical practicum and after last clinical practicum if they have worked with lasers.
2. Possess/maintain health/accident insurance.
3. Complete a Level I criminal background check and drug screen.
4. Submit and pass a 10 panel drug screen.

Surgical Technology Program Suspension Information

Students matriculated in the Surgical Technology Program who are withdrawn or do not achieve the required minimum grade of a "C" in all major SURG Tech and science courses will not be able to continue in the program. In addition students are required to achieve the required minimum grade of "C" in BIOL 110, BIOL 120 and BIOL 210 as designated in the chart below.

Requirement	Prior to Core Course Registration:
BIOL110 "C" or higher	SURG215 & SURG210
BIOL120 & BIOL210 "C" or higher	SURG224 & SURG225

Students who do not pass their Competency Based Objectives (CBO) will not be allowed to retake the CBO.

Surgical Technology Readmission Policy

Students matriculated in the Surgical Tech Program who withdraw or are Program Suspended may be eligible for readmission consideration. A student may be readmitted to the program one time only. Students who have failed a course because of lack of professionalism or unsafe practice involving actions or non-actions may be suspended from the program without eligibility for readmission consideration. Unsafe practice includes actions or non-actions that may cause injury, damage or harm to the surgical client or others.

Readmissions are contingent upon space availability. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission. In order to be reconsidered for admission, the student must:

- Submit a written, dated letter requesting readmission consideration to the Program Director of Surgical Technology
- Briefly outline the reasons they were unable to continue in the program and identify the surgical technology course to which they are requesting readmission. Students need to have successfully completed with a C or better BIOL110, BIOL120, BIOL210 within the past five years from the time of re-admission to the program.
- Students who have requested readmission consideration will be ranked according to their surgical technology course average as space availability is determined. Students will then be readmitted based on their ranking order. Students will then be notified of the status of the request in writing by the admissions department.

If a request for readmission is granted, the student must complete a new application.

Advanced Placement:

In addition to the general admission criteria, students seeking advanced placement must have completed and passed with a C grade or better all prerequisite coursework by examination, challenge or transfer credit. They must pass Competency Based Objectives (CBO), outlined in SURG114 and/or SURG120 lab syllabi. Students applying to the Surgical Technology Program will be required to have a personal interview with the program director.

Surgical Technology Transfer Credit Policy

In addition to Great Bay Community College transfer credit policies, transfer courses in Human Anatomy and Physiology I, Human Anatomy and Physiology II and Microbiology cannot be more than five years old at the time of acceptance.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
SURG114	Introduction to Surgical Technology Fundamentals	6	3	7
SURG115	Basic Instruments, Supplies and Equipment	0	3	1
AH110	Medical Terminology	3	0	3
BIOL110	Human Anatomy & Physiology I	3	3	4
MATH145	Topics in Applied College Mathematics	4	0	4
	Total	16	9	19

Spring Semester		TH	LAB	CR
SURG116	Advanced Instruments, Supplies and Equipment	0	3	1
SURG120	Surgical Procedures I	3	3	4
BIOL120	Human Anatomy & Physiology II	3	3	4
ENGL110	College Composition	4	0	4
PSYC110	Introduction to Psychology	3	0	3
	Total	13	9	16

Summer Semester		TH	LAB	CR
SURG123	Orientation to Surgical Clinical	0	40	2
	Total	0	40	2

DEGREE PROGRAM - SECOND YEAR

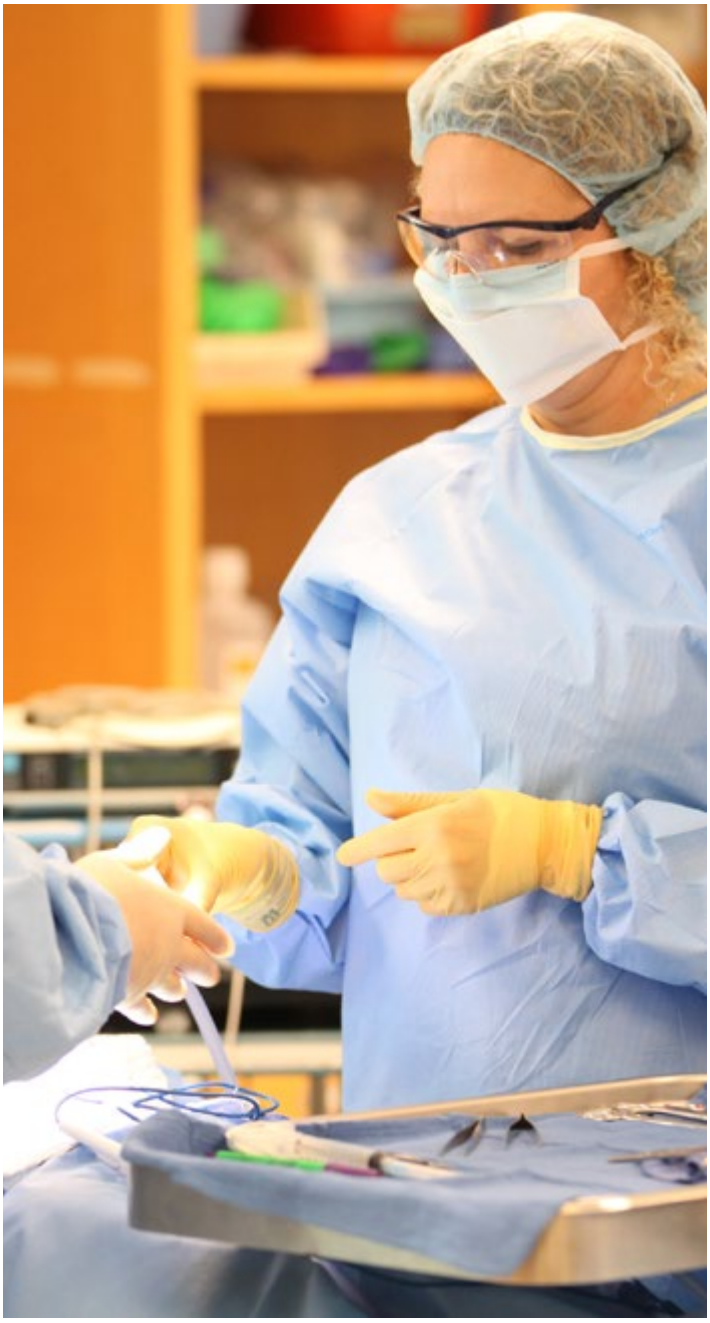
Fall Semester		TH	LAB	CR
SURG210	Surgical Procedures II	3	0	3
SURG215	Surgical Clinical I	0	24	8
BIOL210	Microbiology	3	3	4
	Total	6	27	15

Spring Semester		TH	LAB	CR
SURG224	Surgical Procedures III/Special Considerations	4	0	4
SURG225	Surgical Clinical II	0	24	8
	English Elective	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	10	24	18

TOTAL CREDITS - 70

Course expectations include computer work. Students unfamiliar with computers are encouraged to take the Accuplacer Assessment in Computer Literacy or take Introduction to Computers (CIS110) before entering the program.

Upon acceptance, applicants must participate in an operating room tour at a hospital affiliated with the program. This experience will be under the supervision of the program director or designee and will occur prior to the start of the fall semester. Specific dates will be provided to each student.



TECHNICAL STUDIES
ASSOCIATE IN SCIENCE

The Technical Studies program provides pathways for skilled workers to earn Associate Degrees by offering credit for recognized, technical specialties. The program allows students to build on previous success in areas of technical expertise through the choice of electives that complement the technical specialties. The Technical Studies degree is designed as an individualized program of study in an area not otherwise offered at the College. Students from recognized apprenticeship programs or students with certificates in technical fields (in areas for which we do not offer degrees) may complete the Associate's degree in Technical Studies. Students with industry training and certifications

equivalent in hours to 24 credits and documented by certification exams may be receive credit for the Technical Specialty core. Credit will be awarded through the College's Credit for Prior Learning-Experiential Learning process. Fees apply.

Admissions Criteria

1. Each applicant must receive approval from the Vice President of Academic Affairs to participate in the Technical Studies program.
2. Complete a paper application indicating Technical Studies as choice of major.
3. Provide proof of high school completion or equivalent and college transcripts.

Program Outcomes

Students in the Technical Studies Program will:

- Build on applied expertise through selected coursework, gaining knowledge and skills in a specific discipline or clearly articulated interdisciplinary area.
- Attain proficiency in the concepts, theories, and methods of inquiry pertinent to the courses chosen as related technical electives.
- Integrate knowledge of their technical specialty fields with new knowledge from their chosen related technical electives.
- Advance in the development of skills necessary to interpret facts, solve problems, evaluate issues, develop multiple perspectives, and think critically and creatively.

Technical Standards

The Technical Standards of the related, technical electives and open electives chosen apply. See individual degree programs associated with chosen coursework.

Transfer Credit Policy

In addition to Great Bay transfer credit policies, transfer of courses into the Technical Studies Program will be evaluated by the applicable department or program and according to each department's currency requirements.

Degree Program

Technical Specialty Core 20-24 Credits

In addition to Experiential Credit evaluated and awarded through a portfolio, Experiential Credit is also awarded for Completed/ Industry Training/Certification; US Department of Labor Registered Apprenticeships; CCSNH Certificate programs which are not in an area that we offer an Associate Degree. Documented by Certification exams, certificates that show number of hours completed and grades, Apprenticeship Transcripts).

Related Technical Elective Courses 12-16 Credits

Students will work with their advisor to choose courses that complement their technical specialty and career pathway. Course selections must follow program pre-requisite requirements. Students will take 12-16 credits depending on how many credits are awarded for their Technical Core.

Open Elective 3 Credits

Students can choose any course that the College offers with a course number of at least 100, provided the student has met the prerequisite; exceptions are courses which have admission to the program as a prerequisite to the course.

DEGREE PROGRAM

	Credits
Technical Specialty	20-24
Related Technical Elective Courses	12-16
Open Elective	3

GENERAL EDUCATION REQUIREMENTS		Credits
ENGL110	College Composition I	3-4
ENGL210 or ENGL215	Oral Communications or Writing Technical Documents	3
	Lab Science Elective	4
	Foreign Language/Humanities/Fine Arts Elective	3
	Social Science Elective	3
	Math Elective	3-4
	Liberal Arts Electives	6
	Total	27

TOTAL CREDITS - 66

VETERINARY PRACTICE MANAGEMENT

CERTIFICATE

There is a need for educated managers in the veterinary profession. Veterinarians want to practice their medical skills, leaving the small business and management tasks to someone they can trust. This certificate program prepares a student to work as a Veterinary Practice Manager, Office Manager, Hospital Manager or Head Technician within the veterinary office. As well as business, management and accounting courses, the program offers veterinary medical terminology and law.

Graduates of the Veterinary Technology program or who are currently in the program may take these courses to add to their training. Working technicians or individuals who are employed in an office setting can improve their potential with this certificate.

The program prepares the student for certification through the Veterinary Practice Manager's Association (VPMA).
To become a Certified Veterinary Practice Manager (CVPM), one has to have been active as a practice manager for 3 of the last 7 years, have a minimum of 18 credits of management related courses, and complete 48 hours of continuing education to be able to sit for the practice manager's exam.

Program Outcomes

Graduates from the Veterinary Practice Management Certificate will:

- Perform human resource functions such as staffing, scheduling, employee management.
- Prepare financial statements and other business monitoring analyses.
- Prepare marketing strategies for a veterinary practice.
- Comply with veterinary and medical laws and regulations such as rabies compliance, controlled substance compliance, and veterinary practice act compliance.
- Review and utilize simple business contracts.
- Perform operational functions in a veterinary business such as inventory, ordering, scheduling, and client communications.
- Utilize veterinary practice software to perform these tasks.

Technical Standards

The successful Veterinary Manager will be emotionally and psychologically stable. As well, graduates will be expected to establish priorities, be detail oriented, function effectively in emergency situations, and communicate in a professional manner

Admissions Criteria

1. Complete an application to the program.
2. Provide proof of high school completion or equivalent.
3. Place into college level Math, Reading and Writing or demonstrate equivalent competencies through a college transcript or SAT scores.
4. Show documented work experience (ex: a letter from the applicant's supervisor or pay stubs) of at least 2 years in one of the following: veterinary clinic, animal care business, or medical or business office, or acceptance into the Veterinary Technology Program. Graduation or enrollment in another AVMA accredited Veterinary Technology program will fulfill this requirement.

Transfer Credit Policy

In addition to Great Bay Community College transfer credit policies, transfer of courses in Veterinary Practice Management more than ten years old will be evaluated by the program coordinator on an individual basis.

CERTIFICATE PROGRAM		TH	LAB	CR
ACCT113	Accounting and Financial Reporting I	3	0	3
BUS114	Management	3	0	3
BUS224	Human Resource Management	3	0	3
MKTG125	Principles of Marketing	3	0	3
VETN110	Introduction to Veterinary Technology	3	0	3
VETN112	Computer Applications in Vet Med	1	0	1
VETN225	Veterinary Practice Law	2	0	2

TOTAL CREDITS - 18

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/VetPracMang/Gedt.html

VETERINARY TECHNOLOGY
ASSOCIATE IN SCIENCE

As the field of veterinary medicine becomes increasingly complex, there is a growing need for skilled, educated paraprofessionals who can perform a variety of duties. Veterinary technicians work as a team with veterinarians providing medical, surgical, and laboratory procedures. They offer comprehensive support to clients as well as general healthcare to the animal patient. The Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA). The program provides education in the basic sciences and liberal arts as well as in veterinary technology.

Hands-on experience is obtained during clinical affiliations at local animal hospitals and spay/neuter clinics. Transportation to and from the clinical site is the responsibility of the student. Clinical Affiliation experiences may vary in time and in locations including days, evenings, and/or weekends. Veterinary courses including Veterinary Anatomy and Physiology I and II must be successfully completed with a minimum grade of C+ before enrollment in Clinical Affiliations and the following semesters.

The goal of the program is to provide our students with a comprehensive academic foundation emphasizing technical skills, integrity, and professionalism. The program may be completed on a full-time or part-time basis. All veterinary technology courses must be completed within four years of the date of entry to the program. Students admitted to or re-entering the program must meet current requirements necessary for graduation.

Successful completion of this degree program provides students the opportunity to seek employment in the veterinary hospitals and other related fields. They are also eligible to take the Veterinary Technician National Exam to become certified or licensed. GBCC graduates have a 71% average Pass rate on the VTNE whereas the National average Pass is 75%.Graduates may find jobs in veterinary hospitals, medical laboratories, pet-related industries, zoos, research facilities, and the pharmaceutical industry.

Program Outcomes
Based on curriculum standards set by the American Veterinary Medical Association, the program partners with New England veterinary facilities to create skilled medical professionals qualified for employment in many areas of the veterinary healthcare field.

Technical Standards
The program is physically strenuous requiring lifting animals up to 50 lbs. and working with large animals. Sufficient manual dexterity and vision is necessary to perform clinical and microscopic procedures. Students will be expected to establish priorities, function effectively in emergency situations, comply with safety regulations, and communicate in a professional manner during clinical affiliations. Individuals who cannot meet these standards may have difficulty satisfying course objectives and becoming successful as a Veterinary Technician.

Admissions Criteria
Because of increased interest in the program, completion of the application process by April 30th is strongly recommended. Early decision is possible for applicants with a strong academic history who complete their application prior to the deadline.

Admissions Requirements
1. Complete an application to the program
2. Provide proof of high school completion or equivalent.
3. Provide proof of completion of high school algebra, biology, and chemistry or equivalent of current enrollment.
4. Place into college level Math, Reading and Writing or demonstrate equivalent competencies through a college transcript or SAT scores.
5. Complete a personal interview with the program director

Applicants will be contacted by Admissions to set up interviews with the program director once the first four requirements have been met

Clinical Requirements
Prior to the first clinical affiliation, students must:
1. Possess and maintain health insurance and professional liability insurance (available at The College).
2. Must have documentation showing current rabies, tetanus, mumps and rubella vaccinations.
3. Must provide proof of a negative TB skin test.
4. Purchase a radiology dosimeter badge (available at The College).

Veterinary Technology Program Suspension Information and Readmission Policy
Students matriculated in the Veterinary Technology program who withdraw or do not achieve the minimum grade in the Veterinary Technology or Veterinary Anatomy and Physiology I and II courses will be allowed to retake the course/s one time only. Should a student fail to achieve the minimum grade on the second attempt, they will be dismissed from the program and must re-apply if they choose. Students who have failed a Veterinary Technology course because of unsafe practice involving actions or non-actions are dismissed and not eligible for readmission to the Veterinary Technology Program.

Advanced Placement:
Admission to the program for students transferring from another AVMA accredited Veterinary Technology program will be determined by the program director based upon courses that have been successfully completed and space availability. All students seeking advanced placement are subject to the same admission and program requirements.

Transfer Credit Policy
In addition to Great Bay Community College transfer credit policies, there is a ten year limitation on accepting the course equivalencies of all VETN courses, BIOL 111 and BIOL 121. Exceptions may be made by the department chairperson.

DEGREE PROGRAM - FIRST YEAR

Fall Semester		TH	LAB	CR
VETN110	Introduction to Veterinary Technology	3	0	3
VETN112	Computer Application in Vet Med	1	0	1
BIOL111	Veterinary Anatomy & Physiology I	3	3	4
ENGL110	College Composition I	4	0	4
MATH145	Topics in Applied College Mathematics	4	0	4
	Total	15	3	16

Spring Semester		TH	LAB	CR
VETN121	Veterinary Clinical Methods I	3	3	4
BIOL121	Veterinary Anatomy & Physiology II	3	3	4
VETN114	Veterinary Pharmacology	2	0	2
*CHEM110	Introduction to Chemistry	3	3	4
ENGL210	Oral Communications	3	0	3
	Total	14	9	17

Summer Semester		TH	LAB	CR
VETN130	Veterinary Clinical Affiliation I	0	24	4
Veterinary Elective:				
VETN225	Veterinary Practice Law	2	0	2
or VETN226	or Small Animal Behavior	2	0	2
or VETN227	or Veterinary Emergency Medicine	1	2	2
	Total	2	24	6

DEGREE PROGRAM - SECOND YEAR

Fall Semester		TH	LAB	CR
VETN210	Veterinary Clinical Methods II	3	3	4
VETN212	Laboratory Animal Science	2	2	3
VETN215	Large Animal Management	2	2	3
VETN220	Veterinary Clinical Pathology I	2	3	3
PSYC110	Introduction to Psychology	3	0	3
	Total	12	10	16

Spring Semester		TH	LAB	CR
VETN221	Veterinary Clinical Pathology II	2	3	3
VETN224	Veterinary Diagnostic Imaging	1	3	2
VETN222	Veterinary Clinical Affiliation II	0	24	6
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Total	6	30	14

TOTAL CREDITS - 69

**Students planning on transfer to a four-year college may substitute CHEM115*

Curriculum Recommendations

Students are encouraged to take the required program general education courses before they begin the veterinary technology program. Alternatively they should take the general education courses as they appear in the recommended sequence above. If a student fails to complete a first-year general education course, they are encouraged to take it over the summer between first and second year along with their Clinical Affiliation I. The student may not take the accrediting exam (VTNE) until all courses are complete and the student has graduated. *Health insurance is recommended for the entirety of the program.

WELDING TECHNOLOGIES
CERTIFICATE

According to the American Welding Society (AWS), there are currently 600,000 welding jobs available in the U.S. With the lack of skilled workers, only half of those positions are currently filled. Employers are currently seeking skilled a new workforce with an understanding of fabrication, welding and repair techniques as well as other differentiated attributes. The welding career field has a variety of job levels and responsibilities. Common career opportunities include:

- Fitters: Welders that set up material, pipe or plate, for the certified welder.
- Tack Welders: Fitters that tack the weld joints prior to large weldments.
- Fabricators: Welders who use welding to fabricate items with metal.
- Welders: Welders usually in manufacturing industry, with only one process.
- Combination Welders: Welders that can weld with more than one process.
- Certified Welder: Welder with credentials that prove his ability to repeat 100% weld quality.
- Solders: Welders who work with low temperature material joining.
- Welder Inspector: Those certified to inspect the welding from other welders.
- Welding Engineer: a mechanical engineer certified in the welding specifications.
- Welding Sales: Individuals who work for the suppliers for the welding field.
- Shop Owners: business owners that are established in the welding field.

The Certificate in Welding offered by Great Bay Community College, held at the Seacoast School of Technology in Exeter, New Hampshire, will provide graduates with the ability to meet the needs of entry and intermediate skill levels to acquire sustainable jobs in the field of welding. Upon completion of the program, students may be proficient in the use of welding equipment, set up, and operation for the five major processes; MIG, TIG, Stick, Oxy-fuel, and Plasma as well as many of the auxiliary processes such as; FCAW, Aluminum-TIG, Spool guns, etc. The curriculum will also provide students with a solid range of welding theory, blue print reading, electricity, and fabrication techniques. Upon completion of the program, students will also be prepared for AWS Certification Testing. The program, offered in the evening will consist of three 12 week semesters.

Dual enrollment: Students enrolled in the Welding Certificate program may elect to enroll in the Associate Degree in Technical Studies. Dual enrollment is contingent upon active or graduate status of the certificate. Completion of the Welding certificate satisfies the requirement for the technical specialty core (24 credits) of the Technical Studies degree.

Program Outcomes
Graduates of the Welding Technologies certificate program will:
- Possess basic competency in the five major welding processes.
- Demonstrate proficiency in the use of welding equipment, set up, and operation for the five major processes: MIG, TIG, Stick, Oxy-fuel, and Plasma.
- Demonstrate basic concepts and practices of technical drawing and blueprint reading in accordance with industry standards.
- Articulate safety guidelines and use of machine tools.
- Refine skills to meet code requirements and specifications.
- Demonstrate knowledge of material strengths and weaknesses.
- Articulate industrial quality control procedures.
- Demonstrate fabrication techniques and cost estimation.

