

# Hesser College



COLLEGE CATALOG  
2006 • 2007

## *Associate's Degrees*

*Business:*  
Accounting  
Business Administration

*Communications:*  
Communications and Public Relations  
Radio/Video Production and Broadcasting

*Computer:*  
Information Technology: Computer Technician  
(Certificate)

*Criminal Justice:*  
Criminal Justice

*Education:*  
Early Childhood Education  
Professional Lead Teacher (Certificate)

*Healthcare:*  
Massage Therapy (Diploma)  
Medical Assistant  
Physical Therapist Assistant

*Professional:*  
Graphic Design  
Interior Design  
Liberal Studies  
Paralegal Studies  
Psychology

## *Bachelor's Degrees*

Business Administration (*Accounting Concentration*)  
Business Administration  
Criminal Justice  
Psychology

*Manchester Instructional Site*  
3 Sundial Avenue  
Manchester, New Hampshire 03103  
603.668.6660  
800.526.9231 (National)  
Fax: 603.666.4722  
admissions@hesser.edu  
www.hesser.edu

*Salem Instructional Site*  
11 Manor Parkway  
Salem, New Hampshire 03079  
603.898.3480  
Fax: 603.893.0765

*Nashua Instructional Site*  
410 Amherst Street  
Nashua, New Hampshire 03063  
603.883.0404  
Fax: 603.595.4686

*Portsmouth Instructional Site*  
170 Commerce Way  
Portsmouth, New Hampshire 03801  
603.436.5300  
Fax: 603.427.0880

*Concord Instructional Site*  
25 Hall Street, Suite 104  
Concord, New Hampshire 03301  
603.225.9200  
Fax: 603.225.8969



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## Mission and Objectives

*T*he mission of Hesser College is to provide a high-quality, student-oriented, professionally focused, affordable learning experience. Our programs foster student learning with opportunities to launch, enhance, or change careers in a diverse global society. The College is committed to general education, a student-centered service and support approach, and applied scholarship in a practical environment.



- Offer educational opportunities to students who demonstrate interest, motivation, and effort. Hesser College endorses the learning opportunities “enumerated in the *Boyer Commission Report on Reinventing Undergraduate Education*.”
- Provide intensive and comprehensive instruction using educational practices that strengthen student academic achievement.
- Provide all students, especially students who are underprepared academically, the support services needed to be successful college students.
- Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of culture and diversity.
- Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
- Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.
- Prepare students to meet the ever-changing needs of their communities now and in the future.



# College Information

## History

The uniqueness and innovation that characterize Hesser College's approach to career education began with its founding in 1900 by Joel H. Hesser. His principle of providing individual encouragement and assistance to all students has remained a Hesser tradition.

The first location for Hesser Business College was at 913 Elm Street, Manchester, New Hampshire, the former location of the Daniels and Downs Private School. This College was acquired soon after the formation of Hesser Business College. After a second location at 1017 Elm Street, Hesser Business College moved to 83 Hanover Street, known as the Odd-Fellows Building. In 1911, Hesser purchased and extensively renovated a house at 146 Concord Street, which was used by the College until 1915, when the house and land were sold for construction of the Manchester Institute of Arts and Sciences. At the same time, Hesser purchased the land across the street at 155 Concord Street to develop a new facility for the College.

In 1925, Joel Hesser purchased Bryant and Stratton's Business College and merged it with Hesser Business College. Joel Hesser continued to own and operate the College until his death in 1945. The College continued under the leadership of his daughter, Gladys Hesser Lord. Between 1945 and 1967, Gladys Lord and, subsequently, her husband Captain George Lord, maintained ownership and direction of the College with Mildred Goff serving as director of operations.

In 1967, Mildred Goff served as president of the institution. Under President Goff's guidance, Hesser College maintained the level of quality business education begun by Joel Hesser. On February 1, 1967, House Bill #68 was signed by governor John W. King, giving approval for Hesser College to grant the associate's degree. The class of 1969 was the first to receive an associate's degree in business science.

In this same time period, Hesser was accredited by the United Business Schools Association, now the Accrediting Council for Independent Colleges and Schools (ACICS).

Kenneth W. Galeucia became the acting president in 1971 and, in 1972, he directed the merger of Concord College, which provided associate's programs in accounting, management, and computer science. In 1973, he became president of the College.

Hesser began to expand its educational services beyond the city of Manchester in 1975 when the first instructional site was opened in Bishop Guertin High School in Nashua, New Hampshire. In the fall of 1979, additional facilities were obtained at 25 and 27 Lowell Street where many of the classes were held. In December of 1980, all classes and administration were moved to the facilities on Lowell Street, which provided approximately 35,000 square feet of office and classroom space. In 1982, the seacoast division was established beginning at Cocheco Park and St. Thomas Aquinas High School in Dover, New Hampshire.

In 1983, the Nashua instructional site was moved from Bishop Guertin High School to its newly developed facilities at Birch Pond Park in Nashua. In 1985, new facilities were developed for the Portsmouth instructional site at Commerce Trust Park.

In 1985, over three years of intensive program review and self-study by the administration, faculty, and students culminated in recognition as an accredited member of the New England Association of Schools and Colleges.

In 1987, the College converted the student center into a student dormitory, named Goff Hall in honor of Mildred Goff, President Emeritus.

In the spring of 1987, Linwood Galeucia was appointed as President of Hesser College. In January of 1990, Hesser College moved its Manchester campus to the new Sundial Avenue location, the Hesser Center of Commerce and Education. The facility includes 110,000 square feet of classrooms, laboratories, offices, dormitory space for 400 students, a bookstore, cafeteria, and gymnasium.

In June 2004, the Salem instructional site relocated to a newly constructed, expanded facility on Manor Parkway.

In 1996, Hesser College again advanced with the development of new programs and facilities when the College became the first college in New Hampshire to advance associate's-degree-granting authority to licensed baccalaureate-degree-granting status.

The first baccalaureate degree programs were in Criminal Justice and Business Administration/Accounting.

Simultaneous with this development, the College opened its Health Sciences Division together with an expanded library; a Center for Teaching, Learning, and Assessment (CTLA); laboratories; classrooms; and faculty offices.

In 1998, the College opened its fifth instructional site in Concord, New Hampshire. In April of 2000, the College moved its Concord instructional site into an expanded facility in the same Hall Street building.

Also in 1998, Hesser College was acquired by Quest Education Corporation, an educational company with headquarters in Roswell, Georgia. Hesser College is proud to have been recognized as the Quest College of the Year for 1998–1999. Quest was purchased in July 2000 by Kaplan, Inc. In December 2002, Quest changed its name to Kaplan Higher Education Corporation. Kaplan provides diversified, career-oriented, postsecondary educational programs.

The year 2000 marked the 100th anniversary of the College and the appointment of a new College President, Robert S. Moon. Mary Jo Greco succeeded President Moon as the current College President in March 2005.

## College Facilities

Hesser College has been located in the Hesser Center of Commerce and Education since 1990. It is a major complex of businesses that includes corporate offices, a childcare center, local television stations, a restaurant, and other enterprises. Hesser College occupies one-third of the complex, but the mixture and proximity of these businesses to the College provide unique employment and educational opportunities for students.

Hesser's distinctive Manchester facility houses all classrooms, lab facilities, the library, an academic support center, administration offices, and the student residences. The nine residence halls—Joel, Hesser, Lord, Bryan, Daniels, Eastman, Concord, Keegan, and Amoskeag—are all located in the main facility.

Laboratory facilities include computer programming labs, microcomputer labs, word processors, medical assistant equipment (clinical), and Westlaw (online legal research database).

The Hesser Center of Commerce and Education provides easy access to downtown Manchester and to the area stores, banks, parks, and other places that are filled with opportunities for our students. The advantages of city living, including the opportunities to experience professional, social, cultural, and personal growth are readily accessible.

For the athletically inclined, and still within easy commuting distance of our facility, there are opportunities for cross-country and downhill skiing, scuba diving, hiking, golf, tennis, sailing, and more. New Hampshire has it all—mountains, lakes, and the seacoast.

The Concord instructional site includes approximately 12,000 square feet of space. This space provides thirteen classrooms, three computer labs, expanded library services, student and faculty lounge area, a bookstore, plus additional office and storage space for expanding staff needs. The three-story building of steel, brick, and glass is complemented with oak fittings. Financial Aid, Student Accounts, and Admission Departments are on location.

The Nashua instructional site includes 16,000 square feet of space: twelve classrooms, three computer labs, an early childhood education lab, a lounge, a bookstore, administrative offices, and library space. A new Graphic Design lab, Financial Aid, Student Accounts, and Admissions are on location.

The Portsmouth instructional site includes approximately 12,000 square feet of space. Included in this space are ten classrooms, five computer labs, a medical assistant lab, an early childhood education lab, and a new Massage Therapy Clinic. There are also administrative offices, a bookstore, a lounge, and a space for library services. Financial Aid, Student Accounts, and Admissions Offices are on location.

Finally, the Salem instructional site includes approximately 16,000 square feet and is outfitted with new labs for the Medical Assistant, Massage Therapy, and Information Technology programs. The facility contains thirteen classrooms, four computer labs, an early childhood education lab, administrative offices, a bookstore, a lounge, additional administrative office space, and a space to provide library services. Financial Aid, Student Accounts, and Admissions Offices are on location.

## Equipment

Hesser College is committed to the enhancement of career relevancy and practical learning of the College's academic programs. All sites operate computer laboratories designed to serve not only the Information Technology program but also the computer curriculum requirements of all instructional programs. The west wing of the Manchester campus houses hands-on, fully equipped laboratories for the Physical Therapist Assistant program and medical programs. In addition, Hesser College boasts the recent opening of a brand-new fitness center that includes cardiovascular and muscle-toning equipment, as well as free weights available to all students, faculty, and staff. The communications laboratory, located in Manchester, contains a fully equipped and operational AM radio station, television studio, and editing suites. Designed to give students hands-on training with equipment similar to what is found on job sites, the radio station also gives students experience by broadcasting programs throughout the building.

## Library

College success is dependent upon students having access to information. The Kenneth W. Galeucia (K.W.G.) Memorial Library provides that information in its new facility, which opened September of 1996. Located in the west wing of Hesser Center, the library is open seven days a week during the academic year. The variety of informational resources available in the library includes books, periodicals, audiotape, videotape, electronic databases, and assistance on how to use them.

The library contains approximately 25,552 volumes; 1,639 videos and DVDs; 170 paper periodicals; and subscribes to over 19,000 Web-based periodical and reference titles. The library staff provides information-literacy instruction to individuals and classes throughout the year. Reference assistance is available on site and by phone during all open hours and by e-mail anytime. The new facility makes available a meeting room for videotape viewing and study groups, tables and study carrels, a photocopy machine, class reserve materials, and a variety of computerized database search systems including Internet access. The library also offers audiovisual materials and equipment for classroom use.

One of the library's electronic Web-based resources consists of 18 databases through the EBSCOhost service. These include two academic standards—Academic Search Premier, Business Source Premier, specialized scholarly journal databases that include the Psychology and Behavioral Sciences Collection and Health Source: nursing/academic edition, as well as the standard indexing services American Humanities Index, ERIC, and MEDLINE. All of these are available to enrolled students by user ID and password from any Web-connected system at any time, day or night. Also available anytime, anywhere through user ID and password is the Web-based Westlaw legal database service. In addition, the library is a member of the NELINET library consortia, a member-owned, member-governed cooperative of more than

600 academic, public, and special libraries in the six New England states. This membership provides access to numerous services that facilitate sharing of library and information resources and services, and participation in activities that enhance regional and national library, information, and educational resources and services.

Computers for writing papers are available in the Center for Teaching, Learning, and Assessment (CTLA), located near the library in the west wing.

Hesser College students at the instructional sites have full privileges to the College's main campus library resources, including interlibrary loan services. In each instructional site's resource room, students can use computers that are connected through the network to the internal library Web page and search the online catalog to locate library holdings. Each Hesser College instructional site also has an agreement in place that allows its students to utilize local library facilities. Because the EBSCOhost e-journal and e-reference service and Westlaw law database service are public-Internet-based and accessed through user ID and password at their sites, Continuing Education students have full access to these study and research materials at any time and any place that is convenient to them. Additional electronic library resources are in the process of being added to each instructional site.

The Library Advisory Committee, made up of the Library Director and faculty members, meets regularly to discuss library policies and procedures. Suggestions for collection development are received on a continuing basis from faculty, students, and other members of the Hesser College community.

### *Library Hours During the Academic Year – Manchester Campus*

MON-THU .....8:00 a.m. to 9:30 p.m.  
 FRI .....8:00 a.m. to 4:00 p.m.  
 SAT .....9:00 a.m. to 2:00 p.m.  
 SUN .....4:00 p.m. to 8:00 p.m.

## Student Population

Hesser College has a diverse student population. Student demographics are available in the Admissions and Student Services Offices.

## Accrediting Agencies, Approvals, and Memberships

Hesser College is also proud of the institutional certification and regional approvals under which it operates.

- Accredited by the:

*New England Association of Schools and Colleges, Inc.*  
 209 Burlington Road  
 Bedford, Massachusetts 01730-1433  
 781.271.0022

- Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE) CAAHEP, 1361 Park Street, Clearwater, Florida 33756, 727.210.2350
- Authorized by the New Hampshire State Legislature to grant associate's degrees in Business Science, Computer Science, Early Childhood Education, and Arts and Sciences and to grant baccalaureate degrees in Criminal Justice and Business Administration
- Approved by the New Hampshire Postsecondary Education Commission
- Approved for the training of veterans and for the children of veterans under P.O. 95-202 of the "GI Bill"
- Approved by the New Hampshire State Board of Education for vocational rehabilitation training



- Approved by the U.S. Department of Education for federal student financial assistance programs
- Approved under the provisions of Title 38, United States Code, to train eligible persons and veterans
- Authorized under federal law to enroll nonimmigrant, alien students
- The Hesser College Physical Therapist Assistant program is accredited by the Commission on American Physical Therapy Education (CAPTE), the accrediting body of the American Physical Therapy Association (APTA)
- American Rehabilitation Counseling Association
- American Society for Interior Designers
- American Society of Industrial Security
- American Society of Travel Agents
- Association for Computing Machinery
- FBI National Academy Associates
- Institute of Certified Travel Agents
- Institute of Electrical and Electronics Engineers
- Institute of Management Accountants
- International Association of Business Communications
- International Interior Design Association
- Massachusetts Bar Association
- Massachusetts School Counselors Association, Inc.
- Mathematics Association of America
- National Association for the Education of Young Children
- National Association of Academic Advising
- National Association of Accountants
- National Association of Student Financial Aid Administrators
- National Business Education Association
- National Career Development Association
- National Council for Teachers of English
- National Council for Teachers of Math
- National Employment Counseling Association
- National Organization for Human Service Education
- National Retail Merchants Association
- National Strength and Conditioning Association
- New England Association of College Admissions Officers
- New England Association of Teachers of English
- New England Library Association
- New England Math Association of Two-Year Colleges
- New England Personnel and Guidance Association
- New England Psychological Association
- New Hampshire Bar Association
- New Hampshire Business Education Association
- New Hampshire Education Association
- New Hampshire Health Careers Council
- New Hampshire Interior Design Coalition
- New Hampshire Personnel and Guidance Association
- New Hampshire Public Employee Labor Relations Board
- New Hampshire Society of Certified Public Accountants
- Northeastern Academy of Criminal Justice Sciences
- Phi Delta Kappa, Harvard Chapter
- Physical Therapist Assistant Consortium of New England

### Memberships

Hesser College is also proud of its affiliation with, and membership in, associations of education and higher learning. They include:

- New England Business College Association
- American Association of Collegiate Registrars and Admissions Officers
- Northern New England Small College Conference
- American Association of Higher Education
- National Association for the Education of Young Children

### Professional Memberships held by Hesser College Staff and Faculty

- Academy of Criminal Justice Sciences
- American Association of Medical Assistants
- American College Counseling Association
- American Correctional Association
- American Institute of Certified Public Accountants
- American Library Association
- American Math Association of Two-Year Colleges
- American Mental Health Counselors Association
- American Physical Therapy Association



# Admission Information

## Acceptance To The College

Upon completion of all admission requirements, the College administration will review the information and inform applicants in writing whether they have been accepted for enrollment. If an applicant is not accepted, all monies paid will be refunded with the exception of a nonrefundable enrollment fee.

## Admission Requirements and Procedures

Hesser College has a rolling admission policy. Students may apply for admission at any time. Advisors are always available to talk with students about their education and career goals. Call the admissions team at the nearest instructional site.

Listed below are the specific requirements and procedures that Hesser College has established for admission.

1. An applicant to the College must:
  - a. be a high school graduate, or
  - b. possess a General Education Development (GED) certificate, or
  - c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.

Evidence of high school graduation or equivalent must be presented to the College. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If applicants who currently reside in the United States but attended school in foreign countries are unable to

produce the required documents, evidence may include certification from other official sources.