Technical Standards
This program includes work in a welding shop and requires participants to physically perform functions that require the following:
- Normal vision for reading instructions and for performing tasks) corrective vision is acceptable).
- Manual dexterity with both hands; good hand and eye coordination.
- No medical electronic implants such as pace makers are allowed in the welding shop.

Health and Safety Considerations
This program includes work in a welding shop where high temperatures and explosive gases are used. Students will be taught industry standards for safety of themselves and others in the shop, and will be expected to follow all safety procedures. Personal protective equipment must be worn in the shop at all times.

Admissions Criteria
- Complete an application to the program.
- Provide proof of high school completion or equivalent.
- Complete placement testing (Reading, Writing, Math and computers)

Transfer Credit Policy
In addition to Great Bay transfer credit policies, transfer of courses in the Welding program will be evaluated by the program coordinator on an individual basis.

CERTIFICATE PROGRAM		TH	LAB	CR
WELD100	Basic Welding	5	3	6
WELD150	Intermediate Welding	3	6	6
WELD200	Advanced Welding	3	6	6
	Total	11	15	18

TOTAL CREDITS - 18

Gainful Employment disclosure information is available at: www.greatbay.edu/sites/default/files/certificate_programs/GainfulEmployment/Welding/Gedt.html

This project is sponsored by (or in part by) a $19.97 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT Grant #TC-22504-11-60-A-33. The Community College System of NH is an equal opportunity employer, and adaptive equipment is available upon request to persons with disabilities.

COURSE DESCRIPTIONS

All credit and noncredit courses at Great Bay are assigned a course number. Course numbers begin with a letter code designating the course's academic area. The following course descriptions are arranged alphabetically by academic code, beginning with "ACCT" (Accounting) and ending with "VETN" (Veterinary).

Courses with numbers between "0 - 99" are considered developmental and any credit awarded cannot be used toward graduation requirements, but are included in Cumulative Grade Point Average (CGPA). Courses with numbers between "100 - 199" are considered beginning-level courses and courses with numbers between "200 - 299" are considered upper-level courses.

Prerequisites and Co-requisites for courses are identified after each description. Students may not waive courses within their program of study, but with Departmental Approval, students may waive course prerequisites. Course prerequisites may only be waived by the Department in which the actual course resides. A Prerequisite Waiver Form must be completed prior to registration. These forms can be obtained at College Services One Stop.

Prerequisite: A course that needs to be taken prior to registering for a designated course.
Co-requisite: A course that needs to be taken prior to or simultaneously with a designated course.

Please see page 46 for more information on the assignment of credits.

ACCT113 Accounting and Financial Reporting I **3-0-3**
This course is an introduction to accounting as the language of business and the purpose of accounting in business. Students will develop an understanding of the concepts and use of the classification of assets, liabilities, equity, revenue and expense accounts. The student will be introduced to accounting procedures necessary to prepare financial statements utilizing current concepts and accounting principles. This includes journalizing transactions, preparation of a trial balance, accounting adjustments, closing journal entries, inventory, accounts receivable, accounts payable, special journals, payroll, cash receipts, disbursements, and banking procedures.

ACCT123 Accounting and Financial Reporting II **3-0-3**
This course consists of a more in-depth study of accounting procedures and concepts. An emphasis is placed on accounts from the balance sheet such as accounts and notes receivable; plant, property and equipment; and current and long-term liabilities. This course will also involve comparing and contrasting sole proprietorships, partnerships and corporations, as well as capital stock and stock transactions. The student will learn to use financial ratios to measure financial strength, profitability and liquidity. Prerequisite: ACCT113.

ACCT213 Cost Accounting I **3-0-3**
Cost Accounting is concerned with how accounting data is used within an organization. Managers need information to carry out three essential functions in an organization: (1) planning operations, (2) controlling activities, and (3) making decisions. The student will study what kind of information is needed, where this information can be obtained, and how this information can be used in planning, controlling and decision-making responsibilities. Budgeting, standard cost, cost of goods sold, job order and process costing, cost-volume-profit formulas and equivalent topics are examined. Prerequisite: ACCT123.

ACCT215 Cost Accounting II **3-0-3**
This course is designed as a continuation of the concepts covered in ACCT213 where the student was introduced to the recording, classification and reporting of costs management use to plan, control, and make decisions. The student will build on this foundation with a more in-depth analysis and reporting of costs. This analysis and reporting will include performance measures, financial statement analysis, capital budgeting and service department costing methods, as well as a further detailed analysis of activity-based costing and process costing. Prerequisite: ACCT213.

ACCT216 Software Systems Applications **2-2-3**
This course offers an introduction to an integrated accounting software package. It includes an evaluation of common software characteristics and features, and the review of internal controls for computerized accounting systems. The student will become proficient in processing transactions in a computerized accounting environment using a popular software package. Modules introduced are general ledger, financial statement preparation, accounts receivable, accounts payable, payroll, inventory, time and billing, fixed assets and depreciation, cost control, budgeting, and reporting. Prerequisites: ACCT123 and CIS110.

ACCT223 Intermediate Accounting I **3-0-3**
An extension of topics covered in Accounting and Financial Reporting I and II. Further emphasis is placed on the study and application of generally accepted accounting principles. The student will encounter an in-depth study of accounting concepts, balance sheet, income statement, and retained earnings. Included are detailed applications of accounting theory with the preparation and analysis of the financial statements. The student will also cover an in-depth analysis of cash, receivables, inventory valuation, property, plant and equipment, asset purchase and disposal, depreciation, and time value of money. Prerequisite: ACCT123.

ACCT233 Intermediate Accounting II **3-0-3**
Intermediate Accounting II is a continuation of the intensive examination begun in Intermediate Accounting I. It provides a closer look at investments, leases, statement of cash flows, bonds, stock, income taxes, intangible assets, current and long-term liabilities, earnings per share, and stockholders' equity. Guidelines of revenue recognition are discussed and an evaluation of accounting changes and error analysis. Prerequisite: ACCT223.

ACCT243 Federal Income Taxes-Individual **3-0-3**
A detailed presentation of Federal Income Tax Laws focusing on Internal Revenue Service procedures and court rulings as related to the tax preparation of individual taxpayers and sole proprietorships. Applicable tax forms are prepared in conjunction with rules and regulations. Prerequisite: ACCT123.

ACM109 Essentials of Composites Manufacturing **2-3-3**
This course focuses on identifying career opportunities in advanced composites manufacturing today and examines critical skills required. Topics include materials, processes, equipment, and technical terms. A unit on composites for the aerospace industry will include topics in regulatory compliance and terminology. Technical documentation will be introduced and workplace safety will be stressed. Instruction will incorporate hands-on lab work, discussion, demonstration, lecture, and assigned readings. Math is not a critical component. This course is appropriate for anyone looking for general knowledge of composites manufacturing as part of a career exploration. It will also provide general technical understanding for those planning to work in an administrative position in composites manufacturing. Co-requisite: ACM114.

ACM110 Introduction to Advanced Composites **2-3-3**
This course focuses on occupations in composites manufacturing today and examines critical skills required. Topics include materials, technology, and processes. A unit on composites for the aerospace industry will include topics in regulatory compliance and terminology. Technical documentation will be introduced and workplace safety will be stressed. Students will have an opportunity to earn the OSHA 10 hour certification at the end of the course. Instruction will incorporate hands-on lab work, discussion, demonstration, lecture, and assigned readings. Prerequisite: Acceptance into the Advanced Composites Manufacturing Certificate program. Co-requisite: ACM115.

ACM114 Essentials of Applied Math & Measurement for Manufacturing **1-2-2**
This course is designed to help students interested in exploring manufacturing careers understand how math is used on the manufacturing floor. The focus will be on solving lab problems that require the use of math, including measurement and calculations. Students will work in both metric and U.S. standard measurement systems independently before learning conversions, building comfort with the language and instruments for measurement. Students will work in teams to find solutions to common plant problems and will work individually to advance math skills. Students will develop a course notebook that contains notes, formulas, and examples illustrating their learning in this course. Co-requisite: ACM 109

ACM115 Applied Math & Measurement for Manufacturing **1-2-2**
This course is designed to help students successfully transfer knowledge of math to the manufacturing floor. The focus will be on solving lab problems that require the use of math, including measurements and calculations. Students will work in both metric and U.S. standard measurement systems independently before learning conversions, building comfort with the language and instruments for measurement. Students will work in teams to find solutions to common plant problems and will work individually to advance math skills. Students will develop a course notebook that contains notes, formulas, and examples that will become a reference book as they proceed through lab courses in their training and to assist them on the job. Prerequisite: Acceptance into the Advanced Composites Manufacturing Certificate program. Co-requisite: ACM110.

ACM120 Technical Blueprint Reading **0-3-1**
Students will learn to read blueprints and develop an understanding of how blueprints provide information necessary to control the manufacturing operation and quality outputs. Topics include terminology, standard abbreviations, the different types of lines on a blueprint and reading different views. The English inch and Metric dimensional examples will be included. Students will have opportunities to practice reading and analyzing both 2D and 3D drawings.

ACM210 Fundamentals of Composites Manufacturing **3-2-4**
This course provides a study of topics fundamental to manufacturing, with major focus on quality assurance processes and statistical process control; production effectiveness skills including time management and adapting to change. An introduction to polymer chemistry and the physics of strength of materials and thermodynamics will provide understanding of concepts required for students working with composites manufacturing. Additional topics will be introduced, providing students a broad awareness of advanced manufacturing topics. Prerequisites: C or better in ACM110, C or better in ACM115, and ACM120. Co-requisite: One of 8 Manufacturing Operator Skills Courses.

ACM230 Manufacturing Ethics **1-0-1**
Ethics in manufacturing is meant to maintain high standards needed to ensure consumer safety. Compromise of process, standards, or conduct can threaten the welfare of consumers and society. In this course, students will explore how in some manufacturing processes even a slight error can cause danger, why standards are in place, and the importance of following a code of conduct. Co-requisite: ACM210.

ACM250 Paint Operator **0-3-1**
This hands-on course prepares students for jobs where they will paint parts using a handheld paint sprayer within an industrial spray booth. Students will also mix paint-related ingredients, apply masking techniques, and practice rework skills. They will practice basic preventive maintenance and care of all paint equipment and the paint booth. Focus will be on safety, attention to detail, and ability to follow operating procedures. Co-requisite: ACM210.

ACM251 Weaving Technician and Preform Finishing **0-4-2**
This hands-on course prepares students for jobs where they will set up and operate equipment used in 3D composites fabric weaving, including a Jacquard loom. Topics will include loom operation and maintenance and troubleshooting. Students will learn proper use and documentation of measurement equipment, practice reading specialized engineered drawings and work instructions for weaving, and implement quality assurance procedures. Focus will be on safety, attention to detail, and ability to follow operating procedures. Co-requisite: ACM210.

ACM252 Resin Transfer Molding Technician **0-4-2**
This hands-on course prepares students for jobs where they will operate the processes of resin transfer molding. Students will learn RTM tool preparation, safe operation of the resin injector, safe operation of the press, and equipment care and maintenance. Students will apply polymer chemistry, physics, curing methods, and other theories presented in Fundamentals of Manufacturing, and will keep a course notebook linking process to theory. Focus will be on attention to detail, and ability to follow operating procedures. Inspection of parts and quality assurance will be included. Co-requisite: ACM210.

ACM253 Bonding and Finishing Operator **0-4-2**
This hands-on course prepares students for jobs where they will operate equipment within the finishing processes for composites manufacturing. Students will learn to perform operations of bonding and vacuum bagging, to run an autoclave and record parameters, and to perform preventive maintenance on equipment. Students will be responsible for maintaining work area and equipment in clean and orderly condition. Tools include measurement tools such as micrometers and calipers. Focus will be on safety, attention to detail, and ability to follow operation procedures. Inspection of parts and quality assurance will be included. Co-requisite: ACM 210.

ACM254 Quality Inspection and CMM Operator **0-4-2**
This hands-on course prepares students for jobs as quality inspectors and CMM operators where they will inspect, test, or measure materials, products, or work for conformance to specifications. Students will use precision measuring instruments as they apply advanced quality inspection methods, processes, and standards. Students will be required to read and prepare technical documents and will use mathematical formulas to collect data and prepare reports. They will use critical thinking skills to use logic and reason to identify the strengths and weaknesses of alternative approaches to problems. Co-requisite: ACM210.

ACM255 Composites CNC Milling and Set-up Operator **4-4-6**
This hands-on course prepares students for jobs where they will successfully operate a milling machine on CNC FANUC and Siemens controller, under the direction of the CNC supervisor. Focus is on developing the skills needed to use computer numerical control (CNC) to run a milling machine efficiently and within required quality standards. Students will be introduced to Solidworks and Mastercam, will learn the basics of writing CNC code, and will set up and run CNC milling machines. They will maintain cutting tools dedicated to composite manufacturing and perform machine maintenance. Co-requisite: ACM210.

ACM256 Composites Repair Technician **0-4-2**
This course provides students with the comprehensive theoretical and hands-on skills to detect, analyze, and repair damage of composites structures. Students will be introduced to different typical failures of composites. Failures modes will be explored. NDT methods such as tap testing and light refraction will be used to detect damage and other NDT/NDI methods and equipment will be reviewed. Methodical deconstruction of laminates, core materials and substructures and the reconstruction of same will be taught. Selection of the right tools, abrasives, dust extraction and work area protection will be practiced. Reading and interpreting laminate plies, fiber orientations, core materials, will be reviewed. Students will design and execute repair plans for different types of damage and bonding failures. The use of standard repair manuals, as well as structured reporting and documenting of repairs in accordance with ISO and other standards will be emphasized. Adherence to inspection and classification society rules will be covered. Finishing of repaired structures will be taught. Co-requisite: ACM210.

ACM257 High Performance Composites Fabrication **0-4-2**
This course will teach students to use all the customary materials, tools and equipment for the manufacturing of high performance composites. The course covers composites processes, materials, equipment and supplies. Fundamentals of mechanical behavior of composites are taught. Processes covered in class room and hands-on setting will include vacuum bagging, resin infusion, wet pregging and prepreg lay-ups with ambient, oven and/or autoclave cures and post cures as well as concepts of filament winding and compression molding. Students will be introduced to the importance of fiber orientation, compaction, flow behavior, accessory materials and supplies for different processes. Basics of composite tool making, lost mold and bladder techniques will be reviewed. Co-requisite: ACM210.

AH110 Medical Terminology **3-0-3**
This course is designed to provide the student with the ability to communicate in a professional, effective manner in a variety of healthcare settings. Through a realistic approach, the student will learn the basic rules for building and defining medical terms, the correct pronunciation and spelling of medical terms, and the application of medical terminology as it relates to each body system. The student is introduced to various types of medical records and reports encountered in the healthcare setting and provided with the necessary skills to read and interpret these reports. A variety of activities will guide the student in the application of medical terminology as it relates to the clinical world.

AH112 Pathophysiology for Allied Health **3-2-4**
Pathophysiology is the branch of medicine which deals with any disturbances of body functions, caused by disease or the onset of symptoms. This is a one semester course that introduces the structure and function of the human body to the Allied Health student. It includes the anatomy and physiology of each of the organ systems of the human body and practical discussion of disease and health. Students will discuss and identify diseased tissue, the various mechanisms by which human disease develops, and the common disorders involving each of the major body systems. Prerequisite: Placement at College Level Reading.

AMER110 Introduction to American Studies **3-0-3**
This course is designed to introduce students to the topics, materials and methods attendant to an interdisciplinary study of American culture, identity, and experience. Students will develop their critical, writing, and reading skills through a focused inquiry into particular American moments, places, and ideas, and in doing so, begin to address some of the large questions around which American Studies are centered. (Fulfills Humanities requirement.)

AMER210 American Studies Seminar **3-0-3**
This seminar is designed to provide a collaborative praxis in which, as a class, students formulate and develop interdisciplinary American Studies research topic/problem. Using the class work as a model, students will then personalize an individual interdisciplinary American Studies research topic/problem and complete that project with peer and advisor support. Though final demonstration of the projects may vary, the project requirements will include: a topic centered on a particular defining moment, idea, or element of American culture; research; critical thinking; communications skills; and the use of at least two methodologies.

AN101 Introduction to Anthropology **3-0-3**
This course is designed to be an introductory college course in anthropology. The student will primarily be introduced to cultural anthropology, its key concepts, terminology, theories, and research, with some introduction to physical anthropology and linguistics. The course is designed to nurture students to develop a broader scope of understanding and respect for human variation. (Fulfills Social Science requirement.)

ARTS103 Fundamentals of Acting I **4-0-4**
This course will introduce students to the fundamentals of the creative process of acting. It will focus on developing and training the actor's instrument. Through structured exercises and performance projects, the student will develop skills in relaxation and concentration, voice and movement, and script analysis. Students will also acquire basic theatre terminology, sharpen their observation skills, and gain an understanding of the rehearsal process. The course will culminate in the final presentation of a scene from a contemporary play.

ARTS123 Drawing I **2-3-3**
Various drawing media and techniques are explored in this course. Assignments are designed to build drawing observation skills necessary for visual communications. (Fulfills Fine Arts requirement.)

ARTS124 Art, Design, and Color **2-3-3**
Through the hands-on exploration of traditional media, this course focuses on the principles of design and color theory as they are applied to 2D and 3D projects. The art elements of line, shape, form, space, and texture, as well as the design principles of balance, proportion, perspective, contrast, focal point, white space, unity, and color theory will be demonstrated in the layout of real-world graphic communication projects. Students will experience the design process from brainstorming to presentation, as they develop an understanding of the challenges inherent in integrating exemplary design through visual media.

ARTS126 Typography **2-3-3**
This course will emphasize the design of projects that explore typographical structures, their characteristics, terminology, layout considerations, and the use of typography as a communication medium. This course uses both computer and hands-on methods to address the language of type and its effective use as a design element. By studying the language of type through its history and application, students will gain strong working knowledge of this essential element to graphic design.

ARTS203 Fundamentals of Acting II **4-0-4**
This course will build on the foundational skills developed in Fundamentals of Acting I. Through structured exercises and intense scene study, the student will develop skills in script analysis, scoring a role, partner work, voice and movement, and basic audition technique. Students will apply their skills in several performance projects. Prerequisite: ARTS103 or Permission of Instructor PERMXXX.

ARTS223 Drawing II **2-3-3**
Students will continue developing drawing skills based on the knowledge and training acquired in Drawing I. More complex still-life, portrait, and life figure drawing will be created in classes. Further investigation of drawing materials and an introduction to more mediums will also be covered in this course. Prerequisite: ARTS123. (Fulfills Fine Arts requirement.)

ARTS225 Watercolor Painting **2-3-3**
Through the exploration of traditional artist watercolor techniques, students will learn and apply watercolor processes, procedures and techniques to selected compositions and motif as such as landscapes, floral arrangements, skies, still life, seascape and abstraction. Techniques will include washes, color mixing, brush technique, masking, sponging, wet on wet and mixed media. Students will work from life when practical, learning composition, atmospheric perspective and color theory. Prerequisite: ARTS123 or ARTS124 or Permission of Instructor PERMXXX.

ASL110 American Sign Language I **3-0-3**
This is an introductory course that provides non-native signers with the opportunity to study American Sign Language. Emphasis will be on the development of visual receptive and expressive skills necessary for effective communication with deaf and hard-of-hearing individuals. Through a variety of classroom experiences, students will learn to recognize and produce both manual and non-manual behaviors that reflect an understanding of the language's grammatical, semantic, spatial, and cultural frameworks. (Fulfills Foreign Language requirement.)

ASL120 American Sign Language II **3-0-3**
Builds on the skills developed in American Sign Language I. Participants will be introduced to more advanced vocabulary and grammatical features inherent in the language of ASL. Emphasis is on conversational fluency. Students will also explore the historical and cultural evolution of ASL through a variety of learning mediums. Prerequisite: ASL110. (Fulfills Foreign Language requirement.)

BIOL041 Developmental Biology **3-0-3**
This course will cover the main points of biology at the high school level. It is meant to replace or supplement a student's background in biology if those students either never passed high school biology, or if they took the course so long ago as to be unprepared for further study of the life sciences. The course will give an overview of cell biology, the biology of organisms, and the biology of populations. These credits do not count toward graduation requirements.

BIOL106 Human Body **3-2-4**
This is a one-semester course that introduces the structure and function of the human body. It includes the anatomy and physiology of each of the organ systems of the human body and practical discussions of disease and health. The course includes a series of laboratory experiences designed to enhance and reinforce the concepts presented in lecture.

BIOL108 General Biology I **3-3-4**
This college-level course covers the principles of cell biology, including cellular physiology, cellular metabolism, molecular biology, biochemistry and genetics. Laboratory exercises are designed to reinforce theoretical concepts presented in the lecture portion of the course. Prerequisite: Successful completion of high school biology or BIOL041; successful completion of high school chemistry or CHEM043 is recommended but not required.

BIOL109 General Biology II **3-3-4**
This college-level course covers principles of organismal biology, including comparative physiology, taxonomy, behavior, evolution and ecology. Laboratory exercises are designed to reinforce theoretical concepts presented in the lecture portion of the course. Students need not have taken Biology I in order to enroll in Biology II. Prerequisite: Successful completion of high school biology or BIOL041; successful completion of high school chemistry or CHEM043 is recommended but not required.

BIOL110 Human Anatomy and Physiology I **3-3-4**
This course is designed to give a student of any health or medical science a thorough background in anatomy and physiology. Current in-depth information is presented on the structure and function of human cells, tissues, and organ systems including the skin, skeletal, muscular, nervous and sensory systems. Laboratory work augments lecture topics and includes exercises in microscopy, the study of fresh and preserved specimens, and exercises in human physiology. Prerequisite: Placement into MATH145; placement into college-level reading; C or better in high school biology or BIOL041; successful completion of high school chemistry or CHEM043 is recommended.

BIOL111 Veterinary Anatomy and Physiology I **3-3-4**
This course offers an in-depth study of the normal anatomy and physiology of domestic mammals with emphasis on the dog and cat. Major differences with respect to the larger domestic species are also covered. This is the first semester of a two semester course and covers basic organization, cells, tissues, the integument, skeletal, muscular, and nervous systems. Lab work augments lecture topics and includes the study of microscope slides as well as preserved specimens and models. Prerequisite: Admission to the Veterinary Technology program.

BIOL120 Human Anatomy and Physiology II **3-3-4**
A continuation of Human Anatomy and Physiology I. This course includes current in-depth information of the structure and function of the endocrine, digestive, respiratory, blood, cardiovascular, lymphatic, urinary, and reproductive systems. Laboratory work augments lecture topics and includes exercises in microscopy, the study of fresh and preserved specimens, and physiological measurements on the human body. Prerequisite: C or better in BIOL110.

BIOL121 Veterinary A&P II **3-3-4**
This course offers an in-depth study of the normal anatomy and physiology of domestic mammals with emphasis on the dog and cat. Major differences with respect to the larger domestic species are also covered. This course is a continuation of BIOL111 and covers the endocrine, reproductive, cardiovascular, respiratory, urinary, and digestive systems. Lab work augments lecture topics and includes the study of microscope slides as well as preserved specimens and models. Prerequisite: C+ or better in BIOL111 and VETN110.

BIOL150 Nutrition **3-2-4**
Biology 150 (Nutrition) is a course designed to offer students an understanding of the science of nutrition so that they can make healthy food choices in their daily lives. The processes of digestion, absorption, and transport of the macro- and micronutrients in the body will be studied. The function and sources of the major nutrients including carbohydrates, lipids, protein, vitamins, minerals and water will be analyzed. Also, the following will be discussed: energy balance, nutrition throughout the life cycle, sports nutrition, environmental food issues, hunger, food safety, and nutrition therapy for medical problems including cardiovascular disease, cancer and diabetes. Each week selected activities, worksheets, and assignments will be completed. These are designed to engage and encourage students to apply what they are learning in lecture, in practical and personal contexts. Students will have the opportunity to work in formal Cooperative Learning Groups to complete the assignment in lab. The intent of group activity is to foster the learning of each member of the group from other members. The class will also engage in discussion on weekly topics.

BIOL160 Introduction to Environmental Science **3-3-4**
This course is designed to present the basics of environmental science and will focus on the earth as a living planet. Topics covered include: principles of ecology, human population effects, natural resource needs and management, energy resources, pollution/prevention issues, and sustainability. Although primarily a science course, ethical issues related to the above topics will also be explored. Lab exercises are designed to reinforce the material presented in the lecture.

BIOL210 Microbiology **3-3-4**
This course provides an introduction to the principles and practices of microbiology. Topics covered include: the nature and behavior of microorganisms; principles of growth and reproduction of microorganisms; identification of microorganisms using staining, pure culture, biochemical and antigenic techniques; and the epidemiology, clinical features, laboratory diagnosis, and appropriate control measures for microbial diseases caused by viruses, bacteria, fungi, protozoa and helminthes. Students are required to have protective eyewear (available in the bookstore) and lab coats for the first lab session. Prerequisite: C or better in high school biology or C or better in BIOL 041.

BIOL 220 Principles of Genetics **3-3-4**
This course covers fundamentals of classical, molecular and population genetics. Topics include: chemical structure of the genetic material, Mendelian theory, gene recombination, chromosome mapping, genetic mutation, gene expression and regulation, applications of recombinant DNA technology, quantitative inheritance and the genetic basis of evolution. Laboratory exercises are designed to reinforce theoretical concepts presented in the lecture portion of the course. Prerequisites: BIOL108 and C- or better in MATH145 (or higher level MATH course).

BIOL230 General Ecology **3-3-4**
This course is for students who have already had some introduction to organismal biology. It focuses on physical and biological factors affecting distribution, abundance, and adaptation of living organisms. Laboratory exercises emphasize fieldwork when possible, and are designed to reinforce the theoretical material presented in lecture. Prerequisites: Successful completion of BIOL 109, and C- or better in MATH 150 (or higher level MATH course).

BTEC105 Introduction to Biotechnology **3-3-4**
This course is designed to introduce students to the tools and applications of genetic engineering, as well as the ethical issues that these technologies raise. No prior experience is assumed. Students will acquire basic laboratory skills in such areas as solution preparation, but will also have a chance to experiment with techniques such as DNA isolation, gene manipulation, and molecular cloning. Students will also gain an understanding of how the biotechnology industry operates, and will learn about options for careers and further education in biotechnology. Prerequisites: Successful completion of high school biology or BIOL 041 and C or better in Math 090 or equivalent.

BTEC205 Bioethics **3-0-3**
Biotechnology is any technique that uses living organisms (or parts of organisms) to make or modify products to improve plants and animals or to develop microorganisms for specific uses. This course will address the sociological, ethical, and legal issues arising from biotechnology. This new field is known as bioethics. During the first four weeks of the course, students will develop a tool kit based on sociological, ethical, and legal thought. During the remainder of the course, students will read bioethical cases, analyze them as to their social, ethical, and legal implications, and argue their opinions as they apply these tools to answer bioethical questions.

BTEC210 Biotechnology Research **2-6-4**
The first of two experiential, cornerstone courses in Biotechnology. The course begins by introducing the student to the field of biotechnology, the role of the technician in biotechnology, and GLP or good laboratory practices. The remainder of the course is a hands-on exposure to biotechnology research tools and protocols used for DNA isolation, gene mapping, DNA fingerprinting, gene cloning, gene expression regulation, protein identification, mRNA isolation, cDNA synthesis from mRNA, the production of gene libraries, and gene sequencing. A two-hour-per-week lecture provides the knowledge base for biotechnology discovery research. Prerequisite: Successful completion of BTEC 105, BIOL 108 (or BIOL 210), CHEM 115 (or CHEM 110) and MATH 145 (or higher level MATH course). Exceptions by permission of department chair only.

BTEC220 Biomanufacturing **2-6-4**
The second of two experiential, cornerstone courses in Biotechnology. The course begins by introducing the student to the proteins and companies of biotechnology and to cGMP or current good manufacturing practices. In the remainder of the course students use bacteria, mammalian, and yeast cells to produce human proteins using tools and manufacturing standard operating procedures of biotechnology, including upstream and downstream processing of proteins and quality control of protein production. A two-hour-per-week lecture provides the knowledge base of biotechnology manufacturing. Prerequisite: C- or better in BTEC 210. Exceptions by permission of department chair only.

BTEC223 Biotechnology Externship **0-9-3**
This optional externship, consisting of 144 hours of experience in an area of biotechnology, is extended to students who want more exposure to biotechnology before seeking employment. Arrangements are made on an individual basis. Prerequisites: BTEC210, BTEC220.

BUS110 Introduction to Business **3-0-3**
This is an introductory course designed to provide students with a basic understanding of the structures and operations of business and an awareness of social and ethical responsibility as it relates to the environment, consumers, employees, and investors. An appreciation of the global economy will also be explored.

BUS114 Management **3-0-3**
The principles and techniques underlying the successful organization and management of business activities. This course combines the traditional analysis of management principles with the behavior approach. The management functions of planning, organizing, leadership, staffing, decision-making, communicating, and motivating and controlling will be stressed. Additionally, the impact of technology on management functions and implementation processes, especially, information technology, will be examined.

BUS116 Organizational Behavior **3-0-3**
This course develops basic understanding of organizational behavior. The human relations approach is stressed. It includes management philosophy; the organizational climate; motivation, leadership and management; supervision; communication, group participation and other forces in the work environment. Students learn techniques for becoming more effective managers, subordinates, peers or people. Prerequisite: BUS114.

BUS155 Retailing Management **3-0-3**
This course studies the principles of retailing with emphasis on the development of retail institutions, merchandising, pricing, and contemporary problems of retailers in today's business environment. Prerequisite or Co-requisite: MKTG125.

BUS200 Teambuilding **3-0-3**
This course will introduce and expand upon the basic principles and concepts of team building and self-directed work teams as they pertain to the workplace environment. Through the use of lecture and workshop-type group exercises, the key concepts of how teamwork can influence and benefit the workplace will be explored.

BUS205 Small Business Management **3-0-3**
This course covers key concepts and skills critical to successfully launching, developing and managing a small business. A primary focus will be how to use the concepts. Prerequisite or Co-requisite: BUS114.

BUS210 Organizational Communications **3-0-3**
Effective communication is the lifeblood of the organization; it is also the foundation of a successful business career. This course will focus on the methods and techniques necessary to utilize facts and inferences, understand communication strategies, create logical presentations, and develop critical skills in listening, speaking, and writing. Students will also gain an understanding of nonverbal, visual, and mass communication.

BUS211 Business Law **3-0-3**
Based on student input at the start of the course, the course will encompass some of the common topics in criminal and civil law. Likely areas to be taught and discussed include civil and criminal justice systems, contracts, consumer protection, real and personal property, insurance, employment, and wills.

BUS214 Entrepreneurship **3-0-3**
This course will focus on all aspects of starting a business: selecting promising ideas, initiating new ventures, and obtaining initial financing. The course will also concentrate on how ventures are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. The course will also explore business plan development, legal and tax considerations. Prerequisites: BUS205 and MKTG125.

BUS220 Operations Management **3-0-3**
Operations Management focuses on the relationship of the production and operations functions of delivering products or services to the achievement of an organization's strategic plan and linking the organization to its customers. Students integrate forecasting, materials management, planning, scheduling, process, operations control skills and techniques with approaches and tools such as Total Quality, Statistical Process Control, Continuous Improvement, Demand Flow and Just- In-Time production systems.

BUS221 Business Finance **3-0-3**
This course is designed to survey the corporate finance discipline, to examine the financial management of corporations, to develop skills necessary for financial decision making, financial forecasting, ratio evaluation, and to acquaint students with money, capital markets, and institutions. Prerequisite: ACCT113 and ACCT123.

BUS224 Human Resource Management **3-0-3**
This course is designed to provide fundamental presentation of the dynamics of human resource management. Emphasis is placed on job design and development, employment training, benefits administration, compensation, and employee relations.

BUS231 Self Assessment **1-0-1**
This course, offered as a seminar or in an online structure, is designed to allow students to assess their strengths and weaknesses and to enlighten students on what types of organizational culture is most conducive to personal growth.

BUS261 Project Based Operations Management **3-0-3**
This course is designed to provide the student with a basic understanding of the processes used in project based organizations, and for special project within virtually all organizations. Emphasis is placed on an overview of the project life cycle, and on an introduction to the Project Management Institute's knowledge areas, (Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, and Project Procurement Management). This course is the first in a four series in preparation for the Certified Associate in Project Management (CAPM) offered through the Project Management Institute. Prerequisite: Permission of the Instructor or Department Chair (Permission "PERMXXX").

BUS262 Initiating and Planning Projects **3-0-3**
This course is designed to provide the student with a detailed understanding of initiation and planning process groups of the project lifecycle as used in project based organizations, and for special project within virtually all organizations. Emphasis is placed on initiation and planning process groups and through them the Project Management Institute's knowledge areas, (Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, and Project Procurement Management). This course is the second in a four series in preparation for the Certified Associate in Project Management (CAPM) offered through the Project Management Institute. Prerequisite: BUS261.

BUS263 Executing, Controlling, and Delivering Projects **3-0-3**
This course is designed to provide the student with a detailed understanding of the executing, controlling, and delivering process groups of the project lifecycle as used in project based organizations, and for special project within virtually all organizations. Emphasis is placed on the executing, controlling, and delivering process groups and through them the Project Management Institute's knowledge areas, (Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, and Project Procurement Management). This course is the third in a four series in preparation for the Certified Associate in Project Management (CAPM) offered through the Project Management Institute. Prerequisite: BUS262.

BUS264 Project Management with Microsoft Project **3-0-3**
This course is designed to provide the student with an understanding the software used to facilitate Project Management, especially Microsoft Project, and, through the application of software, to review the concepts in the PEMBOK Guide. Emphasis is placed on the using the software to control a simulated group project and through the simulation to review the Project Management Institute's Body of Knowledge, (Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Communications Management, Project Risk Management, and Project Procurement Management). This course is the fourth in a four course series in preparation for the Certified Associate in Project Management (CAPM) examination. Prerequisite: BUS263.

BUS282 Capstone Research **3-0-3**
This course will be taught from the viewpoint of the person who conducts market research with a concentration on techniques and processes required to conduct quality research studies. Topics include questionnaire development, sampling techniques, data-collection methods, and survey errors. Application of concepts through primary data coupled with secondary data through a market research project. This course must be taken in the student's final semester. Prerequisite: MKTG125.

BUS291 Internship **0-9-3**
A course designed to provide comprehensive experience in application of knowledge learned in previous coursework. Students will select a site and will work as a supervised intern. This course will be among the last in a student's program.

CHEM043 Developmental Chemistry **3-0-3**
This high school-level course in chemistry examines the structure of matter and the nature of chemical reactions. Particular attention will be given to the types of reactions that apply to the health field. These credits do not count toward graduation requirements.

CHEM110 Introduction to Chemistry **3-3-4**
This introductory course covers the fundamental principles of chemistry including measurements; atomic structure; periodic trends; names and formulas of compounds; chemical reactions and bonds; acids, bases and solutions: stoichiometry; gas laws; and radiation chemistry. It is designed for students who have had no instruction or limited instruction in chemistry. The course is for the student whose chemistry requirements will have been fulfilled upon completion of this course. It satisfies the needs of the health sciences and related fields as well as the needs for the student who is preparing for further study in chemistry. Prerequisite: MATH084, MATH090, or sufficient Placement Scores. This course is not intended to be a prerequisite for CHEM115.

CHEM115 General Chemistry I **3-3-4**
The objective of the chemistry course is to introduce the student to the principles of chemistry included in the first semester of a two-semester chemistry course. The course will include topics such as components of matter, stoichiometry, chemical reactions, gas and kinetic-molecular theory, thermo chemistry, quantum theory and atomic structure, chemical periodicity, chemical bonding, and molecular geometry. Principles taught in lectures will be reinforced in laboratory experiments. Prerequisite: CHEM043 or High School Chemistry (or CHEM110) AND MATH084, MATH090, or sufficient Placement Scores.

CHEM116 General Chemistry II **3-3-4**
This general chemistry course is designed to introduce the student to the principles of chemistry included in the second semester of a two-semester chemistry course. This course will include topics such as intermolecular forces, properties of solutions, kinetics, chemical equilibrium, acid-base equilibrium, electrochemistry, and thermodynamics. Prerequisites: Completion of MATH150 or sufficient placement scores and successful completion of CHEM115.

CHEM200 Organic Chemistry **3-3-4**
This course will provide an introduction to the properties and reactions of hydrocarbons and their oxygen and nitrogen derivatives. Special emphasis will be placed on the application in biotechnology and related fields. Laboratory experiments will reinforce class lecture where possible. Prerequisite: CHEM115 and CHEM116.

CHEM205 Biochemistry **3-3-4**
This comprehensive, introductory level class emphasizes cellular metabolism, and covers the structure and function of the four major classes of biological macromolecules: proteins, nucleic acids, carbohydrates, and lipids. Laboratory exercises will reinforce theoretical concepts presented in the lecture portion of the course. Prerequisites: BIOL108, CHEM115, CHEM 116 and C- or better in MATH145 or higher level math class.

CIS097 Computer Fundamentals **0-2-1**
This course is designed for students with little or no computer skills or for those who are interested in refreshing their computer knowledge. Students will identify the major hardware and software components of a computer, gain proficiency in the Windows operating systems environment and learn how to manage, save, copy and delete file and folders. Students will also gain knowledge in current trends and topics in computer technology and will learn the terms and skills needed in today's computer literate society. This course may not be applied to meet certificate or degree requirements.

CIS110 Introduction to Computers **2-2-3**
As a foundation course to gain computer literacy, students will use a fully integrated, hands-on approach to understand the critical components of computer technology. Students will examine personal computer hardware and software components, gain proficiency in the Windows operating system environment, and learn the fundamental elements of Office Application Software including word processing, spreadsheets, presentation software, and database applications. Students will also explore various facets of the Internet including using the Internet for research, working with online learning tools, evaluating electronic information, safeguarding data, proper use of email, and other current web technologies. Prerequisite: Placement Testing or C or better in CIS097.

CIS111 Computer Technologies **2-2-3**
The purpose of this course is to provide students with the fundamental background and understanding of various critical components of computer technology. A required course for all computer majors, this foundation course provides students with a firm foundation in computer technology including: hardware components, software applications, processors, memory management, secondary storage, file management, operating systems, networking essentials, ethics, and emerging technologies. Students will also explore various ethical issues surrounding the use of digital information, as well as the impact of technology on business and society. Prerequisite: CIS110 or permission of Instructor.

CIS112 Introduction to Object Oriented Programming **2-2-3**
This course will emphasize systems thinking as an approach to solving computer problems and understanding formal logic. Programming theory and logic will be presented with hands-on practice in model environments, while students are provided with essential problem-solving methods, techniques, and disciplines. Control flow, data manipulation, and planning methods will be emphasized. Students will develop confidence in applying programming solutions, will be exposed to pertinent terminology, and will learn the effective use of reference materials. Prerequisite: CIS097 or higher.

CIS113 Database Design and Management **2-2-3**
This course is an introduction to database analysis, planning, designing, and implementation with emphasis on the relational model. Students will study the theory behind relational databases, relational database nomenclature, and relational concepts. The course will include studying Structured Query Language (SQL) and optimizing databases through normalization. Students will apply their knowledge with hands-on exercises designed to teach the intricacies of database design methodology. A final project will conclude the course. Prerequisite: CIS110.

CIS118 Introduction to .NET **2-2-3**
This course will provide students with an understanding of structured, procedural, and event-driven programming. Students will develop techniques for problem solving through the application of programming methods and will gain experience in the nuts-and-bolts of program design as they complete lab work and assignments. Students will learn to use the Visual Basic .NET language and programming environment. Prerequisite: CIS112.

CIS124 Web Development I **2-2-3**
In this course, students will gain knowledge of the web site development process and learn how to develop web pages using XHTML standards. Through the use of different text editors and validation programs students will study in detail XHTML syntax and will develop well-formed and valid web pages. Students will also incorporate text, graphical, and form components into web pages and will use text formatting, tables, and CSS for page layout and site design. Prerequisite: CIS110, CIS111, or permission of instructor.

CIS134 Web Style and Design **2-2-3**
Students will learn the basic layout and imaging skills for attractive, informative, and entertaining Web pages. Course topics include information architecture, site design, layout, type, color, scanning, image manipulation and formats, copyrights, element integration, and compatibility issues with multiple browsers. Current software specific to Web publishing will be utilized. Prerequisites: DMT115, CIS124.

CIS146 Linux I **2-2-3**
The purpose of this course is to provide students with the fundamental skills needed to work in a Linux environment. A recent version of the popular public domain operating system Linux will be used as a vehicle for course delivery. Topics to be covered include the file system, file management, text editors, running and creating shell scripts, Xwindows, and basic system administration. Installing the Linux operating system and networking issues will also be discussed. Prerequisite: CIS112.

CIS148 Introduction to Java Programming **2-2-3**
The purpose of this course is to provide a solid foundation in the Java programming language. Program planning, object oriented design, and Java language syntax will be emphasized. This course will prepare students for advanced study of the Java language as well as introduce students in other fields of computer study to general object programming. Prerequisite: CIS112.

CIS149 Linux Applications **2-2-3**
In this course, students will explore the various common business applications available to run on Linux. This includes Star Office, Open Office, Evolution, Mozilla, Gimp, and many other useful, open-source programs which are generally available free from sources on the Internet.

CIS156 Computer Applications in Business **2-2-3**
This course stresses project planning using technology, aiming to provide professionals the ability to meet the challenges of business. Through a project-based approach students will learn advanced concepts and functions of business application software. To become more efficient and effective students will successfully solve real-world office technology problems using integrated software applications. Students will be able to manage customers and sales opportunities more effectively, create impressive sales and marketing materials in-house, manage email, and share information more efficiently using Microsoft Office. This course is well suited to those students who know the basics of Microsoft Office and need to become thoroughly knowledgeable and experienced in its many applications. Prerequisite: CIS110.

CIS158 Introduction to C++ **2-2-3**
This course introduces students to the fundamentals of structured programming and to the procedural aspects of the C++ programming language. Students will create programs to demonstrate the topics of program control, functions, arrays, and pointers. Microsoft's Visual C++ will be used as the primary development tool; however, other environments may also be utilized. Emphasis will be placed on the creation of platform-independent applications in order to allow students to become familiar with the core features of the C++ language. Prerequisite: CIS112.

CIS178 Introduction to Python **2-2-3**
This course will provide a gentle, yet intense, introduction to programming using Python for highly motivated students with little or no prior experience in programming. The course will focus on planning and organizing programs, as well as the grammar of the Python programming language. Prerequisite: CIS112.

CIS216 Web Server Administration **2-2-3**
In this course students will discover how to manage web sites at the server level. Students will learn how to set up and maintain the hardware and software needed for both Internet and Intranet web sites. Emphasis will be placed on setting up a UNIX/Linux system with Apache web server; however, other platforms will be discussed throughout the course. Prerequisites: CIS146, CIS224.

CIS218 Advanced .NET **2-2-3**
This course will expand the students' understanding of structured, procedural and event-driven programming using Visual Basic .NET. Students will learn advanced programming methods and will gain further experience in the nut-and-bolts of program design as they complete lab work and assignments. Prerequisite: CIS118.

CIS223 Advanced SQL **2-2-3**
In this course, students will learn how to use Structured Query Language to manipulate and retrieve data from relational databases. Students will use SQL to modify database structure, add user permission to databases or tables, query the database for information, and update the contents of a database. Stress will be placed on working with large database management systems like SQL Server. Prerequisite: CIS113.