2. All applicants must complete the required admissions documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule.
3. All applicants must complete an informational interview. Applicants are encouraged to bring parents or spouses to the interview.
4. All applicants are encouraged to tour the instructional site prior to starting classes.
5. In the event a student did not make satisfactory academic progress in high school, the enrollment will be evaluated on several criteria including but not limited to grade point average, extra curricular activities, job performance, community involvement, an interview, or other personal qualifications.
6. All courses are taught in English. Students must be able to speak, read, and write fluently in English. English abilities will be determined through the College's admissions test (if applicable), an interview, and completion of necessary documents.
7. Applications for credit for previous education, training, work experience (experiential learning), or CLEP must be completed prior to the first day of the course for which the transfer credit is requested. This may require testing by examination to determine credit for previous education, training or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency. There will be no charge for these evaluations except for those charges required by outside agencies. An official transcript translated into English by an authorized school official or appropriate
8. All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.
9. All applicants must complete an application or Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
10. Please note the **following items** need not be submitted at the time of admission but are **required** (if applicable to the student's choice of program) **for** successful program completion:
  - Residence hall students must provide proof of health insurance to avoid health insurance fees.
  - Documentation of any required health examinations, pathology tests, and immunizations must be submitted prior to beginning clinical courses or the externship experience.
  - Applicants may be required to undergo criminal background checks before students can be placed in an externship or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

### *International Applicants*

The College is authorized under federal law to enroll nonimmigrant, alien students. The

College will assist qualified international students in securing the immigration documents necessary for school attendance in the United States. In addition to the Admissions requirements listed, the following additional requirements apply to all international students:

1. All applicants must complete an informational interview.
2. All applicants must complete an application and submit the enrollment fee of \$200.00 U.S. dollars, which will exempt the student from paying administrative, enrollment, and registration fees stated on the Tuition and Fee schedule, if applicable. The enrollment fee is fully refundable if the applicant decides not to complete the enrollment process or is not accepted by the College.
3. All applicants must submit an official high school or college transcript. Foreign transcripts must be translated into English, along with an explanation of the grading scale, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency.

Applicants may contact any of the following outside agencies or an agency of choice for translation, explanation, or equivalency services:

*Lisano International*  
 P.O. Box 407  
 Auburn, Alabama 36831-0407 U.S.A.  
 Telephone: 334.745.0425  
 E-mail: LisanoINTL@AOL.com

*Center for Educational Documentation, Inc.*  
 P.O. Box 231126  
 Boston, Massachusetts 02123-1126  
 U.S.A.  
 Telephone: 617.338.7171  
 E-mail: info@cedevaluations.com

*Global Services Associates*  
 2554 Lincoln Boulevard #445  
 Marina del Rey, California 90291-5082,  
 U.S.A.  
 Telephone: 310.828.5709  
 E-mail: info@globaleval.org

Any costs incurred as a result of this service will be the responsibility of the student, and may range from approximately \$50.00 to \$150.00 U.S. dollars.

Applicants who have taken the Scholastic Aptitude Test (SAT) or the American College Test (ACT) are encouraged to submit scores to the Admissions Office for evaluation.

4. All applicants must complete any programmatic admissions requirements, if applicable (see regular "Admission Requirements and Procedures").
5. All applicants must submit bank statement(s), balance(s) converted into U.S. dollars, indicating that the student or parent/guardian has sufficient funds to cover the costs of tuition, fees, and living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and living expenses will be paid in advance of each term.

If enrolled in English language course(s), bank statement(s) or certified government sponsor letter proving sufficient funds for the entire College program must be submitted.

6. All applicants must submit a paper-based minimum TOEFL score of 477 or above, or a computer-based minimum TOEFL score of 153 or above, or successfully complete one of Kaplan's most advanced-level English language courses, if English is not the student's primary language.

Upon receipt of items 1 through 6, the College will notify the applicant in writing of the status of their acceptance.

If enrolled in English language course(s), the applicant must submit items 1 through 4. The College will then notify the applicant in writing of the status of their conditional acceptance.

The College will issue a Certificate of Eligibility (INS-Form I-20) to apply for a student visa.

If enrolled in English language course(s), final acceptance will be contingent upon proof of successful completion of either one of Kaplan's most advanced-level English language courses, or the above-referenced TOEFL score (see Step 6), and sufficient funds to cover the costs of tuition, fees, and living expenses for the entire College program.

## Applicants for Single Courses

Applicants for single courses who will not enter into a full program of study are only required to complete the following procedures:

1. Attend an initial personal interview to determine the probability of their success. Parents and spouses are encouraged to be present.
2. Complete a brief Application and Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students not enrolling into a program are not eligible to receive Title IV funds.

## Transfer of Credit Between Kaplan Higher Education Institutions

Course credits may be transferred from any Kaplan Higher Education institution upon a student's acceptance to the receiving Kaplan Higher Education institution. The transfer-of-credit award will be based on:

# Admission Information

1. courses which have a grade of “C” or better;
2. course descriptions, objectives, or outcomes;
3. core/major courses must apply to the program; and
4. conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions. Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

Credit cannot be transferred until an official transcript is submitted to the Kaplan Higher Education institution evaluating the transfer credit.

Students transferring from any Kaplan Higher Education institution must complete a minimum of 25% of the course credits at the Kaplan Higher Education institution awarding the graduation credential.

## Credit For Previous Education, Training, Work Experience (Experiential Learning), or CLEP

Students applying for credit in any of the categories described below must complete a *Credit for Previous Education, Training, Work Experience (Experiential Learning)*, or *CLEP* form and submit official transcripts, course descriptions, and other supporting documentation prior to the first day of the course as required on the form.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the College must complete the request form. The College will grant appropriate credit, shorten the duration of the course proportionately, and notify the student and VA accordingly.

### *Previous Education or Training*

The College will consider awarding credit from accredited postsecondary institutions, various certification exams, and military training and experience. When evaluation is made of the student’s transcript, credit may be awarded for courses successfully completed with a grade of “C” or better at another accredited postsecondary institution where course and credit values are comparable to those offered by the College. Transcripts from foreign institutions must meet the same requirements as domestic institutions, and must be translated. The College does not guarantee the transferability of credits from any of these sources.

### *CLEP*

College Level Examination Program (CLEP) credits may be accepted with minimum scores recommended by Educational Testing Service (ETS) or the American Council on Education (ACE). Credit is awarded for each test in which the ACE-recommended minimum score is earned.

### *Experiential Learning:*

The College will consider awarding credit for experiential learning (previous work experience). Equivalency to related coursework may be determined by submission of supporting documentation such as a job description, a description of equipment used, a description of the work environment, verification of employment by the previous supervisor or employer on the employer’s letterhead, or various other appropriate forms of documentation verifying previous employment or work experience.

The awarding of credit and determination of equivalency for experiential learning to related coursework will require that the student submit proof of experience and may require a 75% skill proficiency demonstration on the course final exam. Documentation of previous work

experience will be evaluated by the instructors who teach the related courses. Credit for previous work experience will not exceed 15% of the total program and will not be used in calculating the cumulative grade point average.

### *American College Testing/Proficiency Examination Program (ACT/PEP)*

PEP is a national testing program consisting of over 50 exams developed by the faculty of the University of the State of New York and made available by ACT to assess college-level learning gained outside the classroom.

### *Advanced Placement*

Advanced placement and/or credit may be secured by a high school candidate who presents College Entrance Examination Board advanced placement tests (CEEB). A grade of 4 or higher will ensure advanced placement and credit. A grade of 3 may be considered for credit if recommended by the appropriate department and approved by the Academic Dean.

### *Credit Toward College Program*

Students graduating from high schools in recognized consortia may be eligible to receive advanced status and/or partial credit for already-acquired skills and specialized preparation. Several agreements are in place and new agreements are being designed every year. Such placement will be determined by criteria set by the department into which these students enroll.

### *Defense Activity for Non-Traditional Education Support (DANTES)*

DANTES subject examinations have been designed by the Educational Testing Services (ETS) to evaluate and award credit for academic and technical education obtained in nontraditional ways. DANTES test results are accepted by Hesser College.

### *Learning Contract Program*

Sometimes unique circumstances allow a

student to pursue a learning contract. The Learning Contract Program allows students to complete a portion of their program through independent work. Students can design their own learning experience for College credit under the guidance of a faculty mentor. This individual can be either a part-time or full-time member of the Hesser College faculty, or an individual identified from the community who has the expertise to assist the student in achieving the learning objectives outlined in the student's learning contract. Learning contracts can be used to specialize in advanced projects not covered by regular course offerings. Learning contracts may be arranged for a minimum of one credit to a maximum of nine credits and charged at the tuition per credit hour rate. A maximum of fifteen credits can be used for learning contracts. Additional tuition fees are assessed for learning contracts. Further information and forms are available at each instructional site.