CIS224 Web Development II **2-2-3**
Building upon the web development skills taught in CIS124, this course will enable students to create dynamically-built web sites using JavaScript and other client-side scripting languages. Students will also gain advanced XHTML and CSS skills and will gain familiarity with programming concepts and terminology common to many web scripting languages. Please note that if students have no previous programming experience, then CIS112 is a must prior to enrolling in this course. Prerequisites: CIS112, CIS124.

CIS246 Linux II **2-2-3**
Building upon fundamentals previously acquired, students will further develop Linux skills and knowledge in a hands-on environment. Students will install a dual boot operating system, develop shell scripts for application management, configure various business productivity applications, discuss Linux security issues, and gain a further understanding of Linux administration with respect to using and configuring various network services. Prerequisite: CIS146.

CIS248 Advanced Java Programming **2-2-3**
In this course, students will extend their knowledge of object-oriented programming through the use of the Java programming language. They will develop applets for use in web pages as well as stand-alone applications. Application design, planning, language syntax, and a variety of Java environments will be covered. Individual and group projects are emphasized throughout the course. Prerequisite: CIS148.

CIS249 Linux Databases **2-2-3**
In this course, students will establish a firm foundation in Linux database installation, design, construction, and use. Students will install and use My SQL and Postgres SQL, two popular open-source database programs, along with a variety of useful tools to work with these databases. Students will also write basic PHP/Perl code to link these databases to websites. Prerequisites: CIS113, CIS146.

CIS253 Data Sharing **2-2-3**
This course will provide the student with the skills necessary to share data across the Internet. Topics will include database queries, ASP, JSP, and CGI scripting, as well as security and form design. Current trends will be examined and discussed. Prerequisites: CIS223, CIS224.

CIS254 PHP and MySQL **2-2-3**
PHP is a server-side, cross-platform scripting language. It offers a server- side approach to database connectivity with an integrated environment where complex scripting code combines with plain HTML. This class enables students to create dynamic web applications with PHP and MYSQL. Topics include the basics of PHP, mixing PHP and HTML, displaying dynamic content, using cookies, and database connectivity. Other topics may include: fusebox design and open-source prebuilt solutions. Prerequisites: CIS113, CIS224.

CIS258 Advanced C++ **2-2-3**
This advanced programming course emphasizes the C++ implementation of object-oriented designs. It expands upon the structured techniques introduced in CIS158. While concentrating on the creation of C++ object systems, students will learn advanced language topics such as function overloading, default arguments, inheritance, virtual functions, and run-time type information. Prerequisite: CIS158.

CIS281 Internship **1-8-3**
This capstone course allows a limited number of students to receive on-the-job experience at an off-site location related to their specific area of academic concentration. Students are required to work eight hours per week at positions that meet the criteria established by the Internship Manual. A seminar meeting once per week will review internship progress and discuss issues related to successful employment. The course has one hour of lecture and eight hours of work for three credits. Department Elective. Prerequisite: completion of coursework for the first three semesters of the student's program of study and approval of the Department Chair and/or Program Advisor.

CIS291 Advanced Topics **2-2-3**
The purpose of this experience is to provide qualified students with the opportunity to pursue academic work outside the formal classroom setting. Independent Project is an ideal way for a student to specialize in a concentrated area within the Computer Technologies Department. In order to be eligible for this challenging opportunity, students must seek the approval of the Department Chair and work with a faculty advisor to set up a course of study. Students must submit an original project plan prior to acceptance.

CIS292 Portfolio Preparation and Presentation **1-0-1**
As a required capstone course, this course is an opportunity for students to demonstrate they have achieved the required goals and objectives for the CT/DMT Programs. The course is designed to assist students with final portfolio preparation. Prerequisite: Approval of the Department Chair and/or Program Advisor upon completion of coursework entering final semester (Permission "PERMXXX").

CRJ101 Intro to Criminal Justice **3-0-3**
This course covers the components of the justice system in American society. Although civil law will be discussed, the emphasis will be on the criminal justice system. The influence and pressures of changing social, political, technological, and economic factors on the agencies of justice will be studies. Much of the focus will compare ideals with realities of the system. Law enforcement, the courts, and correctional aspects will be examined.

CRJ121 Criminal Procedure **4-0-4**
This course analyzes the constitutional issues in the United States which have direct bearing on the role and policies of criminal justice agencies. Application of these issues as they relate to investigation, arrest, pretrial and appeal will be emphasized.

CRJ123 Criminal Law **4-0-4**
This course provides an in-depth review of substantive criminal law in the federal and state systems including analysis of the essential elements of all major crimes, the concepts of constitutional review and judicial scrutiny and the principles governing legal challenges to the constitutionality of laws.

CRJ150 Criminology **3-0-3**
Students will learn the definition and nature of crime, criminal statistics, and a survey of the theories of crime causation. Emphasis is placed on crime patterns and typologies.

CRJ205 Police Operations **3-0-3**
This course covers the principles of police organization and administration, along with community policing as well as the selection, training, promotion and socialization of officers. It also examines issues involving the influence of research, police deviance, minorities, the use of force, and the general hazards of police work.

CRJ210 Juvenile Justice **3-0-3**
An examination of causative factors in the development of youthful offenders and the development and philosophy behind treatment and rehabilitative practices are covered. The course also covers legal, procedural, and substantive issues pertaining to the juvenile justice system.

CRJ215 Corrections Operations **3-0-3**
This course is a study of correctional processes and services, standards, personnel and principles of management; allocation of resources, training and staffing; the role of sentencing and work release programs; special programs and the use of outside contracts.

CRJ225 Drug Abuse and the Law **3-0-3**
In the first part of this course, the historical use of the major drug groups (including alcohol) will be reviewed. In the second part, the reaction of the criminal justice system to illegal involvement with drugs and alcohol and methods of treating substance abusers will be reviewed.

CRJ230 Justice and the Community **3-0-3**
This course deals with the interaction of the various components of the justice system with the community. It involves an analysis of the way the work of police departments, courts, correctional institutions, and community corrections agencies appear to the public. The image of the justice system in the media is examined: specific attention is paid to the issues of the young, minorities, and community organizations.

CRJ270 Criminal Justice Internship **0-9-3**
This course prepares students entering the field of criminal justice by applying theoretical knowledge to practical experience. Students will complete a minimum of 120 hours at an agency provided by the internship coordinator and assist in activities deemed appropriate by the agency. The agency will also evaluate the student. Students are required to maintain an internship log and prepare an extensive paper which relates previous criminal justice coursework to the internship experience. Approval from the Department Chair is required prior to registration.

CRJ275 Senior Project **3-0-3**
This course presents an opportunity for students to focus on a specific issue or topic in Criminal Justice with a primary emphasis on completion of a major independent research project and topic paper analyzing an agency or significant concept/ issue in Criminal Justice. Students MUST see their Program Coordinator to discuss their goals for the course and to register for this class.

DMT115 Introduction to Graphic Design **2-2-3**
This design course will explore design and layout considerations for various production media. Students will study principles of design including color theory, line, texture, pattern, balance, space and movement. Students will be introduced to computer graphics creation using industry standard software packages such as Macromedia Freehand and Adobe PhotoShop. Students will also experience hands-on drawing and design lessons to develop their own senses, learn how to use paths, manipulate basic shapes and text, apply color and gradients, implement styles, work in multiple layers, trace, and scale. Students will be able to use these design applications for future study in Web Design and Multimedia Production. Prerequisite: CIS110.

DMT120 Intro to Digital Photography **2-2-3**
Students must supply their own digital SLR camera. This course serves as an introduction to digital photographic processes, in which technical aspects of cameras and equipment are reviewed. Basic photographic principles such as using aperture and shutter speed to control exposure, metering, depth of field, lenses, and flashes are explained, through which students can gain an understanding of compositional techniques used to create professional-quality exposed photographs. This course also focuses on the history of photography and reviews techniques utilized by photographic masters. Prerequisites: DMT115 and Permission of Program Coordinator.

DMT125 Introduction to Animation **2-2-3**
In this course, students will learn how to apply the principles of animation and gain a full understanding of the animation process from conception to completion. Topics to be covered include storyboarding, creating production artwork, setting key frames, tweening and interpolation, creating and animating characters, materials manipulation, and lighting. Hands-on experience using 2D and 3D animation tools and software application programs is a core component of this course. Students will gain a working knowledge of Macromedia Flash that will be expanded upon in DMT264. Prerequisite: DMT115.

DMT135 Introduction to Photoshop **2-2-3**
Adobe Photoshop brings the art and science of photo manipulation to the Web and other computer applications. An overview of the Photoshop environment, color processes and channels, image modes, scanning, compositing, adjustment layers, masks, type manipulation, filters, actions, file formats, and web/multimedia considerations are among the many topics covered in this course. Prerequisite: CIS110.

DMT142 Publication Design **2-4-4**
This hands-on course introduces students to the basic hardware and software components of publication design as well as the skills needed to produce attractive and effective printed materials. Students will learn to produce page layouts; create business cards, brochures, display ads, newsletters, menus, logos and announcements, while fulfilling in-class service learning objectives for community partners. Prerequisite: CIS110 or CIS111. This is a Service Learning Course (SL).

DMT165 Introduction to Video Production **2-2-3**
In this course, the fundamentals of video production and editing will be studied through individual projects. A technical foundation will be established regarding rudimentary aspects of video engineering. All aspects of the production process including camera functions, lighting, shooting techniques (ENG and EFP), audio-for-video, and voice over acquisition will be presented. Editing concepts and aesthetics will be examined through an introduction to film history and current editing standards. A detailed introduction to Adobe Premiere and video editing concepts will provide students with the tools to assemble their acquired video elements into a final video project of their choice. Prerequisite: CIS110.

DMT166 Scriptwriting for Film & Video **2-2-3**
This course introduces students to the basic elements of scripting and storyboarding for both film and video production. Classic narrative film scripting and two-column video scripting will be covered. Students will produce their own scripts to demonstrate abilities in using a visual vocabulary to communicate visual ideas via the written word. Prerequisite: CIS110 and placement into ENGL110.

DMT167 Single Camera Production **2-2-3**
This course focuses on single camera production to build on student proficiencies in shooting, lighting, and editing. Students will learn camera functionality for properly shooting a story including managing shot coverage, conventional lighting techniques including lighting for an interview, and requisite on-location sound acquisition techniques and the audio equipment required to carry that out. Additionally, students will build on their introduction to editing in DMT165 and learn principles of editing sequence-shots and conventional match cutting. Prerequisite: DMT165.

DMT168 Multi-Camera Production **2-2-3**
This course centers on the multi-camera environment. Students will become proficient in broadcast studio production work including floor direction, technical direction, producing, audio studio lighting and camera work. Students will demonstrate multi-camera proficiency through the creation of broadcast-quality studio productions. Prerequisite: DMT165.

DMT169 Lighting for Video Production **2-2-3**
This course covers technical issues of lighting as well as the art of lighting. Students will learn how to control and manipulate beans and shadows to create specific moods and effects. Principles of optics will be covered as they pertain to understanding lighting issues. Both studio and field lighting will be covered in detail. Prerequisites: DMT167 and DMT168.

DMT170 Production Management **2-2-3**
This course concentrates on the producer's role in film and video. Students will learn industry standards for gathering, organizing and directing resources towards production goals. Treatment and script interpretation for budget development, fundraising and project management will be covered as well as written proposals and oral presentations. Skills are developed for managing resources towards the successful completion and marketing of a video, film, or television program. Prerequisites: DMT165 and DMT166.

DMT172 Introduction to Game Design **2-2-3**
What makes a great game? How do you create a computer or video game from start to finish? This course introduces basic techniques, concepts, and vocabulary necessary to understand the process of conception to design and programming games. This is a hands-on course that will include topics such as storyboarding, character creation, the user-interface, Artificial Intelligence, graphics, data structures, programming concepts and the history and psychology of games. Students will analyze existing games and work individually and collaboratively to design their own games. Students will gain valuable experience through the use of third party game engines as well as C++ and C#. (Prerequisites: CIS111, CIS112, DMT115, and DMT125)

DMT175 Adobe Illustrator **2-2-3**
Students will establish a firm foundation in Illustrator by mastering the primary tools and techniques necessary to create complex and attractive illustrations and text effects. Students will learn to use Illustrator's foundational tools and techniques such as paths, fills, strokes, pathfinder, drawing, painting, gradient mesh, filters, and masks to create artwork and illustrations that could be used for integration with multimedia, for vector animation, or on the World Wide Web. Prerequisite: DMT115.

DMT195 Intro to 3D Objects and Environments **2-2-3**
Students will learn the fundamental principles that form the basis of effective 3D development. Discussion will involve the use of space, form and color impact on computer games, computer graphics, animation and demos. The 3D concepts will be applied in both gaming and simulation contexts and will provide practical application of current 3D software tools used in industry. Prerequisites: DMT125 and DMT172.

DMT201 Digital Editing **2-2-3**
In this course students will participate in exercises to edit various projects in Final Cut Pro. All aspects of editing will be covered including aesthetics, audio mixing, audio effects, video effects, compositing, animating, and color correction. This course covers technical aspects of video compression as it relates to the maintenance of image quality and explores the various formats for digital distribution including DVD authoring. Prerequisites: DMT165, DMT167, DMT168.

DMT202 Digital Post Effects **2-2-3**
This course provides an in depth study of Adobe After Effects. Students will learn post production image manipulation for the creation of news graphics, animated logos, credits and titles, film effects and image treatments utilizing methods in composition, animation and masking. Additionally, students will learn about complex special effects used in major motion pictures. Prerequisite: DMT201.

DMT205 Advanced Photoshop **2-2-3**
This course will expand student's knowledge of Photoshop through the exploration of more advanced tools and techniques for both print and the Web. In-depth work on photo editing, masks, gradient masks and channels, color correction, image blending, digital images, clipping paths, filters and plug-ins, and the creation of 3-dimensional effects through the digital manipulation of lighting and shadow will be covered. Students will be encouraged to take their own creative ideas from sketch pad to completion. Many professional tips and tricks from publications written by industry experts will be covered. Prerequisite: DMT135.

DMT215 Advanced Graphic Design **2-2-3**
This digital graphic design course provides the student with challenging design problem solving experiences that can be applied to print and digital media. This project based course will utilize industry standard Adobe software, utilized as individual applications and in combination to produce a finished product. The student will be responsible for the development of an original idea from the thumbnail sketch to a digital comp, and to understand the impact of the visual message. The student will become fluent in graphic design vocabulary, experience collaborative work and develop visual literacy. Upon completion of this course the student will assemble a portfolio that expresses a personal voice, as well as help prepare them for an internship. Prerequisites: DMT115, DMT135 and DMT175.

DMT225 Introduction to Print Technology **2-2-3**
This course is an examination of different print mediums, the benefits of various technologies, and general application requirements for successful output. This course will rely on classroom discussion with emphasis placed on real-life examples of cost-effective decisions, requiring the student to remain current on industry news and trends. Utilizing Adobe InDesign, students will prepare files for print and perform preflight steps. Prerequisites: DMT115, DMT135, DMT175.

DMT261 Video Production Field Study **2-2-3**
This course will provide an opportunity for students to implement a directed-study project that will focus their skills in specific areas of video/film/broadcast production. This course requires student-initiated project ideas and development prior to registration for this class. Examples of potential projects include promo/training videos for local companies, commercials for local businesses, independent narrative films, animation projects, writing a narrative film script, etc. Opportunities may be provided for Service Learning (SL) projects in the community whereby students can do video projects which benefit Great Bay Community College partners. Prerequisite: Approval of the project by the instructor/program advisor prior to registration for this class. (PERMXXX)

DMT264 Expressive Web Animation **2-2-3**
Learn to use Adobe Flash to create interactive web sites, games, and applications. Building upon the skills learned in DMT125 Introduction to Animation, students will learn advanced drawing, animation, and interactivity techniques. Students will also learn the fundamentals of Action Script and how to manipulate information, objects, text, and sound to create a fully interactive application. Prerequisites: CIS112, CIS124, and DMT125.

DMT265 3D Design and Animation **2-2-3**
Students will learn the fundamental principles that form the basis of effective 3D development. Discussion will involve the use of space, form, and color impact on computer games, computer graphics, animation, and demos. Topics will include architectural visualizations and fly-throughs, proportional systems, geometry and harmony. Students will learn the fundamental principles that form the basis of effective 3D development. Topics will include scene and character development and animation, use of color and lighting, inverse kinematics and modeling using primitive shapes, NURBS and polygons. Hands on experience using 3D animation tools and software application programs is a core component of this course. Prerequisite: DMT125.

DMT272 Advanced Game Development **2-2-3**
This course will focus on the management of game development projects. Students will focus on all phases of building a commercial game or simulation. Students will examine and discuss existing games and apply this knowledge into practice by building a significant game or simulation through both independent and group work. Prerequisites: DMT195 and CIS258.

DMT275 Advanced Video Production **2-2-3**
Continuing where DMT165 leaves off, DMT275 will examine various aspects of video production and editing in greater detail. Students will learn script writing, story boarding and production planning as a necessary precursor to successful video production. Production and editing issues regarding film, broadcast, commercials, corporate, event, and legal video will be discussed. Students will be required to go out into the community and provide production services for a client in the form of a commercial or business/product presentation. Advanced aspects of nonlinear editing with Adobe Premiere will be addressed in detail such as video motion manipulation, audio and video filters, and transparency keys. Prerequisite: DMT165.

ECE100 Early Childhood Growth and Development **3-0-3**
This course examines the developmental patterns for children from conception through middle childhood. Students will recognize the influences of family, culture, environment and biology on development and understand major theories of child development. The use of informal and formal documentation tools are incorporated into the required child observations.

ECE106 Curriculum & Environment for Family Child Care **3-0-3**
This course provides an in-depth look into the home environment and the process of early childhood planning for multi-age groupings of children through age eight. The role of the environment as well as various curriculum programs will be explored and evaluated. Emphasis will be placed on developing positive growth in children through instructional and play materials, along with methods of evaluating the environment to ensure optimal opportunities for nurture and play. Participants will experience and broaden their own creativity and imagination through learning activities that can be applied to their home settings. Prerequisite: ECE100.

ECE107 Family Child Care Business Management **3-0-3**
This course will review the fundamentals of sound business practices as they relate to the running of a successful Family Child Care business. Emphasis will be on designing of business plans, budgeting, insurances, effective business policies, contracts, pricing, marketing, customer relations, purchasing, financial, legal, and licensing regulations and reports, small business management, and related record keeping.

ECE109 Art, Music, Drama and Movement in Childhood Education **3-0-3**
This course focuses on nurturing creativity in young children through the provision of developmentally-appropriate activities in the areas of art, music, dramatic play, and movement. The various methods and materials used to stimulate a young child's creative impulses will be explored.

ECE112 Curriculum Planning and Environments in ECE **3-3-4**
The emphasis of the course is planning, preparing and implementing appropriate activities and environments for preschool aged children. Students will observe the effects of space, equipment, materials, and its relationships on play, learning and discovery. There will be opportunities to plan and implement developmentally appropriate activities. Students will complete 30 hours of observation and assisting in a preschool setting as part of a lab requirement for this course. Prerequisites: ECE100, place into ENGL110, and permission of Program Coordinator or Course Instructor.

ECE116 Child Health, Safety, and Nutrition **3-0-3**
This course will provide the student with a variety of health, nutrition and safety concepts. These concepts will enable the individual to implement preventive health and safety practices based on New Hampshire Childcare Licensing Regulations. Students will be able to develop menus for meals and snacks which are nutritious, appealing, and age-appropriate for young children. Recognition and treatment of child-abuse victims will be addressed. It should be noted that CPR and First Aid are NOT part of this course.

ECE200 Math and Science Development in Childhood Education **3-0-3**
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 that 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 to complete course requirements. Prerequisite: ECE100, ECE112, and 3 additional ECE credits or permission of the instructor or Program Coordinator.

ECE202 Senior Practicum: Student Teaching **2-6-4**
This Practicum allows students to assume teacher responsibilities in an Early Childhood setting under guided supervision. Throughout the semester, students will practice developmentally appropriate methodology in their work with young children by planning and implementing activities and preparing an environment for their classroom. Students will complete Practicum hours at a college approved Early Childhood program. Students are usually placed with two different age groups in their senior year (i.e. infant/toddler; preschool; school-age). Prerequisites: ECE100, 112, 116 (ECE112 requires a C+ or better), Child Care Personnel Health Form on record with no physical or mental restrictions that indicate should not be around children; Successful background check as required by NH Child Care Licensing Bureau; reliable transportation to practicum site; cumulative GPA of 2.5 or better in ECE coursework and 2.0 overall GPA and permission of Program Coordinator.

ECE203 Language Arts in Early Childhood Education **3-0-3**
In this course, the development of language and literacy, components of a language rich environment, language arts curriculum, and approaches to reading and writing instruction will be explored. This course is designed to provide an overview of developmentally-and interest-appropriate literature and language art curriculum for young children. It will afford an opportunity to explore the various genres, recognize the value of literature to children's development, become familiar with exemplary authors and illustrators of children's literature, and learn ways to extend and enhance literature for young children. Prerequisite: ECE100, 9 credits in ECE or permission of Program Coordinator.

ECE204 Developmentally-Appropriate Curriculum for Infants and Toddlers **3-0-3**
This course provides an in-depth study of the normal growth and development of the child from birth through toddlerhood. Emphasis is placed on the interrelationship of emotional, social, cognitive, physical, and language development patterns of infants and toddlers. The student will learn to plan a developmentally-appropriate curriculum based upon standards of NAEYC and New Hampshire Bureau of Child Care Licensing. The sequential and effective use of play materials will be presented as essential to an infant and toddler curriculum. Students will be required to volunteer and observe eight hours in an infant and toddler program. Prerequisite: ECE100, ECE104 or permission of the instructor or Program Coordinator.

ECE206 Supporting the Special Needs Child **3-0-3**
The course will focus on the unique characteristics and needs of young children with communication disorders, sensory impairments, physical and health-related disabilities, child abuse, and giftedness, as well as those living under stress. Screening, assessment, early intervention, individualized education plans, inclusive education, community resources, and family issues will be discussed. Prerequisite: ECE100.

ECE210 Child, Family and Community Relationships **3-0-3**
Young children's learning and development are integrally connected to their families and community. This course will use Bronfenbrenner's Ecological theory to examine the child's relationship as influenced by family composition and stress, language, and culture within their school, home and community. Students will explore ways to establish collaborative relationships with families based on trust and respect and how to use protective factors that strengthen and empower families. Appropriate methods of communication and family involvement in early childhood programs will be explored and community resources for support will be identified. Professional ethics and their role in working with children and families will be examined. Prerequisite: ECE100 and 3 additional ECE credits.

ECE212 Senior Practicum: Professional Development **1-6-3**
This Practicum allows students to continue to assume teacher responsibilities in a different Early Childhood setting than ECE202. Students will assume increasing responsibility throughout the semester by completing child observations, planning activities and preparing an appropriate environment. Students will complete Practicum hours at a college approved Early Childhood program. Students are usually placed with two different age groups in their senior year (i.e. infant/toddler; preschool; school-age). Students will complete their electronic professional portfolio as part of the final requirement for this course. Prerequisites: ECE 100, 116; 112 with a C+ or better; Child Care Personnel Health Form on record with no physical or mental restrictions that indicate should not be around children; Successful background check as required by NH Child Care Licensing Bureau; reliable transportation to practicum site; cumulative GPA of 2.5 or better in ECE coursework and 2.0 overall GPA and permission of Program Coordinator.

ECE214 Appropriate Discipline and Guidance for Young Children **3-0-3**
The emphasis of the course is on the role of positive child guidance in preparing young children to become competent, confident, and cooperative individuals. Developmentally-appropriate methods of guiding children will be shared, along with effective strategies for preventing disruptive behaviors in the classroom. A recurring theme will be the impact of positive discipline on self-esteem. The influence of developmental, environmental, and health factors will be examined. Theories behind the approaches and techniques of discipline and guidance issues will be discussed. Prerequisites: ECE100 or permission of the instructor or the program coordinator.

ECE250 Childcare Administration and Management **3-0-3**
This course is designed to provide students with information on administering an early childhood education program. Students will examine diverse programs available to the community, examine state and federal licensing regulations along with national accreditation standards. Students will critically analyze the degree to which financial issues of marketing, accounting, and funding affect the management of the center. In addition, students will identify components of a healthy organization that manages people and resources in a positive, supportive manner. Prerequisite: 12 credits in ECE or permission of Program Coordinator.

ECON225 Personal Finance **3-0-3**
This course is designed to provide the student with an effective learning experience in personal finance. Emphasis is placed on helping students make sound financial decisions in the areas of budgeting, insurance, taxes, credit investments, real estate, and retirement planning.

ECON234 Macroeconomics **3-0-3**
This course analyzes the determinants of aggregate economic activity and the effects of government policies intended to achieve full employment, price stability, and economic growth. The course examines consumer and business spending, government expenditures and tax policies, and the impact of the international sector on the US economy. Topics include: inflation, unemployment, interest rates, fiscal policy and the public debt, monetary policy, international trade, and finance. (Fulfills Social Science requirement.)

ECON235 Microeconomics **3-0-3**
This course equips the student with an understanding of fundamental economic principles and tools. It presents economic analysis with respect to demand and supply, consumer utility theory, elasticity, costs of production, perfect competition and imperfect competition, and resource markets. Prerequisite: ECON234. (Fulfills Social Science requirement.)

EDU101 Introduction to Exceptionalities **3-0-3**
This course will provide students with an overview of the special education process in today's public schools. The special education process involves working effectively with school personnel and parents, and acquiring a general knowledge of various disabilities and needs of students. A comprehensive examination of inclusion and its effects on the classroom environment will be covered. This course will provide teachers and paraprofessionals with the basic knowledge to begin to successfully meet the needs of a variety of students in the classroom. This course will also provide a foundation for further courses in the area of special education.

EDU104 Foundations of Education **3-0-3**
This course will provide students with an overview of education in the United States and an overview of the many dimensions of the teaching profession. There are many factors that influence the teaching profession, from the students in the classroom to the political climate. This course will engage students in the examination of these influences and their affects on education in the K-12 setting. Students will be encouraged to reflect on the art of teaching. This course requires 20 hours of observations in a classroom setting.

EDU105 Accommodations for Math Instruction **3-0-3**
This course will provide educators with the tools needed to promote success within the K-12 mathematics classroom for a variety of learner needs. Students will be provided an overview of the importance of communication and collaboration within the classroom setting. An emphasis on the needs of the learner will be included. This course will provide an in-depth analysis of the accommodations needed within the K-12 mathematics classroom. A variety of general and specific accommodations will be introduced, demonstrated and incorporated into coursework.

EDU201 The Teaching & Learning Process **3-0-3**
This course will provide students with an overview of the teaching and learning process. The teaching process is multidimensional. Each component of the process is essential to the success of the learners. Students must develop an understanding of this process and the factors that lead to the success of the K-12 student. Students will be engaged in the material throughout the course as work will be designed for classroom implementation. Prerequisite: EDU104

EDU202 Current Practice: Teaching, Learning, Assessment **3-0-3**
This course will provide students with an in-depth study of the application of educational practices and pedagogical theory necessary to succeed as classroom teachers. The concepts presented will enhance and build upon material from prior courses. Students will incorporate current research and instructional strategies into their teaching repertoire as evidenced by individual and group activities. This course will prepare students for success in advanced methods and materials courses. Students will be required to complete a minimum of 10 observation hours in a school setting. Prerequisite: EDU104.

EDU203 Language, Linguistics, &Literacy **3-0-3**
This course will provide students with an in-depth study of language: acquisition, instruction, forms, terms, and process. A broad theoretical foundation will be given to promote a focus on literacy in today's classroom to meet the diverse needs of the English language learner. Prerequisites: EDU104 or both ECE104 and ECE100.

EDU206 Literacy in Education **3-0-3**
This course will provide students with an in-depth study of literacy in education. The areas of reading, writing, listening, and speaking will be viewed as interrelating processes. A broad theoretical foundation will be given to promote a focus on literacy in today's classroom. Students will also preview current research and methods of support available to teachers. Material in this course will be discussed consistent with themes of reflective practice and acknowledging and responding to the unique learning characteristics of all students. Prerequisite: EDU104.

EDU207 Topics in Special Education **3-0-3**
There are many factors that influence a teacher's ability to be successful in the classroom. This course will provide students with an in-depth analysis of essential elements of the teaching profession within the special education process. Students will investigate and reflect on a variety of factors that affect student success: methods of instruction, collaboration, ethical standards, the family's role in education, and political and societal influences on education. This course is appropriate for students seeking a career in a childcare or public school setting. Prerequisites: EDU104 or ECE104 & ECE112.

EDU215 Behavioral Challenges in the Classroom **3-0-3**
This course will provide students with an overview of behaviors that can hinder the educational process. It is essential that educators plan for behavior issues in the classrooms. An overview of the behavior issues related to a variety of disabilities will be provided. The course will provide students with a broad theoretical foundation of behavioral management strategies that can be used to support children with emotional, behavioral, and social challenges. An emphasis on observation skills, record keeping, and parental support will be provided. Prerequisites: EDU101 & EDU104 or ECE104 & ECE206.

EDU220 Families and Professionals in Special Education **3-0-3**
This course will provide students with an in-depth analysis of the special education team members and the families involved with the process. Special education is a team approach. Educators must become aware of the benefits of working with a team and the responsibilities of being part of that team. The family is an essential part of this approach. Strategies to enhance collaboration; develop communication skills; and build the home-school connection will be explored. Prerequisites: EDU101 & EDU104 or ECE104 & ECE206.

EDU225 Curriculum Planning and Implementation for Inclusion **3-0-3**
This course will provide students with an overview of effective instructional designs, methods, strategies, assessments, and assistive techniques to meet the needs of students with disabilities. An emphasis on inclusion and working with students in the general education classroom will be provided. It is essential that educators develop a repertoire of teaching strategies to value the strengths and meet the diverse needs of students in today's classrooms. The practice of inclusion involves accommodating the curriculum to meet the individual needs of all students in the environment most conducive to learning. This course requires 15 hours of observations in a special education or general education classroom setting. Prerequisites: EDU101 & EDU104 or ECE104 & ECE206.

ENGL097 Developing College Reading Skills **3-0-3**
Students will develop proficiency in the fundamental communication skill of reading. The skills emphasized include recalling detail, identifying main ideas, drawing inferences, thinking critically, increasing reading speed, and expanding vocabulary. Prerequisite: placement testing or a grade of C or better in ESL100 or higher. These credits do not count toward graduation requirements.

ENGL098 Developing College Writing Skills I **4-0-4**
Meeting individual needs is a primary goal of this course in which learners have the opportunity to strengthen their language skills in the unified context of the reading and writing process. Additional support is provided by structured writing workshops. Prerequisite: placement testing or a grade of C or better in ESL100 or higher. This course may not be applied to meet Certificate or degree requirements.

ENGL099 Developing College Writing II **4-0-4**
This course places the development of composition skills in the context of the reading and writing process. Students will examine a variety of texts for idea development and analysis of the organizational patterns that underlie personal and academic writing. Prerequisite: placement testing or a grade of C in either ENGL098 or ESL120 or higher. This course may not be applied to meet Certificate or degree requirements.

ENGL110 College Composition I **4-0-4**
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 drafting through pre-writing, revision and editing. This course places reading at the core of the writing curriculum by including interaction with reading selections as the vehicle for idea development, analytical and interpretive skills, and research, and to serve as writing models. Prerequisite: placement testing or a grade of C or better in ENGL099. *COLLEGE COMPOSITION I POLICY Students must pass the research component of ENGL110 College Composition I in order to pass the course.

ENGL114 Introduction to Poetry **3-0-3**
In this course, students will examine poetry in personal, historical and sociological contents. Prerequisite: ENGL110 or equivalent, or permission of the Instructor. (Fulfills English or Humanities requirement)

ENGL116 Introduction to Drama **3-0-3**
Drama combines the literary arts of storytelling and poetry with the world of live performance. As a form of literature, ritual, and entertainment, drama has served to unite communities and challenge social norms, to energize and disturb its audiences. In order to understand this rich art form more fully, students will study and discuss a sampling of plays that exemplify different kinds of dramatic structure; class members will also attend and review dramatic performances. Prerequisite: ENGL 110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL117 Introduction to Literature **3-0-3**
An introduction to the study, appreciation, and understanding of literature. Students will read a variety of types of literature- -fiction, drama, and poetry--from a variety of time periods. Emphasis will be placed on the variety of ways with which one can relate to a literary text. Prerequisites: ENGL 110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL120 Introduction to African-American Literature and Culture **3-0-3**
A survey of African-American literature and culture in which students encounter a variety of texts and performances ranging from traditional types of literature including fiction, nonfiction, drama, and poetry, to standup comedy, film, music and dance. The goal is to gain a broader understanding of the profound impact African-Americans and their cultural/artistic contributions have had on American society, politics, culture, and the American soul. Prerequisites: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL127 Introduction to Literary Analysis **3-0-3**
An introduction to the skills of analyzing literature. The course will provide a basic understanding of the forms of fiction, poetry, and drama. It will also introduce the student to the various schools of criticism from traditional to modernism, to structuralism, deconstructionist schools, as well as psychological, feminist, and political critical theories. Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL200 Themes in Literature **3-0-3**
Various faculty explore topics of special or thematic interest determined on a semester basis, at level appropriate for both students whose concentration is English and others. Emphasis will be placed on close reading and critical writing on the substance and language of literature, literary techniques and genres. Prerequisites: ENGL 110

ENGL209 American Literature through the Civil War **3-0-3**
This course samples American literature from its beginnings through the Civil War period, emphasizing themes that have left their mark on American consciousness and discusses how socio-economic themes relate to literature (as cause and as subject matter). Formal literary criticism is included as well as analysis of structure. Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL210 Oral Communications **3-0-3**
In this course, students develop interpersonal and public communication skills, using informative and persuasive modes of both written and oral presentations. This course builds upon the skills developed in College Composition. Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL213 Creative Writing **3-0-3**
In this course, the student will learn the techniques of creative writing. These techniques will run the gamut from brainstorming exercises to revising and editing. The student will learn these techniques through a combination of lecture, in-class exercises, and workshops. Prerequisite: ENGL110. (Fulfills English or Humanities requirement.)

ENGL214 College Composition II **3-0-3**
This course is designed to engage students in a reading and writing exploration of nonfiction. It will build on the skills developed in College Composition I to generate works written in a lively personal voice that are based on the active integration of experience and inquiry. Effective writing skills and research techniques are practiced in addition to creative approaches to scholarly writing. Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL215 Writing Technical Documents **3-0-3**
An introductory course that deals with writing and speaking effectively on technical subjects. The course stresses frequent practice in planning, composing, and editing letters, memos, and reports. The course also provides practice in resume writing as well as researching, organizing and presenting material extemporaneously. Prerequisite: ENGL110 or equivalent. (Fulfills English requirement.)

ENGL218 Short Story **3-0-3**
This course presents the short story as a major literary type, providing an analytical reading and interpretation of modern and contemporary fiction. The elements of the short story and the critical vocabulary necessary for discussing it are introduced. Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL220 American Literature after the Civil War **3-0-3**
This course samples post-Civil-War American literature, emphasizing themes that have left their mark on American consciousness, and discusses how writers explore socio-economic themes (especially the American Dream). Formal literary criticism is included as well as analysis of structure. Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ENGL225 The Plays of William Shakespeare **3-0-3**
This course will study the plays of William Shakespeare with the understanding that they were the popular entertainment of his day. Students will examine such themes as the tragic love of Romeo and Juliet, the comical view of love in "Much Ado about Nothing", the military heroism of Henry V, the ruthlessness of Macbeth, and the tragic consequence of inaction in "Hamlet". Prerequisite: ENGL110 or equivalent. (Fulfills English or Humanities requirement.)

ESL100 ESL - Intermediate II **3-0-3**
At this level, emphasis is on comprehending and producing written English. The course focuses on strategy-based activities of information gathering, summarizing, reading for information, and problem solving. Students develop vocabulary and academic reading skills and practice writing in various forms. Students at this level will use readings as models for developing effective writing skills. Grammar is taught in the context of all language skills. Prerequisite: a qualifying score on an ESL Placement Test or Intermediate I with a passing grade. These credits do not count toward graduation requirements.

ESL120 ESL - Advanced **3-0-3**
This course is designed to provide the student with instruction and practice in all language domains via the reading/writing process. The course will provide opportunities for students to compose their own versions of the reading selections studied. Students will continue to use readings as models for developing effective academic writing skills. Beyond the course reader, students will use other reading materials (i.e., magazines, journals, and college text books) for discussion, and reaction papers. Prerequisite: a qualifying score on an ESL Placement Test, or Intermediate II with a passing grade of "C" or better. These credits do not count toward graduation requirements.

FYE101 First Year Seminar **1-0-1**
This course is designed for Great Bay students during their intial year of enrollment. Pulling from the literature on best practices in student retention, the focus of this course will be on the cultivation of skills and behaviors necessary for college and career success. Course topics include study strategies, college survival, communication, self-awareness, engagement, technology, information literacy and 21st century skills, with an emphasis on habits of mind.

FYE103 Essential Skills for College Success **3-0-3**
This course is designed for Great Bay students during their initial year of enrollment. The focus of this course will be on the cultivation of skills and behaviors necessary for both college and career success. Course topics include study strategies, college survival, communication, self-awareness, engagement, technology, information literacy and 21st century skills, with an emphasis on habits of mind. The difference between FYE103 and FYE101 is time devoted to study skill instruction and career exploration. FYE103 will fulfill the FYE101 requirement for GBCC programs.

FYE103A Essentials Skills for College Success – Computer Technologies **3-0-3**
Similar to FYE103, this course is designed for Great Bay students during their initial year of enrollment. The difference is that FYE103A will allow the student to spend more time exploring and practicing the skills and behaviors necessary for success in the Information Technologies field. Topics include study strategies, college survival, communication, self-awareness, engagement, technology, information literacy and 21st century skills. Prerequisite: Admission to the Computer Technologies program or permission of Program Coordinator.

FYE103B Essentials Skills for College Success - Engineering Science **3-0-3**
This course is designed for Great Bay Liberal Arts-Engineering Science students to be taken during their initial year of enrollment. Based on the Engineering profession, the focus of this course will be on the cultivation of skills and behaviors necessary for both college and career success. Topics include study strategies, college survival, communication, self-awareness, engagement, technology, information literacy and 21st century skills, with an emphasis on critical thinking. Prerequisite: Admission to the Liberal Arts-Engineering Science program. Co-requisite: First Math course taken in the program.

GEOG110 World Geography **3-0-3**
The course is an introduction to the geographic and cultural elements of the world's major regions. Demographics, origins, language, religion, geopolitics, and agricultural features of the regions will be covered. The importance of place (geography) and how it shapes the character of the neighborhood, city, country and world will be emphasized as we look at key issues from a geographic perspective. (Fulfills Social Science requirement.)

HIST120 Western Civilization through 1500 **3-0-3**
The course surveys the development of civilization in the western world from the beginning of Mesopotamian culture through the Protestant reformation of the 16th century. Social, political, economic, and spiritual forces and patterns that shaped the eras of western history will be discussed. History as the record of human struggle and achievement, change and continuity will be emphasized. (Fulfills Social Science or Humanities requirement.)

HIST130 Western Civilization-1500 to the Present **3-0-3**
The course surveys the development of civilization in the western world from the 16th century to the present. Social, political, economic, and spiritual forces and patterns that shaped the eras of western history will be discussed. History as the record of human struggle and achievement, change and continuity will be emphasized. (Fulfills Social Science or Humanities requirement.)

HIST201 History of New England **3-0-3**
This course is a regional history of New England and New Hampshire, covering pre-contact Native American culture, the separatists and Puritan migrations, role of New England in the American Revolution, and the process of early industrialization. Various aspects of New England social life and cultural contribution will be examined as well as the urbanization and diversification of New England and New Hampshire in the 20th century. (Fulfills Social Science requirement.)

HIST202 United States History through 1870 **3-0-3**
The political, social, and cultural development of the United States from settlement to 1870 is studied. Emphasis will be on the development of nationalism, political institutions, sectional rivalry and slavery, and the cultural development of the American people. The course will conclude with the period of Reconstruction. (Fulfills Social Science requirement.)

HIST203 Topics in History **3-0-3**
This course will vary by semester. Historical topics will be chosen to reflect faculty and/or student interest and will then focus on an in-depth coverage of that topic. All courses will focus on historical events, forces, personalities, ideas, and values shaping the contemporary world. Critical thinking, speaking, and writing skills will be emphasized, as well as the ability to analyze historical sources. (Fulfills Social Science requirement.)

HIST204 United States History - 1870 to the Present **3-0-3**
The political, social, and cultural development of the United States from the period following Reconstruction to the present is covered. Emphasis will be on the urban industrial age, America as a world power, and the challenges to, and advances of, human rights and cultural pluralism. (Fulfills Social Science requirement.)

HIST210 History of China **3-0-3**
This course is a survey of the history of China from the Opium Wars to the present. It explores the political, economic, social, and intellectual upheavals which constitute recurrent elements in Chinese history. (Fulfills Social Science requirement.)

HIST211 Modern Middle East History **3-0-3**
This course is a survey of the main political, economic, religious and political currents in the region of the world known as the Middle East. The emphasis will be on events since World War II. Topics will include colonialism, the rise of nationalism, the creation of modern nation-states, and the role of the state in an Islamic society. The relationship of the Middle East to the rest of the world, the United States in particular, will be discussed. The geographic and historical roots of many current issues will be emphasized. (Fulfills Social Science requirement.)

HIST212 U.S. History Since 1945 **3-0-3**
This course examines the 20th Century, reviewing major events from different perspectives. The goals of the course include: a fundamental understanding of major events that shaped the century; a sense of the sources of contemporary problems; exposure to artistic and cultural developments and their historical context; the development of a chronological sense of the century; and an extension of the world view beyond ethnocentric limitations.

HIT120 Intro to Health Information Technology **3-0-3**
This course describes the use of information technology and the role as a HIT professional in the development of the electronic health record. It provides clear understanding of health information infrastructure and systems along with health care informatics including technology, applications, and security. Prerequisites: Admission to Health Information Technology program and Placement at College Level Reading.

HIT125 Classification Systems **3-0-3**
HIT students will learn multiple terminologies, vocabularies, code set, and classification systems in detail. In addition, students will understand key systems to know how to prepare for the adoption of the electronic health record (EHR). Discover how the various data sets can be created, accessed, combined, manipulated, and shared. Prerequisites: Admission to the HIT program and C or better in the following classes AH110, AH112, MOAA130.

HIT130 Electronic Health Record **2-2-3**
This course will introduce the basics of electronic health records through practical implementation; this course covers how the electronic health record impacts the job responsibilities of the medical office staff. Prerequisites: HIT120, CIS111, AH110 all with a grade of C or better, Admission to Health Information Technology Program and Placement at College Level Reading.

HIT140 Pharmacology for the HIT Professional **3-0-3**
This course will introduce the basics of electronic health records through practical implementation; this course covers how electronic health records impact job responsibilities of the medical office staff. Prerequisites: Admission to the HIT program, C or better in both AH110 and CIS110.

HIT210 Quality Improvement **3-0-3**
Clinical documentation is the foundation of every patient health record. The HIT student will learn about clinical documentation, understand its importance, and will be able to apply documentation principles in any healthcare organization's clinical documentation improvement (CDI) program. The student will understand the key users of clinical documentation including patients, clinicians, coding professionals and reimbursement entities and how documentation affects all of these users. Prerequisites: Admission to the Medical Office Administrative Assistant or Health Information Technology program; and prerequisites/co-requisites of AH110, AH112, MOAA130, HIT120 all with a C or better, and MATH145.