Credits in any combination may not exceed 50% of the program and are not used in calculating the cumulative grade point average. Twenty-five percent of the required program credits must be earned at Hesser College, with 12 of these credits within the student's major. Applicants will receive written notification regarding their request for credit. Applicants who are denied credit may present a written appeal for reconsideration to the Registrar.

## Policy of Non-Discrimination

The College encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students.

In order to facilitate its compliance with applicable laws and regulations, the College has appointed a Compliance Coordinator to assist those who believe they have been unlawfully discriminated against. The Compliance Coordinator will be regularly accessible at reasonable times for this purpose. The name, address, and telephone number of the Compliance Coordinator are noted in a supplement to this catalog, are posted in the Admissions Office, or can be obtained from the Executive Director of the College.

Students who believe they have been discriminated against are encouraged to contact the College's Compliance Officer.

## *Students Seeking Reasonable Accommodations*

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known at the time of enrollment. Documentation to support the disability must be provided to the College at the time of the request. All requests for accommodations should be made to the Compliance Coordinator. The name, address, and telephone number of the Compliance Coordinator are noted in a supplement to this catalog, are posted in the Admissions Office, or can be obtained from the President of the College. The Compliance Coordinator will provide a copy of the Guidelines for *Students Seeking Reasonable Accommodations* to students upon request.



# Student Information and Services

## Academic Freedom and Student Responsibilities

Students accepted into an academic program of study at the College have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures established in accordance with the College non-discrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
6. Students will be given full disclosure and an explanation by the College of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship, clinical, fieldwork, and lab settings, and to abide by the policies of the College.
10. Students are expected to conduct all relationships with the College staff and faculty, their peers, and their clients with honesty and respect.
11. Students are to comply with directions by College faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

## Student Activities

Student clubs and activities at Hesser assist students in developing numerous skills. Upon graduation, these skills may be applied to the graduate's every day life and career.

Through clubs, elected offices, and committees, students may participate in professional, social, and recreational activities at the College that will enhance their leadership and interpersonal skills.

Faculty members and College administrators serve as advisors for a variety of activities and student organizations at the College. These clubs and organizations may include:

- Black History Show Committee
- Choir
- Commuter Club
- Drama Club
- Pep Club
- Phi Theta Kappa (national honor society)
- Physical Therapist Assistant Club
- Psychology Club
- Radio/TV Club
- Residence Hall Council
- Ski Club
- Student Activities Committee
- Yearbook Committee
- Student Government Association
- Writer's Club

If there are any other interests, contact the Dean of Students.

## Student Interaction

Student interaction is considered to be an important component of the academic experience at the College. Both the facility and class organization are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact the Dean of Students if they wish to join or start a special interest group.

## Student Health Services

Health/counseling services are available for the treatment of minor illnesses, injuries, and short-term personal counseling issues. These services are confidential and available to any registered student with a completed medical history on file. The medical staff can make referrals and any costs incurred are the responsibility of the student. Campus Safety is available 24 hours a day to assist with medical emergencies.

## Tutoring

Students who need extra assistance due to academic difficulties may arrange for tutoring through the Center for Teaching, Learning, and Assessment (CTLA). Hesser College's CTLA provides academic support services for students who need assistance. Faculty and well-trained peers are available to tutor students in all programs. The Center also serves as a resource for reviewing drafts of term papers, preparing students for exams, and helping to hone skills needed to succeed at the College. The CTLA is located in Room 123 of the west wing of the Manchester Campus; services are also offered at all instructional sites.

## Advising Services

The College provides academic advising services to students at all instructional sites. Professors and other experienced professionals serve in this capacity, offering course and programmatic advising. Professors and

academic advisors also collaborate with the Office of Career Services to offer advice regarding career choices and career planning. The Office of Student Services provides nonacademic advising services to students.

The Office of Student Services encompasses a variety of departments that touches all aspects of student life at Hesser. These include new student orientation, student activities, athletics, and residence life. Students requiring other types of professional assistance will be referred to on-campus counselors or community agencies.

## Student Housing— Day Division

Over 400 students call Hesser College home. The residence life staff works to maintain a relaxed atmosphere that fosters mutual respect, positive interaction, and support of academic goals. Several room sizes are available and accommodations include a bed, dresser, desk and chair, and telephone jack, and local calling abilities and Internet access are available at no extra cost.

To maintain residency, a student must maintain full time enrollment. Exceptions to this policy require the approval of the Dean of Students.

## Conduct

The College is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on College, externship, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of College documents. Examples of dishonesty and/or plagiarism include, but

are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.

2. Theft of, or deliberate destruction, damage, misuse, possession of, or abuse of, College property or the property of private individuals associated with the College.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other College activities.
4. The use of, or being in the presence of, alcoholic beverages or controlled substances on College, residence hall, or externship, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items. This also includes related paraphernalia.
5. The use of any tobacco products in the College buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with College officials acting within the scope of their employment responsibilities.
7. Bringing animals onto College property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the College academic and/or residence hall areas. The College does not provide childcare services and cannot assume responsibility for their health and safety.

# Student Information and Services

9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official College publications but announced as administrative policy by a College official or other person authorized by the president of the College.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the College property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the College.
13. Improper use of e-mail and Internet access. Please see the "Computer and Electronic Communications Policy" section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
17. Rape, including acquaintance rape and/or sexual assault, in any form.
18. Unauthorized presence in, or forcible entry into, a College facility or College-related premises.
19. All forms of gambling.

20. Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the College. The conduct process is outlined in detail in the Student Handbook. Students dismissed for conduct violations will not be readmitted.

## Computer and Electronic Communications Policy

Computer equipment, e-mail accounts, facsimile equipment, and Internet access are provided to students at Hesser College exclusively for educational activities.

Downloading, viewing, distributing, or sending pornographic or obscene materials is prohibited. This includes bookmarking any such Web sites, or opening or forwarding any such e-mail, fax, or voice mail messages. Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the "Policy of Non-Discrimination" section in this catalog.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. Therefore, students should have no expectation of privacy whatsoever related to their use of these systems. Even when a message or file is erased, it is still possible to recover the message

or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the College premises, as well as saved voice mail messages are the sole property of the College, may be considered business records, and could be used in administrative, judicial, or other proceedings.

The College licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the College's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students may result in discipline up to and including permanent dismissal from Hesser College.

## Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned externship, clinical, or fieldwork location. Students should show concern for the appropriateness of dress while attending the College and be guided by the principle that what is proper for the workplace is proper for College.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be required to leave the property and time missed will be recorded as an absence.



## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Executive Director receives a written, dated request for access. The College does not permit students to inspect or review confidential student guidance notes maintained by the College, or financial records (including any information those records contain) of their parents or guardians.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the College decides not to amend the record, the College will notify the student of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The College may neither release nor disclose personally identifiable information contained in the student's education records to outside employers,

agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the College is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
5. The rights accorded to, and consent required of, parents under this Act transfer from the parents to the student once the student becomes eligible.

*Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605*

Amendments to FERPA in 1198 (section 99.31, paragraph [a] [15] section I, items A and B) allow the College to contact the parent/guardian of a student at an institution of postsecondary education regarding the student's violation of any federal, state, or local law, or of any College policy or rule governing the use or possession of alcohol or a controlled substance(s).

## Personal Property

The College assumes no responsibility for loss or damage to a student's personal property or vehicle.

## Problem Resolution, Student Complaints, and Grievance Procedures

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

Step 1 .....Communicate with the instructor or advisor.

Step 2 .....Communicate with the Academic Dean. The Dean will either resolve the issue with the student or advise the student regarding the proper procedure for submitting a formal complaint through the review committee.

Step 3 .....Contact the President of the College at 603.668.6660.

Step 4 .....Unresolved concerns may be appealed within 14 days to the Review Committee either in writing or by personal appearance. To appear before the Review Committee, the student must make an appointment with the student's Program Director, Student Services Coordinator, or President. The Review Committee has the responsibility for reaching a decision within 14 days that is in balance with the best interests of both the student and the College.

Step 5 .....Contact the Regional Vice President of Operations at 203.393.0810.

# Student Information and Services

## Arbitration

Any controversy or claim, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction.

## Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College distributes annually to all current students and employees the campus security report in its entirety. This report contains actual campus statistics as well as all required policies, procedures, and disclosures.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

## Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College provides a Drug-Free Schools and Workplaces information package to each student during the admission process. This package includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

## Career Services

The College offers career services to all eligible students and graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this catalog. Many students desire to obtain employment on their own. The College supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the College of their employment information.

The College Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career services offered by the College are not an obligation or a guarantee of employment. If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the College is authorized to guarantee that a graduate will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Career Services Department to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

## Part-Time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Services Department will make every effort to assist them in their search.



## Hours of Operation

The College operates on a continuous calendar with numerous program starts each year.

### *Business Offices (subject to change)*

MON-THU (Day) .....8:00 a.m. to 8:00 p.m.  
 FRI (Day) .....8:00 a.m. to 4:30 p.m.  
 MON-THU (CE) .....8:30 a.m. to 8:30 p.m.  
 FRI (CE) .....8:00 a.m. to 4:30 p.m.

### *Admissions Office*

Admissions Representatives are available during regular business hours, as well as evenings and Saturdays.

### *Classes*

MON-FRI (Day) .....8:00 a.m. to 5:00 p.m.  
 MON-THU (CE) .....5:30 p.m. to 10:40 p.m.  
 MON-THU (CE-Day) .....9:00 a.m. to 4:40 p.m.  
 SAT (CE) .....8:00 a.m. to 1:00 p.m.

## Definition of a Unit of Credit

The College measures its programs in semester credit hours, with the exception of Massage Therapy, which is measured in quarter credit hours.

One semester credit hour equals:

- a minimum of 15 lecture clock hours
- a minimum of 30 laboratory clock hours
- a minimum of 45 externship clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

## Definition of an Academic Year

The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete 24 semester credits or 36 quarter credits.

## Required Study Time

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

## English as a Second Language Instruction

The College does not offer English as a Second Language instruction. The College staff will refer students to learning centers that offer this instruction.

## Changes in Programs or Policies

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, course sequences in programs, or locations, etc. in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The College is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

## Attendance Policy

The College emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Students who are absent from College twenty-one (21) consecutive calendar days (excluding College holidays and breaks) will be dismissed from the program, and are subject to the College's refund policy. If students start a course late, time missed becomes part of the twenty-one consecutive calendar days.

## Leave of Absence

Hesser College has no leave of absence policy. Students who need to interrupt their studies and return to the College at a later date must submit an application for readmission to the Admissions Office.

## Dropping or Adding Courses

Students may drop or add courses according to the following guidelines, assuming that they are enrolled in more than one course:

### *Dropping Courses*

- Students may drop a course prior to or during the first 10 calendar days (Day) or prior to or during the first 6 calendar days (CE). Dropping a course during this period could affect the student's financial aid.
- Students dropping a course beyond the days referenced above, but not withdrawing from school, will incur 100% financial responsibility for the course.

### *Adding Courses*

- Students may add a course prior to or during the first 12 scheduled class days (Day) or prior to or during the first 6 scheduled class days (CE).

# Academic Information

## Note

The drop/add period varies for certain programs and the summer session. Please refer to the academic calendar for more specific dates concerning these programs.

## Continuing Education

Courses may be dropped or added during the drop/add period with no notation and no penalty on the student's transcript. Students should consult the academic calendar where the official deadlines are noted on pages 83–84.

All schedule changes must be documented on a *Student Status Change or Request* form. Failure to initiate the appropriate paperwork may result in the recording of a failing grade. Students who withdraw from their entire program of study will receive refunds as described in the refund policy published in this catalog.

## Make-Up Standards

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with the College's guidelines.

Hours of make-up work will not be accepted as hours of class attendance.

## Change of Major or Program

Efforts are made to direct students to the program of study best suited to their individual goals and abilities. However, students may request a change of major by completing the required change of major request form. Program transfers must be approved by both a Financial Aid Officer and the Academic Advisor. Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed.

For some programmatic majors, students must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

First semester/term students wishing to transfer to a new program will be charged the current tuition rate for the remaining semester/term in the newly selected program. Students transferring after the start of their semester/term may incur financial charges in addition to those indicated above.

## Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

1. exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the "Conduct" section of this catalog;
2. fails to maintain satisfactory academic progress;
3. fails to meet attendance standards; or
4. fails to meet financial obligations to the College.

Time on suspension will be counted as an absence from College and cannot exceed the allowable absences stated in the attendance policy.

## Withdrawal from College

Most students who begin classes at the College successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the College require that students withdraw from College. Please refer to the "Refund Policy" located in the Financial Information section of the catalog for the Notice to Students, Withdrawal after Commencement of Classes or Withdrawal after Cancellation Period, and the Tuition Refund Chart. Students who determine the need to withdraw from College prior to completion must follow the steps below for an official withdrawal:

1. Contact the Academic Advisor office in person, via telephone, or by mail to officially withdraw. The College will make every effort to assist students in continuing their education.
2. The Student Accounts Office can answer any questions regarding financial obligations to the College. Students in default of institutional balances are responsible for collection costs, including, but not limited to, collection fees and charges, court costs, and reasonable attorney's fees. The Financial Aid Office can answer any questions regarding any student loan repayment responsibilities. Federal financial aid is separate and distinct from the institutional refund policy, may result in the student owing additional funds to the College to cover tuition charges previously paid by federal financial aid prior to withdrawal, and is subject to change following federal guidelines regarding Return to Title IV refund calculations.

The official withdrawal process begins with the steps outlined above. The College will complete a *Student Status Change or Request* form, which includes the student's last date of attendance and will be signed by the student (for in-person withdrawals only). The Business/Bursar's Office will complete the

refund calculations. The student will receive a copy of the calculation, updated account ledger, notice of the results of the calculation, and a copy of the completed and signed *Student Status Change or Request* form.

## Readmittance Policy

Students who have withdrawn from the College in good standing and who wish to be considered for readmission must file a Hesser College application for admission.

## Withdrawal from Courses

Students who withdraw from a course by the withdrawal deadline will incur no academic penalty; however, a notation of withdrawal will be on their permanent record. Students should consult the academic calendar for official withdrawal period dates.

Any student not attending a course and not officially withdrawing will be issued a final grade based on all course requirements including all those completed and not completed. This grade, even if an “F,” will be used in computing the student’s quality point average. The student remains responsible for any financial obligation contracted.

## Externship, Clinical, or Fieldwork

The College offers externship, clinical, and fieldwork opportunities for students in several programs that are without compensation. Students are supervised by professionals on site, and are also required to maintain close contact with their program advisor, since academic credits are earned for such experiences. The College maintains affiliation agreements with a variety of facilities, and students are encouraged to work with their advisors to find appropriate sites. Should students have an interest in facilities with which the College has no formal affiliation, they should work with their advisors to have such facilities evaluated. At the discretion of the College, the externship, clinical, or fieldwork experience may be secured outside the general residential area, possibly requiring

relocation and additional costs to the student. Students are eligible for an externship, clinical, or fieldwork experience if they:

- 1) have passed all required prerequisite courses;
- 2) have no “F” grades in courses within the major that have not been satisfactorily repeated, resulting in a passing grade; and
- 3) have no outstanding “I” grades for any courses within the student’s major.

There may also be College program-specific eligibility requirements, and some facilities may have special requirements. Students should talk to their advisors regarding these.

Because situations may develop within a particular organization outside the College, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship, fieldwork, or clinical experience.

During externship, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure and dismissal from the program.

Externship hours will be scheduled during the day and are typically between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

All externship, clinical, or fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

Students may arrange the days or times of externship, clinical, or fieldwork training only with written permission from the College. If a student is absent from externship, clinical, or fieldwork training, the student must inform both the site and the College.

The externship, clinical, or fieldwork facility will submit evaluations of the student’s performance based on the standards set by the College. Students must satisfactorily complete the externship, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship, clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on the externship, clinical, or fieldwork beyond those normally required during classroom training. All required hours for externship, clinical, or fieldwork must be completed. Night students are expected to make arrangements to complete their externship, clinical, or fieldwork during daytime work hours.

A reassignment of the externship, clinical, or fieldwork training will be evaluated on a case-by-case basis, and may result in additional charges. Any costs associated with drug testing for externship, clinical, or fieldwork requirements is the responsibility of the student.

## Graduation Requirements

In order to graduate, students must:

1. earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog, and;
2. complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum grade of “C” for successful completion—review the program section of this catalog for specific details on the program), and;
3. satisfactorily complete the residency requirement, and;
4. complete a petition to graduate, and;
5. return all property belonging to the College, and;

# Academic Information

6. fulfill all financial obligations to the College prior to graduation; and
7. attend Career Services Exit Interview, and, for federal funds recipients, a Financial Aid Exit Interview.