HIT215 Computer Applications in Health Care **2-2-3**
This course covers the basic principles and mechanics of the electronic health record (EHR), data retrieval, software applications for healthcare and healthcare computer systems, healthcare security, and data quality. Prerequisites: Admission to the HIT program, C or better in all CIS111, AH110, MOAA130 (or may be co-req), and HIT130 (or may be co-req).

HIT220 Directed Practices I: PPE **0-6-2**
This course is to offer an introduction to health information technology in practice. The student will experience application issues specific to the health domain. This PPE (professional practice experience) is an opportunity for students to begin to apply theories, ideas, principles, and skills learned in the classroom to Health IT practice. Using the internship site as the organizational laboratory, the student will further develop skills for becoming a Health IT professional. This course will be offered in an 8-week format with a total of 96 hours of student/PPE site interaction. Prerequisites: HIT130, HIT140, HIT210, MOAA130, MOAA210 all with a grade of C or better. Admission to Health Information Technology program.

HIT240 Directed Practice II: PPE **0-6-2**
This course is the capstone to the Health Information Technology program. The purpose of the HIT PPE (professional practice experience) is to offer further information technology development experience for students that addresses significant application issues specific to the health domain. The internship is an opportunity for students to apply theories, ideas, principles, and skills learned in the classroom to Health IT practice. This course will be offered in an 8-week format with a total of 96 hours of student/PPE site interaction. Prerequisites: All core courses HIT120, HIT130, HIT140, HIT210, HIT215, HIT230, HIT220, MOAA130, MOAA210 and MOAA212. Admission to Health Information Technology program.

HLS110 Introduction to Homeland Security **3-0-3**
This course will encompass the study and relationship between those entities and institutions necessary for the protection of the United States. Course instructional material will examine the components of Federal, State, and Local Police Agencies, as well as the role of Private Security and Emergency Responders needed to facilitate the implementation of the Homeland Security Act.

HLS115 Crisis Planning, Operations, and Management **4-0-4**
Concepts, issues, and problems of crisis and emergency management are introduced. The development of crisis and contingency plans and systems, such as the National Response Plan and the National Incident Management System, are described. Topics include organizing for response, managing the response organization, managing in a turbulent high-stress environment, crisis decision making, and crisis communication.

HLS120 Introduction to Terrorism **3-0-3**
This course explores the nature of terrorism, the motivations of terrorists, and the tactics that terrorists use. It surveys state sponsored terrorist groups, as well as several leading past and current radical groups. The final weeks of the course will assess different methods of countering terrorism, ranging from law enforcement to covert action.

HOSP110 Introduction to Hospitality Management **3-0-3**
This course provides an introduction to the various components of the hospitality management field. Topics include resort tourism supply and demand; customer service; the relationship between hospitality resorts and the hospitality industry; the development, of technology and its impact on restaurant management; trade association and career opportunities.

HOSP150 Hotel Operations **3-0-3**
This course focuses on the roles and duties of the general manager and front office manager of a full service hotel. With an emphasis on front office operations, this course will focus on the interdepartmental flow of operational procedures for the total hotel organization. The student will examine all elements of effective hotel operations management including planning, staffing, revenue management, cost controls, reservations and sales.

HOSP175 Hospitality Marketing and Sales **3-0-3**
This course applies basic marketing principles and sales techniques to the unique environment of the hospitality industry. Students will learn how to develop a strategic marketing plan integrating key elements of market segmentation, targeting, and branding. Current trends in global marketplace distribution and promotional strategies will also be examined. With a focus on understanding consumer behavior, this course will provide students with an understanding of sales management theories and practices used by hospitality professionals. Through case studies, lectures, guest speakers, and projects, students will apply techniques and strategies to a variety of service businesses including hotels, resorts, spas, and restaurants. Prerequisite: HOSP110.

HOSP210 Customer Service **3-0-3**
This course examines the principles of customer service and its significance in a service-driven industry. Topics covered include: the service strategy; internal and external customers' wants & needs, communicating customer service; profiles of successful companies; and service people - motivation, communication, and reward.

HOSP215 Planning Meetings & Conventions **3-0-3**
This course introduces the various types of events and activities that can be planned for resort management hotels and convention centers. Students will learn how to work with business convention coordinators, recruit speakers and performers, plan menus, deal with catering departments and talent companies, and plan special events. Negotiation skills, creativity, liability issues, and risk management will be emphasized.

HOSP225 Hotel, Restaurant, & Travel Law **3-0-3**
This course provides a basic understanding of the legal principles and precedents related to hospitality industries with a concentration on hospitality management. Topics include employee relations, compliance with the Americans with Disabilities Act, contracts, liability, negligence, health and safety issues, discrimination, questions of jurisdiction, competition and anti-trust issues, and international relations. Case studies will be examined and the concept of ethics within the industry will be explored. Prerequisite: HOSP110.

HOSP230 Restaurant Development & Strategic Planning **3-0-3**
This course will introduce students to the basic skills of effective restaurant administration. This includes supervising personnel, problem solving, forecasting and operational analysis. There is training in menu planning and food and beverage cost control. Students will acquire firsthand knowledge of developing a restaurant from concept to operation.

HOSP235 Food and Beverage Operations **3-0-3**
This course is designed to introduce the student to managing front-of-the-house operations with a focus on providing superior service. Management topics include food and beverage product knowledge, sales forecasting, cost control, and basic human resource management. Distilled beverages and wines and the impact they have on resorts and restaurants in generating sales and planning menus will be examined. The course will also include the laws and procedures related to responsible alcohol service.

HOSP244 Introduction to the Spa Industry **3-0-3**
This course will examine the growing segment of spas and spa services. The evolution of the spa industry will be detailed from ancient civilizations to today with an emphasis on the interrelatedness of spas, medicine, healthcare, tourism and hospitality. Students will learn the unique aspects of a variety of spa categories including day, resort, medical, destination, hospital, and lifestyle management spa programs. Students will learn resume writing and interview skills. This course will provide the knowledge base necessary for students to successfully attain a position in Spa Management or for the Massage Therapy student to successfully apply for a position in the massage therapy field or establish a private practice. The student should be able to use these preparatory skills to facilitate the attainment of his/her career goals.

HOSP245 Spa Operations Management **3-0-3**
This course addresses the spa business basics such as how to establish a new spa as well as the unique aspects of spa operations and management. The spa environment, selecting and sourcing spa products, supplies and equipment will be examined. Students will focus on designing spa services that serve the mission and vision of the spa along with essential human resource management and guest service management techniques and strategies. Students will come to understand what it takes to manage a spa and succeed in this growing industry. Prerequisite: HOSP244.

HOSP250 Event Planning **3-0-3**
This course is designed to provide an introduction to the principles of event management. The student will examine event planning models and focus on the details required to plan special events. Emphasis is on the planning stage with research in selecting event themes and sites. Specific topics include event administration, detailed tasks and responsibilities, negotiations, staff management, budgeting, finance, advertising and promotion. Students will have the opportunity to volunteer and participate in a variety of area cultural, business, and tourism related events.

HOSP275 Communications for Hospitality Professionals **3-0-3**
Regardless of the career path a student chooses, interpersonal communications, professionalism, and appropriate business practices will play an integral role in career success. This course addresses the key topics hospitality students need to know to succeed in today's global workplace environment. Students will learn how to develop and manage effective workplace relationships and create a solid foundation for career success. Topics include effective interpersonal communication techniques with a focus on generational and cultural nuances, practicing professional communication via e-mail, text, and phone, managing your online image, leading productive meetings, resolving conflict, and developing networking skills. This course provides hospitality students with the career development skills needed for a successful transition onto the next stage of his or her career. Prerequisite: HOSP210.

HOSP280 Hospitality Internship **0-9-3**
The hospitality Industry internship is an opportunity for the student to experience on-the-job training at a business or professional job site. The student will self-place into an area (or sites) at which practical experience related to the hospitality industry can be acquired.

HUMA105 Introduction to Music **3-0-3**
This course is an introduction to western music. The student will listen to, read about, and discuss music from a variety of time periods, genres, and styles. The course will include some history and literature, and exposure to basic elements of music, as well as form and instrumentation. Primary emphasis will be on developing critical listening skills. (Fulfills Humanities requirement.)

HUMA117 Art History I **3-0-3**
This course surveys the history of art and design in western and non-western traditions from prehistoric to the Baroque period or 17th Century. The course emphasizes the connections among historical, political, social, religious, and artistic developments, showing how artists and designers are influenced by the culture and time in which they live. (Fulfills Humanities requirement.)

HUMA127 Art History II **3-0-3**
This course surveys the history of art and design in western and non-western traditions from the 18th through the 20th century. The course emphasizes the connections among historical, political, social, religious, and artistic developments, showing how artists and designers are influenced by the culture and time in which they live. (Fulfills Humanities requirement.)

HUMA135 Children & the Media: Diversity Issues **3-0-3**
This course will explore the relationship of children to media in its social context. "Childhood"is a unique time where many images have a dramatic impact on the development of attitudes and perceptions about others. Impressions that may penetrate the subconscious are formed in children through media. This influence will be used to analyze diversity and the resulting stereotypes of religion, gender, age, race, ethnicity, disabilities, socio-economic status, and body image. Children have an innate capacity for empathy, respect, and compassion toward others; an examination of the relationship between these qualities and the perceptions of diverse issues created by the media will be completed.

HUMA150 Critical Thinking **3-0-3**
This is a reading, writing, and speaking course that applies critical and creative thinking skills to controversial contemporary issues. Skills from asking incisive questions to making wise decisions are presented sequentially. The skills are then applied in analyzing and evaluating selected readings. Stress is also placed on having students develop greater confidence in their ability to make rational choices about social issues. (Fulfills Humanities requirement.)

HUMA200 Film and Society **3-0-3**
This course will study American film as an expression of American society. Film as a reflection of social trends and changes in America will be emphasized. The influence of film on social and cultural values will be discussed. Course may be organized by genre, time period, or theme. Prerequisite: ENGL110.

IST112 Applied Logic **2-2-3**
The course will present formal logic with a concentration on Classical and Symbolic Logic. Control flow, data manipulation and planning methods will be discussed, including diagramming and pseudo-coding. This course will emphasize systems thinking as an approach to solving will emphasize systems thinking as an approach to solving problems and understanding formal logic. Programming theory and logic will be presented with a hands-on practice in model environments, while students are provided with essential problem-solving methods, techniques and essential problem-solving methods, techniques and disciplines using digital semiconductors and micro-controllers. Students will develop confidence in applying programming solutions, will be exposed to pertinent technology, and will learn the effective use of reference material..

IST113 IT Essentials: PC Hardware and Software **2-2-3**
This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware components as well as suggested best practices in maintenance and safety issues. Through hands- on activities and laboratory exercises, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. The primary objective of this course is to provide the student with a general understanding of computer hardware and system software. The material covered in this course is intended to form a foundation of technical knowledge for system analysis, design, configuration, procurement, and management. In addition, an introduction to networking is included. This course helps prepare students for the industry recognized CompTIA's A+ certification.

IST122 Introduction to Networks **2-2-3**
As an introduction to local area networking systems an protocols, this course is the first of a four course sequence within the Cisco Academy program. Based on the Exploration I curriculum, an introduction to networks in the modern world explores network models, applications, fundamental protocols, and data communications. Laboratory experiences involve both simulation and implementation of Ethernet local area network systems.

IST123 Routing and Switching Essentials **2-2-3**
The second of a four course sequence within the Cisco Academy program is based on the Exploration 2 curriculum. A focus on the role of routing protocols within network systems explores both classful and classless distance vector and link state protocols including static, RIP, RIPv2, EIGRP, and OSPF. The impact of VLSM and CIDR on network systems is considered. Laboratory experiences include designing routed networks, configuring routing protocols for forwarding network traffic, route summarization, and route redistribution. Prerequisite: IST122

IST142 Virtualization Essentials **2-2-3**
This course in the IST Cloud path focuses on concepts surrounding virtualization with emphasis on the Desktop Virtualization. Virtualization and its components will be examined. Subsections will include managing CPUs, memory, storage, and other peripherals. Specific labs include: basic installation, setup and configuration of a PC Virtual Machine. Required knowledge includes PC experience, PC architecture, and how programs use PC resources. Prerequisite: IST113 or IST122 or permission of the Instructor.

IST150 Network Operating System Fundamentals **2-2-3**
This course is an introduction to Windows Operating System in general. Basic Concepts in both user and server configuration are explored. Concepts explored will involve topics such as Configuration tools, the use of the MMC to administer a network, adding a new library, and configuring user rights on a PC and Server. This course is part of the Microsoft Technology Associate (MTA) Certification Program which is an entry level certification program focused at individuals wishing to gain introductory knowledge of Microsoft.

IST151 Windows Network Operating Systems **2-2-3**
Windows operating systems are popular in the networking world. This course is aimed at developing competencies in installation, configuration, diagnosing and customizing Windows operating systems in networked environments. The relationship between Windows implementations and standard protocols and services as they relate to workstation systems will be emphasized.

IST161 Introduction to Information Assurance **2-2-3**
This course will provide information systems users with the basic knowledge of their role and responsibilities towards protecting information systems resources. Discussion will include workstation and office security, types of malicious programs such as viruses, access control schemes, and management. This will provide a foundation for further study of systems security and protection issues such as terminology, threats to information resources, computer abuse, and system vulnerabilities. This course maps to much of the Security+ Certification.

IST200 Communication Electro-Optics **2-2-3**
As informational systems approach physical limitations in performance, understanding electronics, optics, and electromagnetic propagation is critical for IST professionals. In this course, physical layer operations including communications theories, guided and unguided signal propagation, and physical layer phenomena are explored using intuitive, modeled, and experimental approaches. Prerequisite: IST113 or IST122 or equivalent competencies.

IST211 PC Technician **2-2-3**
This course will prepare the student to disassemble, reassemble, repair, upgrade, and otherwise work with the hardware of computers in a hands-on environment. Students will become familiar with past and present PC architectures with a view to passing the A+ Certification hardware core examination. Topics will include installation, configuration, diagnosing, and troubleshooting PC components. Operating system core examinations will also be discussed. Prerequisite: IST113 or equivalent competencies.

IST220 Advanced Routing **2-2-3**
Advanced Routing continues the exploration of developing scalable IP networks using advanced implementation of VLSM, private addressing, and NAT to optimize IP address utilization. Laboratory experiences will implement the RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols. In addition, details of the important techniques used for route filtering and route redistribution will be explored. Prerequisite: IST223 or Cisco Certified Network Associate (CCNA) certification.

IST221 Advanced Switching **2-2-3**
Multilayer Switching enables network administrators to implement appropriate technologies to build scalable multilayer switched networks; build switched networks using multilayer switching technologies; create and deploy a global intranet; and implement basic troubleshooting techniques in environments that use multilayer switches. The knowledge from this course will also enable learners to improve traffic flow, reliability, redundancy, and performance for LAN switching that are self-supported or transported via service provider. Prerequisite: IST223 or Cisco Certified Network Associate (CCNA) certification.

IST222 Scaling Networks **2-2-3**
The third of a four course sequence within the Cisco Academy program is based on the Exploration 3 curriculum. LAN switching protocols including VLANs, VTP, QoS, security and remote access management are explored. Wireless network access concepts are developed to balance ease of access with security and performance issues. Laboratory experiences involve advanced LAN configuration and testing. Prerequisite: IST122 .

IST223 Connecting Networks **2-2-3**
The last of a four course sequence within the Cisco Academy program is based on the Exploration 4 curriculum. Issues of convergence (voice, video, data) on networks are addressed in the context of WAN connectivity through PPP, HDLC, Frame Relay, and broadband WAN protocols. WAN security and efficient implementation through protocols including ACLs, DHCP, and NAT are explored. Prerequisite: IST122 and IST123.

IST227 Advanced Troubleshooting **2-2-3**
The goal of Internetwork Troubleshooting is to provide learners with hands-on experience in troubleshooting suboptimal performance in a converged network. Proficiency in troubleshooting internetworks is an integral part of the technical requirements for networking professionals. This lab-intensive course provides extensive opportunities to work hands-on with advanced internetworking configurations. Prerequisite: IST223 or Cisco Certified Network Associate (CCNA) Certification.

IST228 Network Implementation **2-2-3**
Network design and installation methods are utilized to plan and install horizontal layer and vertical backbone networks. Networks are designed, specified, and proposed using industry documentation and cost/performance analysis techniques. Students will implement their design to create an operational network, which is analyzed to prove the effectiveness of their plan, use installation equipment, materials, and standards. Prereq IST113 or IST223 or permission of instructor.

IST245 Information Storage and Management **2-2-3**
This course provides a comprehensive introduction to storage technology including Storage Area Networks (SANs), tiered storage (CAS) and file sharing attachment (NAS) that will enable the student to make informed decisions concerning the selection and implementation of storage systems in a complex IT environment. The student will learn about the architectures, features, and benefits of an intelligent storage system. Topics include networked storage technologies and long-term archiving solutions, information security, and the emerging field of storage virtualization technologies. This course focuses on storage technology concepts and principles that are reinforced with examples of actual solutions. Realistic case studies enable you to design the most appropriate solution for given sets of criteria. Prerequisites: IST113 and IST 122.

IST251 Windows Network Operating Systems Services **2-2-3**
Windows networking services including DHCP, DNS, WINS, remote access and security features are explored, installed, and configured in this strong laboratory experience course. The services are explored with respect to standard protocols and their impact on the operation of the network. Prerequisite: IST151 or equivalent competencies.

IST253 Windows Server 2008 Active Directory **2-2-3**
Windows Server 2008 Active Directory is a course in the Microsoft MTA path. Topics include configuring, maintenance and troubleshooting of Active Directory on a 2008 Server. Organizational Unit structure in relation to security will be explored. Define and configure Group Policy as a security tool will be examined. Prerequisite: IST151 or equivalent competencies.

IST262 Advanced Network Security **2-2-3**
This course in the IST Security track focuses on the overall security processes with a major emphasis on hands-on skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. Specific labs include: data encryption technology, VPNs including L2TP, PPTP, GRE, and IKE, AAA Security, TACACS+, IPSec, Perimeter routers & advanced ACL/CBAC/PAM, TCP Intercept & Denial of Service attacks, NAT/PAT. Some knowledge of TCP/IP protocol is assumed. This course covers many of the Security+ Certification Domains of Knowledge. Prerequisite: IST 223 or equivalent competencies.

IST264 Configuration Security Appliance **2-2-3**
This course in the IST Security track focuses on the configuration of the Cisco PIX Security Appliance, with a major emphasis on hands-on skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. Specific labs include: basic configuration, DHCP server, NAT/PAT, conduits, multiple interfaces, advanced ACL/CBAC/PAM, object groups, AAA Security, CSACS, advanced protocols and intrusion detection systems, failover and system maintenance. Some knowledge of TCP/IP protocol is assumed. This course covers many of the Security+ Certification Domains of Knowledge. Prerequisite: IST 223 or equivalent competencies.

IST275 Network Protocols and Services **2-2-3**
Understanding network protocols and services is essential for a working with network systems. This course provides in depth coverage of key protocols and services that are key ingredients in network systems. A primary focus on TCP/IP will include explorations of other Layer 3 and 4 protocols including TCP/IP, IPX, SNMP and ICMP. Upper layer protocols such as HTTP, SMTP, Telnet and FTP will also be investigated. Pre/Co-requisites: IST123 or IST113 or equivalent competencies.

IST281 Internship **1-8-3**
This capstone course will allow students to receive on-the-job experience at an off-site location related to their specific area of academic concentration. Students are required to work eight hours per week at paid/unpaid positions that meet the criteria established by the Internship Manual. A seminar meeting one period per week will review internship progress and discuss issues related to successful employment. Outside work and research concerning the weekly topic will be required. Prerequisite: Completion of coursework for the first three semesters of the student's program of study and approval of the Department Chair and/or Program Advisor.

IST291 IST Project **1-8-3**
The purpose of this experience is to provide qualified students the opportunity to pursue academic work outside the formal classroom setting. Independent Project is an ideal way for a student to specialize in a concentrated area within the Information System Technologies Department. In order to be eligible for this challenging opportunity, students must seek the approval of the Department Chair and work with a faculty advisor to set up a course of study. Students must submit an original project plan prior to acceptance.

MASS110 Foundational Massage Techniques **3-4-5**
The lecture portion of this course is designed to provide the student with entry level information about the history and theory of massage therapy. Material covered includes professional ethics, scope of practice, therapy room set up, sanitation, professionalism, proper record keeping including SOAP charting and devising a treatment plan, physiological effects of massage therapy on the body's systems and contraindications. The lab component will teach the basics of providing a full body Swedish massage and a seated massage with instruction on massage strokes, appropriate practitioner body mechanics, application of oils, creams, lotions and gels, and draping techniques, as well as physical assessment. Prior to registration, students must possess and maintain professional liability insurance from the college. Prerequisite: Placement at College Level Reading and Admission to the Massage Therapy program; or Permission of the Program Coordinator.

MASS111 Massage Anatomy & Physiology I **3-2-4**
This course is designed to give Massage Therapy students a thorough background in anatomy and physiology stressing the importance of the therapists' knowledge of muscles, bones and nerves. Current in-depth information is presented on the structure and function of human cells, tissues and organ systems including the skeletal, muscular, nervous, and sensory systems. Laboratory work augments lecture topics and the use of student models to explore body orientation and planes, bony landmarks, etc. Prerequisite: Placement at College Level Reading and Admission to the Massage Therapy Program; or permission of the Program Coordinator.

MASS112 Massage Anatomy & Physiology II **3-2-4**
This course includes in depth information of the structure and function of the integumentary, endocrine, digestive, respiratory, cardiovascular, respiratory, urinary, and reproductive systems with discussions and demonstrations of how Massage Therapy may assist in ridding the body of toxins and stimulating hormones in these systems. Laboratory work augments lecture topics. Students need not have taken MASS111 in order to enroll in MASS112. Prerequisite: Placement at College Level Reading and Admission into the Massage Therapy Program; or permission of the Program Coordinator.