## Commencement Ceremony

While graduation requirements may be completed during any semester/term, the Commencement Ceremony is held each year in May. If planning to attend the Commencement Ceremony, a student must file a Petition to Graduate in the office of the registrar by March 1st of the graduation year.

Students must meet with their Academic Advisors on an ongoing basis to ensure progress toward fulfilling all graduation requirements.

## Commencement Ceremony Attendance Policy

By April 30th of each year, students lacking no more than six (6) credit hours toward completion of all degree requirements may participate in the Commencement Ceremony. These outstanding credits must be completed by the July/August term. The actual degree will not be granted until after the student satisfactorily completes the courses that fulfill the graduation requirements.

## Graduation Honors

Honors are recognized at commencement for degree recipients who have completed all degree requirements prior to the ceremony, including a minimum of 45 credits at Hesser College for an associate's degree and 90 credits for a bachelor's degree.

Cum Laude: 3.25–3.49 CGPA

Magna Cum Laude: 3.50–3.74 CGPA

Summa Cum Laude: 3.75–4.00 CGPA

## Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion, and even if a student obtains certifications, the College does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the College cannot guarantee students will pass these exams. The College makes every attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check and/or drug check before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

## Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the College with the name and address where the transcript will be mailed. A fee will be charged for additional copies and must be paid in advance before they are processed.

Transcripts sent directly to the student will be marked to indicate they are unofficial copies. Official transcripts will not be released for students who have a past due account with the College.

## Transfer of Credit to Other Schools

Students who wish to continue their education at other schools **must not assume** that credits earned at the College will be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and number of credits they will accept toward their program. It is at the sole discretion of that receiving institution to accept credits earned at Hesser College. This is a standard transfer-of-credit procedure.



## Honors and Awards

### *Outstanding Graduating Student*

This honor is awarded at commencement exercises to the graduate whose superior accomplishments and service to the Hesser College community exemplify the ideals of scholarship and leadership. The recipient is selected by members of the faculty, administration, and Academic Standards Committee.

### *Outstanding Graduating Major*

Each department selects the outstanding student in its major based on academic excellence and service to the department.

### *Awards Ceremony*

Each spring, the College formally honors students who have contributed to the academic and student life of Hesser College through participation and leadership in academics, student organizations, resident life, and athletics.

### *Dean's List/President's List\**

Full-time (12 credits for day division, 6 credits for continuing education division) enrolled students who achieve a semester/term grade point average of 3.00–3.59 with no incomplete grades are placed on the semester/term Dean's List.

Full-time (12 credits for day division, 6 credits for continuing education division) enrolled students who achieve a semester/term grade point average of 3.60–4.00 with no incomplete grades are placed on the semester/term President's List.

The final date for students to qualify for either the Dean's or President's List is the last day for reporting grades for each semester/term as determined by the Registrar and the Academic Dean.

\*Only degree candidates qualify for Dean's List/President's List.



# Academic Standards

## Grading System

The grading system listed below is used for all courses. Letter grades are used for transcripts.

GRADE	POINTS OR DEFINITION
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
F.....	0
AU.....	Audit
CC.....	Clep Credit
EC.....	Experiential Credit
TC.....	Transfer Credit
I.....	Incomplete
R.....	Repeated Course
P.....	Pass
S.....	Satisfactory
U.....	Unsatisfactory
W.....	Withdrawal
WF.....	Withdrawal Failing
WP.....	Withdrawal Passing

**AU** .....Audit. The student who chooses to audit a course will be assigned a grade of "AU." This grade will not affect the student's CGPA, and no credits are earned.

**CC** .....CLEP Credit. The student who has been granted credit for the College Level Examination Program will be assigned a grade of "CC." This grade will not affect the student's CGPA.

**EC** .....The student who has been granted credit for work experience. This grade will not affect the student's CGPA.

**TC** .....Transfer Credit. Students transferring **from** another institution may be eligible for credit for courses they have already taken. A grade of "TC" will be given for transferred courses, and will not affect the student's CGPA.

**I** .....Incomplete. This grade will not affect a student's CGPA until a final grade is assigned. Students receiving an incomplete in a course must complete the course requirements by a deadline determined by program policy not to exceed one grading period. If students do not complete required classwork, assignments, and tests within the extension period, they will receive a grade of "0" for the incomplete work. The "0" will be averaged with the student's other grades to determine the final grade for the course.

**R** .....Repeated Course. This indicates a course that has been repeated. An "R" grade is not calculated into the CGPA; however, hours

attempted count toward the 150% maximum time frame.

**P, S, or U** .....Pass, Satisfactory, or Unsatisfactory. These grades will not affect the student's CGPA.

**W** .....Withdrawal. Students receive a "W" if they withdraw during the first 25% of the term with no impact on the CGPA.

**WF** .....Withdrawal Failing. This indicates that the student withdrew more than 25% into the term and was failing the course at the time of withdrawal. The hours attempted are therefore added in with zero quality points earned. A "WF" affects the student's CGPA in the same way as an actual grade of "F."

**WP** .....Withdrawal Passing. This indicates that the student withdrew more than 25% into the term and was passing the course (or in a nonfailing status) at the time of withdrawal. "WP" does not affect the student's CGPA.





## Auditing Policy

Students wishing to audit a class must verify their request with an Admissions Representative prior to the start of class and will not be required to complete class requirements. No grade will be issued, but the student's transcript will include notation of the course and audit. The tuition fee for auditing a course is 50% for nonskilled courses and 100% for skilled courses.

## Satisfactory Academic Progress Standards

Satisfactory academic progress standards apply to all students at the College.

### Maximum Time Frame

All students must complete their program in a period not exceeding 1.5 times the normal length of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5x60). In order to graduate, a student must successfully complete 100% of the required courses and obtain a minimum CGPA of 2.0 within the 1.5 maximum time frame.

Evaluation Point	Minimum CGPA Required	Successful Completion of Hours Attempted
*25% of Program Attempted	1.0	55%
**50% of Program Attempted	1.5	60%
**100% of Program Attempted	1.75	67%
150% of Program Attempted	2.0	All Required Credits in the Program

Any hours attempted, whether as a regular or extended enrollment student, will apply toward the maximum time frame permitted to complete a program. This includes courses with grades of "W," "WP," "WF," "R," "P," "S," "U," or "I." Remedial and ESL courses, if offered, will not affect satisfactory academic progress.

### Required Evaluation Schedule

All students will be evaluated for satisfactory academic progress at specific periods of time. Evaluation points and requirements are outlined in the charts.

If the evaluation points fall within a grading period, students will be evaluated at the end of that grading period.

In addition to the evaluation points referenced in the charts, students will be evaluated at the end of the second and subsequent academic years to determine if it is possible to successfully complete the program within the maximum time frame permitted. If it is determined that it is impossible to successfully complete the program in the maximum time frame permitted, the student will be dismissed.

The effects of withdrawals and incompletes are defined in the "Grading System" section. All repeated courses, withdrawals, and incompletes are counted toward the hours attempted, and the grade received on the last repeat is used in the CGPA calculation.

## Academic Warning

Students not maintaining a 2.0 CGPA will be placed on academic warning. Students placed on academic warning will be notified in writing.

## Academic Probation

\* Students not meeting standards at the 25% evaluation point will be placed on probation. They will have until the 50% evaluation point to achieve minimum standards required for the 25% evaluation point. Students not meeting these requirements will be academically dismissed.

\*\*Students not meeting the standards at the 50% or 100% evaluation point (but above the requirements for the 25% evaluation point) will be placed on probation. Those placed on probation at the 50% or 100% evaluation point will have 20% of the total program length as measured in credit hours attempted to achieve

the requirements of the 50% or 100% evaluation point as each applies. If 20% of the program falls within a grading period, the student will be evaluated at the end of that grading period. If the minimum standards for the 50% or 100% evaluation point are not achieved by the end of the probation period, the student will be academically dismissed.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement. Students on probation remain eligible for Title IV federal financial aid.

If the Education Department determines that it is ultimately impossible for a student to obtain the required 2.0 CGPA at the end of the maximum time frame (1.5 times the normal program length), the student will be academically dismissed and will not be permitted to reapply in the same program. For students reentering in a different program, only courses that apply to the new program will be calculated in the 1.5 maximum time frame and the CGPA.

## Extended Enrollment Student

Students dismissed for failing to meet the satisfactory academic progress standards, who have special or unusual circumstances, may request continuance as an extended enrollment student. Upon approval by the Executive Director, students may take classes in order to meet the minimum satisfactory academic progress requirements. Students may continue in this status for up to 25% of the program or one academic term, whichever is longer. Extended enrollment students are not eligible for federal financial aid.