MASS120 Advanced Massage Techniques **3-4-5**
The lecture portion of this course is designed to provide the student with entry level information about the history and theory of massage therapy. Material covered includes professional ethics, scope of practice, therapy room set up, sanitation, professionalism, proper record keeping procedure including SOAP charting and devising a treatment plan, physiological effects of massage therapy on the body's systems and contraindications. The lab component will teach the basics of providing a full body Swedish massage and a seated massage with instruction on massage strokes, appropriate practitioner body mechanics, application of oils, creams, lotions and gels, and draping techniques, as well as physical assessment. Prior to registration, students must possess and maintain professional liability insurance from the college. Prerequisites: Admission to the Massage Therapy program, MASS110 and MASS111; or by Permission of the Program Coordinator.

MASS122 Ethics For Massage Therapists **2-0-2**
This course will include discussions on personal and professional ethics as defined by the National Certification Board for Therapeutic Massage and Bodywork, as well as business ethics. Health Services Management deals with the fundamentals of establishing a successful practice and conducting the day to day operation of a successful Massage Therapy business based on the ethical considerations studied. Prerequisite: Admission to the Massage Therapy Program; or by Permission of the Program Coordinator.

MASS125 Supervised Massage Lab 1 **0-2-1**
Supervised Massage Lab 1 is the first exposure the students have to a working clinical setting. They will learn the operations, policies and procedures of a massage clinic. In addition they will treat clients based on their scope of practice. Students will learn to develop SOAP charting and the art of the therapeutic conversation. Prerequisites: Admission to the Massage Therapy Program and MASS110 and MASS111 (or BIOL110); or by Permission of the Program Coordinator.

MASS131 Kinesiology for Massage Therapists **3-4-5**
This course is an introduction to the science of muscles, body motions and biomechanics. Course concentration will include structure, origin, insertion, and function of muscles with pathomechanical considerations. Emphasis will be placed on the movements of the head, neck, and face, upper and lower limbs, spine, abdomen, and pelvic girdle. Laboratory investigations will concentrate on palpation and motions produced by these muscles using movement exercise. Students will develop proficiency with both static and motion palpation and muscle tracing with emphasis on muscles in a relaxed state and in motion. Prerequisites: Admission to the Massage Therapy program and MASS111 (MASS111 can be co-req); or by permission of the program coordinator.

MASS210 Eastern Body Work Systems **3-4-5**
This course explores concepts related to traditional Chinese medicine and Eastern Bodywork modalities. Emphasis will be in support of treatment plans bases on the Yin-yang theory, the Five Element Theory, the Meridian system and the concept of Qi. The lab component will explore a variety of Eastern techniques as well as provide review for techniques previously learned. Prerequisites: Admission to the Massage Therapy Program and MASS110 and MASS111; or by Permission of the Program Coordinator.

MASS215 Supervised Massage Lab 2 **0-4-2**
Supervised Massage Lab 2 is designed to provide the students an opportunity to practice the advanced skills learned in MASS120. They will continue to participate in the operations, policies and procedures of a massage clinic. In addition they will treat clients based on their current scope of practice. Students will further develop SOAP charting and the art of the therapeutic conversation. Prerequisites: Admission to the Massage Therapy Program and MASS120 (MASS120 can be co-req); or by Permission of the Program Coordinator.

MASS220 Pathology **3-0-3**
Massage Therapy has been used for thousands of years to soothe the body and mind in clients who have active diseases and in those who do not. Pathology is a course designed to teach the massage therapist when it is safe to perform massage on individuals with specific diseases and when it is contraindicated due to the presence of the disease. Prerequisites: Placement at College Level Reading, Admission to the Massage Therapy Program, and MASS111 (or BIOL110, either can be co-req); or permission of the Program Coordinator.

MASS225 Supervised Massage Lab 3 **0-4-2**
Supervised Massage lab 3 is designed to provide the students an opportunity to practice the advanced skills learned in MASS210 as they learn them. They will continue to participate in the operations, policies and procedures of a massage clinic. In addition they will treat clients based on their current scope of practice. Students will further develop SOAP charting and the art of the therapeutic conversation. Expectations are that of an entry level massage therapist. Prerequisites: Admission to the Massage Therapy Program, MASS125 and MASS210 (MASS210 can be co-req); or by Permission of the Program Coordinator.

MASS250 Related Modalities & Adjunct Therapy **4-0-4**
This course covers continued theory in support of client evaluation, treatment plan preparation, and introduction to Sports Massage, Hot Stone Therapy, Chair Massage, and Cranial-Sacral Therapy. It will cover an overview of approaches and alternative therapies that may be used as an adjunct to massage to achieve a desired result in therapy. This content may include but is not limited to Energy Modalities, spa therapies, and other alternative health modalities. Prerequisite: MASS110 or Permission of Program Coordinator.

MATH070 Developmental Mathematics **3-0-3**
The content of the course is designed to either review or to enhance the mastery of basic mathematical concepts and skills that are needed to successfully complete future courses in math. The inclusion of numerous real-data and real-world applications relating to everyday life or to other academic disciplines will enable the student to begin the development of a firm foundation of math facts and problem-solving skills. Calculators will not be used in this course until the very end of the term. Credits do not count toward graduation requirements.

MATH080K Developmental Algebra-K **3-0-3**
This course is for the student who possesses an adequate background in basic math concepts and skills but who has never taken an algebra course or who needs a refresher course. Topics covered are operations with signed numbers; algebraic expressions; linear equations/inequalities; exponents; square roots; understanding and manipulating formulas; translating and solving word problems; interpreting/analyzing data, and graphing simple linear equations. This course uses Khan Academy. (this course carries 3 credits, which apply to the GPA; however, the credits do not count toward degree requirements.) Prerequisite: C or better in Math 070 or placement test or permission of instructor.

MATH080 Developmental Algebra I **3-0-3**
This course is for the student who possesses an adequate background in basic math concepts and skills, but who has never taken an algebra course or who needs a refresher course. Topics covered are operations with signed numbers; algebraic expressions; linear equations/inequalities; exponents; square roots; understanding and manipulating formulas; translating and solving word problems; interpreting/analyzing data, and basic graphing techniques; and applications of all skills. Credits do not count toward graduation requirements. Credits do not count toward graduation requirements. Prerequisite: C or better in MATH070 or placement test or permission of instructor.

MATH084 Developmental Algebra **5-0-5**
This course is for the student who possesses an adequate background in basic math concepts and skills but who has never taken an algebra course or who needs a refresher course. Topics covered are operations with signed numbers; algebraic expressions; linear equations/inequalities; exponents; square roots; understanding and manipulating formulas; translating and solving word problems; interpreting/analyzing data, factoring polynomials, solving quadratic equations, solving systems of equations, and graphing both linear and quadratic functions. Offered every semester, this course is good preparation for most credit bearing college level math courses. (This course carries 5 credits, which apply to the GPA; however, the credits do not count toward degree requirements.) Prerequisite: Satisfactory placement test scores as defined by mathematics faculty, MATH 070 with a C or better, or permission from the instructor.

MATH090 Developmental Algebra II **3-0-3**
MATH090 is a course meant to be taken by students who are not yet prepared for a course in advanced algebra and trigonometry. The course helps students further develop a knowledge foundation of basic algebraic concepts that are required to solve problems in all programs of study available at the college. The algebra topics offered are signed numbers, polynomial operations, solutions of linear equations and inequalities involving numerical and literal terms, factoring polynomials, word problems, formula manipulation, graphing linear equations, systems of linear equations and solution of equations by factoring or the quadratic formula. Credits do not count toward graduation requirements. Prerequisite: C or better in MATH080K/MATH080 or satisfactory placement test scores or permission of instructor.

MATH145 Topics in Applied College Mathematics **4-0-4**
This course focuses on quantitative thinking with real-world applications. Some topics covered are logic, number theory, number systems, algebra with applications, finance with simple and compound interest, geometry and measurement, probability and statistics, set theory, and graph theory. Prerequisites: Satisfactory placement test scores as defined by the mathematics faculty or successful completion (grade of C or better) of MATH084 or MATH090.

MATH150 College Algebra **4-0-4**
This course prepares the student for higher-level mathematics. Some topics covered are factoring, rational exponents, solving linear and quadratic equations, rational expressions, composite and inverse functions, systems of linear and quadratic functions, geometry, matrix algebra, logarithmic functions, and exponential functions. This course also prepares the student for higher-level mathematics through the use of Trigonometry. Some topics include right triangle trigonometry, graphing, applications, identities and formulas, vectors, law of sines, and law of cosines. Prerequisite: Satisfactory placement test scores as defined by mathematics faculty or successful completion (grade of C or better) of MATH084, MATH090, or MATH145.

MATH170 Discrete Mathematics **4-0-4**
Discrete mathematics describes processes that consist of a sequence of individual steps and is based on the ideas underlying the science and technology of the computer age. The main themes of this course are: logic and proof: induction and recursion; discrete structures such as number sets, general sets, Boolean algebras, functions, relations, graphs, trees, regular expressions and finite-state automata; combinatorics and discrete probability; algorithms and their analysis; and applications and modeling. Prerequisite: Satisfactory placement test scores as defined by mathematics faculty or successful completion (grade of C or better) of MATH084, MATH090, or MATH145.

MATH210 Pre-Calculus **4-0-4**
This course covers advanced topics in algebra, analytic geometry, and trigonometry with the emphasis on graphic and problem solving. The major topics of study are algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions, trigonometric identities, and conic sections. Graphic calculator will be used to enhance specific functions and applications. Prerequisite: Satisfactory placement test scores as defined by the mathematics faculty or MATH150 (grade of "C" or better).

MATH215 Finite Mathematics **4-0-4**
This course begins with a review of linear equations, inequalities and systems of equations emphasizing graphing methods. Topics include matrices, linear programming, sets, and introduction to probability, the mathematics of finance, and the simplex method. Prerequisites: successful completion (grade of C or better) of MATH150; satisfactory placement scores as defined by mathematics faculty.

MATH225 Probability and Statistics **4-0-4**
Topics include basic measures of central tendency and variability; frequency distributions; probability; the binomial distribution; the normal distribution; sampling or distributions; estimation of parameters; hypothesis testing; non-parametric tests; simple regression and correlation. Prerequisites: satisfactory placement scores as defined by the mathematics faculty or successful completion (grade of C or better) of MATH145 or higher.

MATH230 Calculus I **4-0-4**
Calculus I is a first calculus course that is designed to explore functions, limits, continuity, derivatives; rules for differentiating algebraic, trigonometric, exponential and logarithmic functions; chain rule; implicit differentiation; related rate problems; max-min problems; curve sketching; integrals, areas and volumes. Prerequisite: MATH210 with a grade of C or better.

MATH250 Calculus II **4-0-4**
This is a second course in calculus. Topics to be investigated include area, volume, arc length, surface area, pressure force; integration of trigonometric, exponential and logarithmic functions; differentiation and integration of inverse trigonometric and hyperbolic functions; methods of integration; improper integration; infinite series, Taylor and MacLaurin series; and polar coordinates. Prerequisite: MATH230 with a grade of C or better.

MKTG125 Principles of Marketing **3-0-3**
This is an introductory course designed to present an overview of the complete range of marketing activities and the role of marketing in the American and international economic and social structure. The components of an organization's strategic marketing program including how to plan, price, promote, and distribute products, goods, services, ideas, people, and places will be explored.

MKTG135 Consumer Behavior **3-0-3**
An in-depth analysis of the internal and external forces in the consumer decision-making process as it relates to marketing. Areas of study include consumer reaction, personal selling, product positioning, brand loyalty, and image management. Applications in non-profit and government areas are also discussed. Prerequisite: MKTG125.

MKTG205 International Marketing **3-0-3**
This course analyzes the decision-making process in marketing products, goods, and services internationally. The focus will be on the design of international marketing strategies (identification of potential markets, and product, price, promotion, and distribution decisions) within the global constraints of a particular cultural, economic and political setting. Prerequisite: MKTG125.

MKTG210 Advertising **3-0-3**
This course will cover the development, planning, implementation, and evaluation of an advertising campaign. A primary focus will be on the development and planning of creative and media strategies. Also examined will be the dynamic changes taking place with regard to electronic media and advertising's role in the marketing of products, goods, and services. Prerequisite: MKTG125.

MKTG224 Sales and Sales Management **3-0-3**
This course will focus on the dynamic changes taking place in sales and sales management. Critical areas of sales organizations will be examined: building long-term relationships with customers; creating sales organizations that are more nimble and adaptive to the changing customer base; gaining greater job ownership and commitment from sales personnel; shifting sales management style from commanding to coaching; leveraging available technology for sales success; and better integrating salesperson performance to incorporate the full range of activities and outcomes relevant within sales jobs today. Case method will be employed. Prerequisite: MKTG125

MOAA120 Medical Office Administrative Assistant **3-0-3**
Medical Office Administration will teach the student to succeed in today's medical front office by learning the principles of medical office administration and how to apply factual knowledge to the many complex scenarios that may arise in the medical office environment. Emphasis will be on communication skills, ethical and legal issues, paper and electronic medical records, banking procedures and the revenue cycle. Prerequisite: Admission to the Medical Office Administrative Assistant Program.

MOAA130 Medical Coding I **3-0-3**
Medical Coding I focuses on the evaluation and management, the medicine section and also ICD-9-CM diagnosis coding aspects of coding for medical office setting. The students will be required to apply their knowledge of medical terminology to interpret and abstract pertinent data needed to accurately code the evaluation and management portion of an office or hospital visit to optimize insurance reimbursement. CPT, HCPCs and ICD-10-CM manuals will be explained and utilized extensively. Prerequisites: Admission to the Medical Office Administrative Assistant or Health Information Technology program, AH110 and AH112 both with a grade of C or better.

MOAA210 Medical Coding II **3-0-3**
This coding course focuses on surgical procedures, with individual emphasis on each of the body systems, radiology, pathology and behavioral medicine. Special attention will be paid to the use of modifiers for definitive CPT, HCPCs as well as ICD-10 diagnosis coding. Students will continue to interpret and abstract data from simulated and actual case studies. Prerequisites: C or better in MOAA130 and AH112.

MOAA212 Insurance for the Medical Office **2-2-3**
The Medical Insurance Billing course focuses on the data entry of patient demographics, insurance information, ICD-9-CM, CPT, and HCPCs codes to properly complete the health insurance claim form for submission to the insurance carriers and facilitate prompt payment. The course will also address the legal and ethical issues involved in the field of health information management including HIPAA and OIG regulations. Prereq: MOAA210 and CIS110.

MOAA220 Advanced Coding **2-0-2**
Advanced medical coding provides an in-depth understanding of physician-based medical coding and coding services using real-world patient cases including experience coding from physical documentation with advanced material. This course will enhance clinical decision-making skills, abstraction of information from documents, code selection and sequencing, and prepare the student for auditing medical records. Prerequisite: Grade of C or better in MOAA210.

NATR100 Natural Resources Stewardship **3-2-4**
This course focuses on New Hampshire's natural resources and the relationship between healthy ecosystems and healthy communities. Specialists from the field will engage students to focus on particular aspects of NH's natural resources and history. The course emphasizes hands-on, experiential learning in both outdoor and classroom settings and offers techniques for applying scientific and horticultural skills in real-world service learning projects. Students will gain an understanding of stewardship from awareness to activism, across topics that include native plant identification, ecological landscaping, sustainable living, NH's wildlife and their habitats. They will also acquire skills in presentation, public outreach and local government access. (Will not fulfill science elective requirements.) This is a Service Learning Course (SL).

NATR105 Sustainable Agriculture & Food Systems **3-2-4**
This course emphasizes the importance of comprehending the current global food system as a way to make a positive impact on our local food production here in New Hampshire. Students will learn the fundamentals of organic, sustainable agriculture techniques while contrasting them with large-scale conventional farming practices. Classroom discussions in small groups, student-initiated research projects and presentations will occur weekly. Field trips to local farms will be conducted later in the season.

NATR299 Environmental Studies Capstone **3-3-4**
This course is intended to provide you with the resources, space and support for intentional reflection on how you balance academic/technical skills and professional career goals. Each week we will explore a range of themes that help you analyze and interpret the work of local leaders and their organizations. The ultimate goal of the course experience is to help you explore your own leadership style and chart out a professional course for your future work academic and professional. Additionally, this is a problem-based, project-oriented, required course for Environmental Studies Concentration majors. Students will work collaboratively on a current environmental problem. Tasks will include characterizing the problem, analyzing possible solutions and publicly presenting the results. Prerequisites: Admission to Liberal Arts Environmental Studies and Permission of Instructor (PERMXXX).

NURS111 Nursing I **6-9-9**
Students learn the roles of the Associate Degree Nurse as a provider and manager of care and a member of the discipline of nursing. Students develop beginning intellectual, interpersonal, and psychomotor competencies to assess well clients and clients with common actual or possible health problems. The roles of the nurse, communication theory, life-span development, ethical legal standards, and nursing process are basic concepts to the practice of nursing for the Associate Degree Nurse. Students are introduced to the concept that the person is a system in dynamic interaction with the internal and external environments. The eleven Functional Health Patterns organize the study of concepts common to a basic knowledge of the client's state of wellness and possible or actual health problems. The Learning Laboratory provides opportunities to practice nursing skills in simulated activities. Clinical Learning provides experiences to practice nursing by caring for well clients or clients with common basic health problems in protected favorable environments such as nursing homes, rehabilitation and transitional care facilities. Co-requisites: BIOL110 and PSYC110.

NURS112 Nursing II **4-15-9**
The student develops competence to provide and manage care for clients and their families in protected favorable environments. The student provides support and teaching to the client and family and direct care for the client. The scope of the course includes the Functional Health Patterns of Sexuality - Reproductive; Role - Relationships; Nutrition - Metabolic; Health Perception, Health Management; and Activity Exercise (part I). Intellectual, interpersonal, and psychomotor competencies are further developed. Needs of clients across the life span are emphasized with special focus on adult and children in childbearing families. The student will plan to care for the client/family by utilizing the assessment database. Direct care will be provided to clients with common health problems. Laboratory Learning provides opportunities to practice more complex nursing skills in simulated activities. Clinical Learning experiences are provided for the student in perinatal/pediatric or psychiatric/mental health, and adult health care settings. Prerequisites: Both NURS111 and BIOL110 with grades of "C+" or better, PSYC110. Co-requisites: BIOL120 and PSYC210.

NURS200 Advanced Placement Seminar **3-0-3**
This course provides a brief review of the following: students learn the roles of the Associate Degree Nurse as a provider and manager of care and member of the discipline of nursing. Students develop intellectual, interpersonal and psychomotor competencies to assess clients with common actual or possible alterations in health. The roles of the nurse, interpersonal relationship, life-span development, ethical legal standards, and nursing process are basic concepts to the practice of nursing for the Associate Degree Nurse. The eleven Functional Health Patterns organize the study of concepts common to a basic knowledge of the client's state of wellness and possible or actual alterations in health. Assessment and review of first level clinical skills will be covered in this course. The Learning Laboratory provides opportunities to practice nursing skills in simulated activities. Prerequisites: successful completion of the ATI LPN Step Assessment: LPN to RN examination, BIOL110 and BIOL120 with a "C+" or better, PSYC110, PSYC210 and permission of nursing faculty.

NURS211 Nursing III **4-15-9**
The student develops competence to provide and manage care for clients and their families across the life span with common health problems. The student provides support and teaching to the client and family and direct care for the client. The scope of the course includes the Functional Health Patterns: Activity Exercise (part II); Elimination; Cognitive - Perceptual; Self - Perception; Coping-Stress Tolerance; and Value- Belief. Intellectual, interpersonal and psychomotor competencies are further developed. Laboratory Learning provides opportunities to practice increasingly complex nursing skills and basic group skills. Clinical Learning experiences are held in structured adult and psychiatric/mental health or perinatal/pediatrics care settings. Prerequisites: Both NURS112 and BIOL120 with grades of "C+" or better, as well as completion of all other first level courses per the Nursing program, and FYE101. Co-requisites: BIOL210 and ENGL110.

NURS212 Nursing IV **3-18-9**
The student develops increased competence and independence to provide and manage care for clients and families with common multisystem health problems across the life span. Nursing content includes the Functional Health Patterns of Coping- Stress; Activity-Exercise; Health Perception-Health Management; Self Perception; Role Relationships; and Cognitive -Perceptual. Additional course content includes leadership skills, health care policy and legislative advocacy. The student selects a Clinical Learning experience from predetermined, faculty-supervised structured health care settings. Laboratory Learning focuses on case presentations involving common, multisystem health problems, ethical decision making, and health care trends. Clinical Learning experiences are provided for the student in advanced medical surgical nursing settings and community health. Prerequisites: Both NURS211 and BIOL210 with grades of "C+" or better, and ENGL110.

PHIL110 Introduction to Philosophy **3-0-3**
In this course, students will be introduced to the important ideas in Western philosophy. The course will emphasize the Greek origins of philosophy, the transformation of philosophy by Enlightenment thought in the 17th and 18th centuries, and the postmodern reaction to Enlightenment thought. The course will relate philosophical ideas to contemporary issues. (Fulfills Humanities requirement.)

PHIL215 World Religions **3-0-3**
The course is an introduction to the major religions of the world. The origins, core beliefs, traditions, and practices will be discussed. The purpose of the course is to understand and appreciate the various religious theories and practices by focusing on key texts, figures and ideas. The approach will strive to be descriptive, not prescriptive. Students will gain initial exposure to the structure and world-view of the religions covered: Christianity, Islam, Judaism, Hinduism and Buddhism. Additional religions may also be included based on instructor and student interest (African, Native American and new wave, Taoism, Confucianism, Baha'i, Zoroastrianism, Sikhism, etc.). (Fulfills Humanities requirement.)

PHIL240 Ethics **3-0-3**
This course is designed to introduce students to general ethical theories, philosophies and decision-making models. The goal of the course is to relate theory to practice. Throughout the course, this general knowledge will be applied to specific problems and cases. Applications may include general ethical issues and more career-specific issues determined by student interest. (Fulfills Humanities requirement.)