## Reinstatement Procedures

To be reinstated to regular status, an extended enrollment student must seek to correct academic deficiencies by retaking courses they have failed.

Once a student has met the minimum satisfactory academic progress standards, they

may apply for reinstatement as a regular student. The reinstatement cannot begin any sooner than the start day of the next grading period. Reinstated students will be on probation until the conditions of academic probation are satisfied.

### Repeated Courses

Students will only be allowed to repeat courses as required by the College due to academic problems or attendance violations. No course may be repeated more than twice, and only as scheduling permits. The grade received on the last repeat becomes the final grade and will replace all other grades for that course in the CGPA calculation. All final grades will appear on the student's transcript; however, the repeats will remain on the student's record and are indicated as "R." Students who fail a required course three times will be dismissed from the program. A failed course is defined as one in which students receive a grade of "F," "WF," or "U."

Students seeking to be readmitted into a program in which they have been dismissed for failing a required course three times must successfully complete the failed course at another accredited postsecondary institution. In order for the course to be accepted for readmission, it must meet the criteria for previous education and training.

Failing a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Repeated courses in all programs of study will result in additional charges.

### Academic Progress Appeal Procedures

Within ten business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Review Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated on an extended enrollment basis. The student will be notified in writing within five business days of the Review Committee's final decision.



## Financial Aid Services

Prior to enrolling at the College, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the College Financial Aid Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement. The College is approved for the following loans and grants:

### Loans

- William D. Ford Direct Subsidized Loan
- William D. Ford Direct Unsubsidized Loan
- William D. Ford Direct Parent Loan (PLUS)
- Federal Perkins Loan Program

### Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- State Grants

### Other (subject to change)

- LEAF Loan Program
- Sallie Mae Alternative Loan Program (SLM)
- TERI alternative loan
- CitiAssist alternative loan programs
- Key alternative loan programs
- Campus Door Alternative Loan

### Work

- Federal Work Study Program

### Scholarships

- Academic
- Athletic
- Family

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the College will assist students in completing the necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

## Tuition and Fees

Students who anticipate financing their entire associate's degree can expect an estimated postdegree expense ranging between \$14,780 and \$26,493 during an estimated 20–22-month enrollment period. Estimation is based on full-time, consecutive enrollment period; successful completion of all courses attempted; and the current tuition and fee schedule (subject to change). This excludes applicable textbooks, program/comprehensive fees, and allowances for transfer credits.

Students who anticipate financing their entire bachelor's degree can expect an estimated postdegree expense ranging between \$29,480 and \$52,473 during an estimated 40–46 month enrollment period.

Estimation is based on full-time, consecutive enrollment period; successful completion of all courses attempted; and the current tuition and fee schedule (subject to change). This excludes applicable textbooks and program fees, and allowances for transfer credits.

The average student borrows \$6,200 in federal student loans per academic year. For information on Diploma/Certificate programs, a complete list of attendance costs is included as a supplement to this catalog.

## Enrollment Status

The College is required on different occasions to report the number of students in full-time or part-time status. The amount of financial aid often depends on that status.

### Matriculated (regular student)

A student who has been formally admitted to an academic program at Hesser College

### Nonmatriculated (special student)

A student who has not been formally admitted to an academic program but is enrolled in a course. Nonmatriculated students are not eligible for federal financial aid.

### Full-time (day student–degree program):

A student who is taking at least 12 semester credits per semester

### Three-quarter-time (day student–degree program)

A student enrolled in 9 semester credits per semester

### One-half (day student–degree program)

A student enrolled in 6 semester credits per semester

### Full-time (CE student–degree program)

A student who is taking at least 6 semester credits per term

### One-half (CE student–degree program)

A student enrolled in 3 semester credits per term.

# Financial Information

Students with less than 6 semester credit hours for day classes and less than 3 credit hours for continuing education classes are classified as less than half-time and qualify for limited amounts of financial aid.

## *Quarter Credit Hours Programs:*

Full-time.....12 credit hours per quarter  
 Three-quarter-time.....9 credit hours per quarter  
 Half-time.....6 credit hours per quarter

Students with less than 6 credit hours per quarter are classified as less than half-time and qualify for limited amounts of financial aid.

## *Certificate Programs*

Full-time.....36 credit hours per academic year

The U.S. Department of Veterans Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the Veterans Certifying Official at each Hesser location.

## Refund Policy

Applicants not accepted by the College shall be entitled to a refund of all monies paid with the exception of a nonrefundable enrollment fee.

## *Withdrawal After Commencement of Classes*

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the College of withdrawal or the date of withdrawal, whichever is earlier;
2. The beginning date of any term or module in which a student fails to start classes;
3. The first day following any 21 consecutive calendar days of absences;
4. The date when the College terminates the student's enrollment; or

5. The date the student is scheduled to return from an administrative leave of absence and fails to do so.

## *Refunds*

Once a student begins school and withdraws for any reason whatsoever, the College refund schedule on the next page will apply, less the registration and administrative fees.

## *Cancellation of Enrollment Agreement*

A student may cancel this agreement by notifying the College Business/Registrar's offices in writing. Students canceling their Enrollment Agreement within three business days after signing the Agreement are entitled to a refund of all monies paid, with the exception of a nonrefundable enrollment fee. Students who have not visited the College facility prior to enrollment will have the opportunity to cancel the Enrollment Agreement without penalty, with the exception of a nonrefundable enrollment fee within three business days either following attendance at a regularly scheduled orientation or following a tour of the College facility and an inspection of equipment. After this 3-day cancellation period and before the start of classes, \$100 shall be retained by the College.

## *Notice to Students*

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

1. determining the percentage of the payment period for which federal financial aid was awarded and completed. Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total

days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term). This percentage is also the percentage of earned aid, and

2. aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid, could have been disbursed during the payment period or term as of the date the student withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60% point in the payment period, the student will have earned 100% of the federal financial aid funds already disbursed to them. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in the student owing additional funds to the College to cover tuition charges previously paid by federal financial aid prior to student withdrawal.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the students would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt balance to the institution.

If a student earned more aid than was disbursed to them, the institution would owe the student a postwithdrawal disbursement which must be paid within 120 days of the student's withdrawal.

If the student plans to withdraw from school, they should notify the Business/Registrar's Office and meet with the Financial Aid Office or Business/Bursar's Office to determine the amount of funds that must be returned on the student's behalf, if applicable.

Students Withdrawing—Term Programs	Refund
Prior to the first day of the term .....	100% Tuition
During the first 6 calendar days of the first term (first-time students only) .....	100% Tuition
During the first day through 10% of the term .....	90% Tuition*
After more than 10% and through 25% of the term .....	50% Tuition*
After more than 25% and through 50% of the term .....	25% Tuition*
After more than 50% and through 100% of the term .....	.0% Tuition

  

Students Withdrawing—Nonterm Programs	Refund
Prior to the first day of the academic year .....	100% Tuition
During the first 6 scheduled calendar days of the academic year (first-time students only) .....	100% Tuition
After the 6th calendar day of scheduled classes through 10% of the academic year .....	90% Tuition*
After more than 10% and through 25% of the academic year .....	75% Tuition*
After more than 25% and through 50% of the academic year .....	50% Tuition*
After more than 50% and through 75% of the academic year .....	25% Tuition*
After more than 75% and through 100% of the academic year .....	.0% Tuition

\*Less \$100 Administrative Fee.

All refunds due will be made within thirty days of the student’s effective withdrawal date or cancellation. The last date of actual attendance is used in calculating any refund amount. Refunds are allocated in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Perkins Loan
4. Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other Title IV Assistance
8. Other State Funds
9. Private and Institutional Aid
10. Student

If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by the College upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

The College will refund 100% of any paid textbooks or equipment/supplies not issued. Any reusable books or supplies returned to the College in good condition (unused, as determined by the College) within 20 days of the withdrawal date will be fully refunded. Federal financial aid funds may not be used to cover the cost of any nonreturned books.

The College reserves the right to postpone or change the date or time when any class is offered if the minimum percentage of enrolled students agree to the change. Students who do not want the change may be offered a full refund for the class affected.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the refund schedule.