PHYS135 College Physics I **3-3-4**
This course is an introduction to the basic principles of Newtonian mechanics with emphasis on the application of these principles when solving problems. Topics to be covered include kinematics of motion, vectors, Newton's laws, friction, work energy, impulse-momentum for both translational and rotational motion, and the mechanical properties of matter. Dimensional (unit) analysis and critical thinking are stressed. Prerequisite: "C" or better in MATH150 or equivalent.

PHYS136 College Physics II **3-3-4**
This course is a continuation of the study of elementary physics that began in College Physics I. Special emphasis is placed on the principles introduced when solving problems. Topics to be investigated include the fundamentals and the applications of Coulomb's Law, electrical fields and potentials, capacitance, electric current and resistance, DC circuits, magnetism, electromagnetic induction, AC circuits, oscillating systems and waves, and geometric optics. Prerequisite: "C" or better in MATH210 or equivalent and PHYS135.

PHYS290 University Physics I **3-3-4**
This course is an introduction to the basic principles of physics including motion in one and two dimensions, force, statics, translational and rotational equilibrium, work, energy, power, and mechanical properties of matter. Dimensional (unit) analysis and critical thinking are stressed. Prerequisite: Grade of "C" or better in MATH230 or equivalent.

PHYS295 University Physics II **3-3-4**
This course is a continuation of University Physics I, investigating the fundamental properties of solids, liquids, simple harmonic motion, mechanical waves, energy transfer, electromagnetic waves, field theory, heat, temperature, temperature effects on solids and fluids, heat transfer, geometric optics, and electricity. Special emphasis is placed on problem-solving skills, developing solutions based on the application of integration, polar coordinates and series to the solution of realistic problems. Dimensional (unit) analysis and critical thinking are stressed. Prerequisite: Grade of "C" or better in PHYS290.

POL110 American Government **3-0-3**
This course provides a functional approach to the study of American government on the national, state, and local level. The structure, functions, operations, and problems of the American system will be explored in lectures, discussions, readings, and papers. (Fulfills Social Science requirement.)

POL210 Introduction to Political Science **3-0-3**
This course is an introduction to the field of political science. Political ideologies, nationalism, cultures, and institutions will be discussed. Public opinion, political parties, interest groups, and voting behavior will also be covered. Throughout the course, the concepts of power and legitimacy, elitism and pluralism will guide discussion. American and comparative examples will be utilized. (Fulfills Social Science requirement.)

POL220 Public Administration **3-0-3**
This course discusses the growth of the public sector and the methods by which this sector can be managed. Topics include public management techniques, effective decision making, civil service, budgeting, public organizations, and the politics of public-sector administration. (Fulfills Social Science requirement.)

PSYC110 Introduction to Psychology **3-0-3**
This course is an introduction to various areas of psychology, including scientific investigation and leading theories. Topics include, but are not limited to: motivation, emotions, personality, physiological foundations of behavior, psychological disorders and therapy, perception, learning, and human development. (Fulfills Social Science requirement.)

PSYC120 Leadership Development **3-0-3**
This course provides a study of leadership and the skills manifest in effective leaders. Topics include articulating a vision, goal setting, decision making, managing time, team building, empowering others, initiating change, managing conflict, applying ethics, and serving as a leader. This course provides the opportunity for students to develop a personal leadership philosophy, as well as essential leadership skills, through study, observation, and application. Prerequisite: ENGL110. (Fulfills Social Science requirement.)

PSYC205 Crisis Intervention **3-0-3**
This course focuses on crisis theory methods of crisis intervention, and specific crises that occur with individuals and families such as suicide, unemployment, criminal victimization, natural disasters, illness, divorce, and death. Prerequisite: PSYC110. (Fulfills Social Science requirement.)

PSYC210 Human Growth and Development **3-0-3**
This course is a study of psychological implications for the growth and development of humans with a specific emphasis on the physical, cognitive, social, emotional, and ethical dimensions during the prenatal period through later adulthood. A review of, and an introduction to, major theorists is presented on a continuing basis throughout the course. Prerequisite: PSYC110. (Fulfills Social Science requirement.)

PSYC215 Abnormal Psychology **3-0-3**
This course provides a comprehensive overview of the field of abnormal psychology and mental illness from a biopsychosocial perspective. Focus will be on the complexities and consequences of labeling as well as the diagnostic techniques and research methods used. Contemporary approaches to psychological and biological interventions will be introduced. PSYC110. (Fulfills Social Science requirement.)

PSYC230 Educational Psychology **3-0-3**
This course reviews the application of psychological principles to the educational environment. Theories of cognitive processes and development, learning, and social and moral development are discussed as they apply to learning and teaching. Issues involving assessment, classroom management, individual differences, and socioeconomic and developmental influences on learning are also presented. Application of theoretical perspectives to classroom teaching will be emphasized. Prerequisite: PSYC110. (Fulfills Social Science requirement.)

PSYC235 Health Psychology **3-0-3**
This course focuses on health empowerment coping styles of resiliency and characteristics of invulnerability. It is designed to meet the needs of professionals, significant others, and individuals themselves who are attempting to affect the quality of life outcomes of addiction, trauma, long-term stressors, and/or disease. This course brings awareness of factors and behavioral methods which facilitate a resilient, thrive mode of quality of life that is very different in nature and practice from that of the coping style of psychosocial survival. Prerequisite: PSYC110. (Fulfills Social Science requirement.)

SOC110 Sociology **3-0-3**
This course will provide an introduction to the concepts and principles of sociology. The basic social units of society and how they interact are studied in order to understand and appreciate the contributions of sociology to the field of social behavior. Social changes and its causes and effects will also be addressed. (Fulfills Social Science requirement.)

SOC120 Society and Technological Change **3-0-3**
This course is a study of the relationship between technology and humankind and the attempt to link, decipher and evaluate technological systems to all human life and to prove that all of them are interrelated. (Fulfills Social Science requirement.)

SOC135 Sociology of Gender **3-0-3**
This course will provide an introduction to the concepts and principles of the sociology of gender. Within a sociological perspective, the gendered issues of culture and ideology, socialization, family and intimate relationships, education, work, and health are discussed. Gender discrimination and changing roles will also be examined through the context of the major themes.

SOC250 Multi Ethnic Cross-Cultural Relations **3-0-3**
This course is designed to introduce students to ethnic and cross-cultural differences in the norms, values, perceptions, and behaviors as they impact personal lives in interpersonal skills. Introducing students to these differences will facilitate communication and cooperation within relationships where the participants come from very different backgrounds and/or ethnic cultures. This course is appropriate and will serve as an elective for professionals and paraprofessionals in business, human services, nursing, early childhood education, gerontology, and criminal justice. (Fulfills Social Science requirement.)

SPAN110 Spanish I **4-0-4**
This course is a fully integrated, introductory Spanish course. The course is designed for beginning Spanish students with little or no prior knowledge of Spanish. It is directed to students whose learning objectives and needs are in any of the following categories: for Spanish-language students, for business purposes, as well as for travelers. The emphasis is to develop a proficiency in basic communicative skills concentrating on the dynamic application of the living language taught through dialogue, phonetics, and vocabulary. A strong grammar foundation and other basic language skills are taught through actual phrases and sentences helping the student develop an instinctive sense of the correct usage. Language laboratory activities are part of the course reinforcing class content. These objectives will be achieved through the following approaches: speaking, listening, reading, writing, and cultural appreciation. (Fulfills Foreign Language requirement.)

SPAN120 Spanish II **4-0-4**
This course is a continuation of the introductory Spanish course. For students who have had the equivalent of one year of high-school Spanish or one semester of college Spanish. The course is designed for students whose learning objectives and needs are in any of the following categories: for Spanish- language students, for business purposes, as well as for travelers. The emphasis is to consolidate and reinforce the language skills acquired in Spanish I, or equivalent, and to continue building communicative skills and cultural competency. The course continues to offer a comprehensive review of basic first-term grammar structures, while developing proficiency and advancement in communicative skills concentrating on the dynamic application of the living language taught through dialogue, phonetics, and vocabulary. A strong grammar foundation and other essential language skills are taught through actual phrases and sentences, helping the student develop an instinctive sense of the correct usage. Language laboratory activities are part of the course reinforcing class content. These objectives will be achieved through the following approaches: speaking, listening, reading, writing, and culture. Prerequisite: SPAN110 or equivalent. (Fulfills Foreign Language requirement.)

SURG114 Introduction to Surgical Technology Fundamentals **6-3-7**
The first part of this course focuses on the role of the sterile team member in the operating room setting. This includes sterile and aseptic technique and the competency objectives for the surgical technologist in the scrub role. The second part instructs the student on the role of the unsterile team members care of the surgical patient and related surgical care concepts. Prerequisite: Admission to Surgical Technology Program. Co-requisites: AH110, BIOL110, SURG115, and MATH 145.

SURG115 Basic Instrumentation, Supplies and Equipment **0-3-1**
Overview of instruments, supplies and equipment used in the operating room and specifically for General and Gynecological Surgeries. Course includes instrument classifications, care and cleaning. Suture, mechanical stapling devices and other methods of hemostasis along with supplies and equipment will be discussed. Prerequisite: Admission to Surgical Technology Program. Co-requisite: SURG 114.

SURG 116 Advanced Instrumentation, Supplies and Equipment **0-3-1**
A continuation of instruments, supplies and equipment used in the operating room and specifically for Genitourinary, Plastics, Ophthalmology, Otolaryngology, Orthopedics, Neurological, Cardiothoracic, and Peripheral Vascular Surgeries. Each specialty will include an in depth procedure demonstration. Prerequisites: Admission to Surgical Technology Program, C or better in SURG 114 and SURG 115. Co-requisite: SURG 120.

SURG120 Surgical Procedures I **3-3-4**
This course builds on information acquired in the Freshman Fall work. Surgical procedures are studied in a unit-by-unit basis according to surgical categories. Students are expected to research and review anatomy for each unit. Emphasis is placed on variations of principles as applied to surgery in different body parts, detailed study of instrumentation, and the technologist's role in each procedure. Pharmacology/drugs related to specialties will also be addressed. Prerequisites: Admission to Surgical Technology Program, C or better in AH110, SURG114, and SURG115. Co-requisite: SURG116.

SURG123 Orientation to Surgical Clinical **0-40-2**
Orientation to Surgical Clinical is a continuous correlation of theoretical content and clinical performance. The student is expected to focus clinical performances with corresponding units covered in SURG 120 Surgical Procedures I. Forty hours are spent for two weeks in assigned clinical areas. The student is expected to document learning experiences on a daily basis utilizing a journal, their Surgical Case Logs, Preceptor Evaluations and Case Study Reports. Prerequisites: Admission to Surgical Technology Program, C or better in both SURG116 and SURG120.

SURG210 Surgical Procedures II **3-0-3**
This course builds on information acquired during the Spring Semester Surgical Clinical I. Surgical procedures are studied in a unit-by-unit basis according to surgical categories and patient populations. Students are expected to research and review anatomy for each unit. Emphasis is placed on variations of principles as applied to surgery in different body parts, detailed study of instrumentation, and the technologist's role in each procedure. Pharmacology/drugs related to specialties will also be addressed. Prerequisite: Admission to Surgical Technology Program, Pass in SURG123, C or better in both MATH145 and BIOL110. Co-requisite: SURG215.

SURG215 Surgical Clinical I **0-32-8**
Surgical Clinical I is a continuous correlation of theoretical content and clinical performance. The student is expected to concentrate clinical performances with corresponding units covered in Surgical Procedures I, SURG120. Twenty-four hours are spent each week in assigned clinical areas. The student is expected to document learning experiences on a daily basis utilizing a journal, their Surgical Case Logs, Preceptor Evaluations and Case Study Reports. Prerequisites: Admission to Surgical Technology Program, Pass in SURG123, and C or better in both MATH145 and BIOL110. Co-requisite: SURG210.

SURG224 Surgical Procedures III/Special Considerations in Surgery **4-0-4**
A continuation of Surgical Procedures II. Students complete the theory portion of their clinical specialties with management of emergency situations, biotechnical science, physics, robotics, laser and other current technologies, resume writing and tips for a successful job interview. Prerequisite: Admission to Surgical Technology program, Pass in SURG215 and C or better in following courses: SURG210, BIOL120 and BIOL210. Co-requisite: SURG225.

SURG225 Surgical Clinical II **0-24-8**
Surgical Clinical II is a continuous correlation of theoretical content and clinical performance. The student is expected to concentrate clinical performances with corresponding units covered in Surgical Procedures II, SURG210. Twenty-four hours are spent each week in assigned clinical areas. The student is expected to document learning experiences on a daily basis utilizing a journal, their Surgical Case Logs, Preceptor Evaluations and Case Study Reports. Prerequisite: Admission to Surgical Technology program, Pass in SURG215 and C or better in following courses: SURG210, BIOL120 and BIOL210. Co-requisite: SURG224.

VETN110 Introduction to Veterinary Technology **3-0-3**
This course will introduce the student to the field of Veterinary Technology. Animal behavior, species and breed identification, medical terminology and occupational safety will be covered. In addition, students will get an overview of managing the reception area of a veterinary hospital including how to maintain medical records, organize inventory and dispense prescriptions. Handling various customer situations will be emphasized. Ethical and legal issues in veterinary medicine will also be discussed. This course will include lecture material, class discussions, and student presentations. Prerequisite: Admission into the Veterinary Technology Program.

VETN112 Computer Applications in Veterinary Medicine **1-0-1**
Students will use a fully integrated, hands-on approach to understand the use of computer technology in the Veterinary setting. Students will gain proficiency in the Windows operating system environment, and learn the elements of Veterinary application software. Students will also explore software applications relevant to veterinary practice including word processing, spreadsheets, and presentation software. Students will explore various facets of the Internet as used in veterinary practice for research, client education and information. Prerequisite: Admission to the Veterinary Technology Program.

VETN114 Veterinary Pharmacology **2-0-2**
This course will cover basic pharmacology for the veterinary technician with focus in private practice. It will cover basic classes of drugs with an emphasis on pharmacodynamics, client education, side effects and dosage calculations. Prerequisites: C+ or better in both BIOL111 and VETN110. Co-requisites: BIOL121 and VETN121

VETN121 Veterinary Clinical Methods I **3-3-4**
In this course, small animal medical nursing procedures are introduced. Elements include restraint, aspects of the history and physical exam, specimen collection, administration of medications and treatments, diseases, nutritional supplementation, and the basics of preventative health care. The lab provides hands-on practice using models and the animal patient. This course will provide the foundation by which students will progress to their summer clinical affiliations. This course also includes a 12 hour Service Learning (SL) component to be completed at the NHSPCA. Prerequisites: C+ or better in VETN110, BIOL111. Co-requisite: BIOL121.

VETN130 Veterinary Clinical Affiliation I **0-24-4**
This eight-week summer session provides students with supervised hands-on work experience with live animals in selected clinical settings. Following sequential steps from basic to complex, learners build correlation of theoretical content to clinical performance. Students will be required to volunteer at one spay/neuter clinic during the Clinical Affiliation. The participating clinics will be pre-arranged by VETN faculty and the associated animal rescue by VETN faculty and the associated animal rescue organizations and/or shelters. VETN faculty will be present at the clinics to instruct and supervise the students. Prerequisites: "C+" or better in VETN110, VETN112, VETN114, VETN121, BIOL111, BIOL121.

VETN210 Veterinary Clinical Methods II **3-3-4**
This course is designed to provide the student with a strong background in veterinary surgical nursing and assistance. Surgical interventions, as well as sterilization, disinfection, and aseptic technique are covered. Anesthesia and monitoring the surgical patient is emphasized. Specialized clinical procedures are also covered that build on techniques learned during VETN121 and the student's Clinical Affiliation I. Prerequisites: Complete VETN110,112,114,121 with a C+ or better, and successfully complete VETN130 Clinical Affiliation I.

VETN212 Laboratory Animal Science **2-2-3**
This course provides students with an understanding of the principles and practices of laboratory animal science. Research methods, care and handling of laboratory animals, and legal regulations pertaining to animal welfare and research procedures are incorporated. Students also become familiar with handling, basic care, and diseases of the popular small pets including guinea pigs, rabbits, ferrets, hamsters, birds and reptiles. Prerequisite: VETN130.

VETN215 Large Animal Management **2-2-3**
This course is designed to familiarize the student with the care, handling, and restraint of large animals commonly encountered in veterinary practice. Preventive medicine, nutritional requirements, injury and wound care, and common medical and surgical interventions in the care of equine, dairy, and other large animals are explored. Laboratory sessions provide hands-on opportunities at local dairy and horse farms. Prerequisite: VETN130.

VETN220 Veterinary Clinical Pathology I **2-3-3**
An overview of the study of disease processes as well as veterinary diagnostic tests and laboratory technique will be provided in this course. Hands-on laboratory experience is gained in areas of, hematology, parasitology and urinalysis and cytology. Prerequisite: VETN130, CHEM110 (or CHEM115); or permission of the Instructor.

VETN221 Veterinary Clinical Pathology II **2-3-3**
This course is a continuation of VETN220. The student will continue to develop skills utilized in the veterinary clinical laboratory. Elements of clinical microbiology, cytology, and specialized diagnostic tests are covered. Laboratory sessions focus on clinical microbiology, but also offer exposure to serology, cytology, and necropsy. Prerequisite: C+ or better in VETN220.

VETN222 Veterinary Clinical Affiliation II **0-24-6**
This course is a continuation of VETN130, Clinical Affiliation I. The objective of this course is to provide the student with practical application and hands-on experience of procedures learned in VETN210 and VETN220. This course provides supervised clinical experiences in which the learner can incorporate and build upon knowledge and increase skills and self-confidence in the veterinary technician role. Students are expected to select, contact and interview with their potential clinical site before the start of the semester. Prerequisite: "C+" or better in VETN210, VETN212, VETN215, VETN220

VETN 224 Veterinary Diagnostic Imaging **1-3-2**
This course will provide the student with an in-depth study and hands-on practice in veterinary medical radiology including radiographic exposure techniques, both traditional and digital, film processing and contrast radiography. In addition, the fields of ultrasound, CT and MRI, as used in veterinary medicine, will be introduced. Prerequisite: VETN130.

VETN225 Veterinary Practice Law **2-0-2**
This course is a business law course focused on legal and ethical issues of interest to a veterinary practice. Areas of law to be considered will be Veterinary Practice Acts, controlled substance and other pharmaceutical laws, Veterinary client patient relationships, contracts and employment law. Students will be able to utilize case studies and briefs to enhance their working knowledge of these topics. Prerequisite: Completion of VETN110,112,114 and 121 with a C+ or better; or fulfill criteria required for admission to the Veterinary Practice Management Certificate.

VETN226 Small Animal Behavior **2-0-2**
An understanding of normal animal behavior can lead to better understanding and management of the patients in the clinical setting. Human-animal interactions can be enhanced through the use of learning theory and scientifically and humane training, restraint, and behavior modification techniques. Prerequisites: Complete VETN110,112,114, and 121 with a C+ or better or permission of Dept. Chair.

VETN227 Veterinary Emergency Medicine **1-2-2**
This course will delve into the area of emergency medicine and critical care of the small animal patient, reinforcing and building on material covered in the prerequisite courses (i.e. anatomy and physiology, pharmacology, nursing care, and emergency medicine). Prerequisites: Complete VETN110,112,114,121,BIOL111 and BIOL121 with a C+ or better or permission of Dept. Chair.

WELD100 Basic Welding Technologies **5-3-6**
The purpose of the Basic Welding Technologies Course is to provide the student with techniques and manipulative skills required for basic electric arc and fuel gas welding. This course will provide an entry level of technical understanding of basic welding processes as well as power supplies, electrode classifications, joint designs, material identification, blue print reading, numerical geometry and welding safety. This course will provide the training to develop the skills necessary to make basic fillet and square groove welds in the flat position on mild steel material following the American Welding Society standards found throughout the industrial workforce.

WELD150 Intermediate Welding Technologies **3-6-6**

The purpose of the Intermediate Welding Technologies course is to build on the skills learned from Basic level by adding horizontal, vertical, and overhead welding positions to electric arc and gas welding. This course will also provide the student with techniques and manipulative skills required for gas metal arc welding (MIG) and gas tungsten arc welding (TIG) on mild steel material in the flat only position. Intermediate Welding will increase the student's knowledge area with welding blue print reading, field sketching, numerical geometry, units of measure, and other associated areas of welding including flux cored arc welding (FCAW), torch brazing and soldering. This course will provide the training to develop the skills necessary to make out-of-position fillet and square groove welds on mild steel material with arc and gas welding as well as basic fillet and square groove welds in the flat position on the mild steel with the MIG and TIG process by following the standards set forth by the American Welding Society used throughout the industrial workforce. Prerequisite: WELD100.

WELD200 Advanced Welding Technologies **3-6-6**

The purpose of the Advanced Welding Technologies course is to utilize the student's skills that were created in the Intermediate Welding course for certification opportunities as well as in manufacturing and repair situations. This course will provide the student with the techniques and manipulative skills for welding pipe and plate to code requirements as well as incorporate fabrication techniques, equipment, specifications, and basic metallurgy, use of associated cutting processes such as Plasma Arc, Air Carbon Arc, mechanized equipment, material identification on alloys, destructive and non-destructive testing methods, welding defects and discontinuities, and distortion control methods. This course will provide the training necessary to weld exotic materials such as aluminum, fabricate to code environments, and proper repair practices following the American Welding Society standards and specifications used throughout the industrial workforce. This course will create the desired advanced employability skills that are required in today's manufacturing job market. Prerequisite: Intermediate Welding Technologies.

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REFERENCE PAGE

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Cancellations:

web: www.greatbay.edu/closings
TV: WMUR Channel 9
Radio: WXBB 102.1-105.3FM
Radio: WHEB 100.3FM
Radio: WERZ 107.1FM
Radio: WTSN 1270AM

**Always check radio and tv resources in addition to the college website. Updates will be posted when info and resources are available.*

Great Bay Community College

Portsmouth Rochester