# Programs

## *Associate's Degrees*

### *Business:*

Accounting  
Business Administration

### *Communications:*

Communications and Public Relations  
Radio/Video Production and Broadcasting

### *Computer:*

Information Technology: Computer Technician  
(Certificate)

### *Criminal Justice:*

Criminal Justice

### *Education:*

Early Childhood Education  
Professional Lead Teacher (Certificate)

### *Healthcare:*

Massage Therapy (Diploma)  
Medical Assistant  
Physical Therapist Assistant

### *Professional:*

Graphic Design  
Interior Design  
Liberal Studies  
Paralegal Studies  
Psychology

## *Bachelor's Degrees*

Business Administration (*Accounting Concentration*)  
Business Administration  
Criminal Justice  
Psychology



*Career Courses*

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
ACCT101	Accounting I		3
ACCT102	Accounting II		3
ACCT105	Cost Accounting		3
ACCT110	Intermediate Accounting I		3
ACCT214	Taxes I		3
ACCT215	Taxes II		3
ACCT220	Intermediate Accounting II		3
ACCT250	Computer Accounting Applications		3
BADM100	Principles of Management		3
BADM230	Introduction to Business Law		3
BADM251	Financial Management		3
ECON105	Microeconomics		3

*General Education Courses*

OPEN	Elective from BCAP, BADM, MRKT (1)	3	3
BCAP146	Business Software Applications using QuickBooks	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
LIBS	Liberal Studies Electives (2)	6	6
MATH	*Math Elective (1)	3	3
Total Credit Hours		61	60

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.



# Accounting

## Associate's Degree

## Program Objectives

The objective of the Accounting program is to prepare students with knowledge of accounting theories and principles together with their application in the accounting functions of business. Students are provided with the necessary knowledge and skills to successfully enter the fields of accounting or business. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

Graduates of the program will have the ability to analyze, record, and interpret accounting information as it is used by companies and organizations.

### Program Features

- Curriculum includes a strong variety of accounting courses
- Program in existence since 1900

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

Occupational outcomes for graduates may include:

Assistant Office Manager  
Operations Manager  
Branch Controller  
Budget Analyst



### Career Courses

Course Number	Course Name	Day	CE
Course Number	Course Name	Credit Hours	Credit Hours
ACCT101	Accounting I	3	3
ACCT102	Accounting II	3	3
BADM100	Principles of Management	3	3
BADM200	Organizational Behavior	3	3
BADM210	Human Resource Management	3	3
BADM230	Introduction to Business Law	3	3
BADM251	Financial Management	3	3
BADM	Any approved BADM elective	3	3
BADM298	Management Seminar -OR- BADM Elective	3	3
BADM/MRKT	Elective (1)	3	3
BCAP115	Spreadsheet Management	3	3
MRKT100	Principles of Marketing	3	3

### General Education Courses

ECON105	Microeconomics (D)	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
OPEN	Elective from BCAP, BADM, or MRKT (1)	3	3
LIBS	Liberal Studies Electives (2)	6	6
MATH	*Math Elective (1)	3	3
Total Credit Hours		61	60

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

## Program Objectives

The Business Administration program is designed to provide each student with a fundamental understanding of the concepts of business. Courses enhance critical thinking skills and offer students a solid foundation in basic business functions such as management, finance, accounting, human resources, marketing, and law. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Practice financial planning, computer applications, and human relations
- Externship available
- Option to choose electives to strengthen valuable business skills

**Note:** Second-year students take a seminar course that includes on-site presentations at locations such as Walt Disney World in Florida.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

Occupational outcomes  
for graduates may include:

Financial Service Representative  
Financial Manager  
Assistant Store Manager

Business Administration  
Associate's Degree

## Program Objectives

The Communications and Public Relations program presents the fundamentals of communications and public relations including developing a news release and working with the media, creating programs that will benefit the community, interacting with consumers and investors, managing communications during a crisis, and event planning. Students learn how to develop core communications strategies for print, radio, and television. Students will also develop skills in radio and video production, advertising, and marketing. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Development of creative skills in programming, news, music selection, media writing, and video presentation
- Career-oriented program
- Instructors working in various fields of communications
- Externship available

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

<i>Career Courses</i>		Day	CE
Course Number	Course Name	Credit Hours	Credit Hours
BADM100	Principles of Management	3	3
COMM101	Introduction to Mass Media	3	3
COMM105	Introduction to Radio Production/Broadcasting	3	3
COMM205	Advanced Radio Production/Broadcasting	3	3
COMM210	Media Writing	3	3
COMM220	Media and Public Relations	3	3
COMM225	Broadcast Management	3	3
COMM250	Introduction to Video Production	3	3
COMM298	Communications Externship I –OR– Approved Elective (CE)	3	3
BCAP139	Digital Publications and Presentations	3	3
MRKT220	Advertising	3	3
OPEN	*Electives (2)	6	6

### *General Education Courses*

ECON105	Microeconomics	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
ENGL210	Introduction to Journalism	3	3
GNED100	Introduction to College	1	N/A
LIBS	Liberal Studies Electives (1)	3	3
MATH	**Math Elective (1)	3	3
Total Credit Hours		61	60

\*COMM260 Advanced Video Production and/or COMM299 Communications Externship II may be used as OPEN electives.

\*\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

# Communication and Public Relations

## Associate's Degree

Occupational outcomes for graduates may include:

Guest Service Representative  
On-Air Disc Jockey  
Assistant Marketing Director

## Program Objectives

The objective of the Criminal Justice associate's degree program is to provide students with the knowledge and skills necessary to obtain entry-level positions in the criminal justice field, improve their career goals, and/or pursue a bachelor's degree or other educational opportunities.

The Hesser College Criminal Justice program, at the associate's level, is an academic program that includes coursework in both criminal justice and general education and gives the students a solid foundation in theory, technology, and criminal justice skills.

Students completing this program will have the ability to seek entry-level employment in criminal justice-related agencies as well as pursue their education at the bachelor's level. Graduates will be awarded an Associate's Degree.

### Program Features

- Strong emphasis on 3 areas of criminal justice
- Variety of employment opportunities in local courts, police departments, probation, corrections, private security, juvenile justice, and victim/witness programs
- Field trips to the FBI Academy and Supreme Court in Washington

- Hands-on approach in theories and techniques used in law enforcement
- Externship available

The Criminal Justice program will provide students with the opportunity to seek entry-level positions in various fields of law enforcement. Working professionals in various fields of law enforcement may consider this program as a means of increasing their knowledge in their chosen field. The program is also designed to provide current professionals working in law enforcement the opportunity to continue their education as a means for advancement.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

<i>Career Courses</i>		Day	CE
Course Number	Course Name	Credit Hours	Credit Hours
CRJS101	Introduction to Criminal Justice	3	3
CRJS105	Corrections: Policies and Procedures	3	3
CRJS150	Criminal Law and the Judicial System	3	3
CRJS240	Juvenile, Justice, and Delinquency	3	3
CRJS250	Constitutional Law and Procedure	3	3
CRJS270	Criminology	3	3
CRIMS	Criminal Justice Elective (lower level)	3	3

### *General Education Courses*

Course Number	Course Name	Credit Hours	Credit Hours
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
MATH110	Introduction to Algebra (or higher)	3	3
HUMN105	Introduction to Philosophy	3	3
LIBS	Liberal Arts Elective (lower level) (2)	6	6
SOC	Social Science Elective (lower level) (2)	6	6
PSYC101	Introduction to Psychology	3	3
SOCI101	Introduction to Sociology	3	3
OPEN	Open Electives (non-CRJS courses) (2)	6	6
Total Credit Hours		60	60

Occupational outcomes for graduates may include:

Local law enforcement, the court system, private security, other related careers

**Criminal Justice**  
Associate's Degree

## Program Objectives

The Early Childhood Education program helps prepare students for taking an important role in the life of a child. Students will learn to teach children how to think, play, work together, and improve their confidence. Preschool teachers act as coaches and facilitators, and serve as models for children. Students will learn to teach young children how to read, write, and do basic mathematics. They will also help them develop socially by instructing them in forming good relationships. As teachers, students will be responsible for reporting a child's progress to their parents and their supervisors. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Training facility
- Observe and teach under the guidance of a full-time director
- Work with children and their parents directly
- Focus on children's maximum growth and development
- Students are placed each semester in training facilities
- Externship and job placement assistance available

**Note:** All EDUC majors are required to have a physical and to submit a certificate of eligibility.

**Note:** Students will complete observation and practical training in local childcare facilities each semester. Students are responsible for their own transportation to and from the facilities.

### Course Requirements

Repeat the following courses with earned grade of "D" or "F": EDUC231, EDUC245, EDUC275. Repeat the following courses with earned grade of "C" or lower: EDUC297, EDUC298.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

<i>Career Courses</i>		Day	CE
Course Number	Course Name	Credit Hours	Credit Hours
EDUC115	Principles of Learning Environments and Curriculum	3	3
EDUC224	The Exceptional and At-Risk Infant and Young Child	3	3
EDUC231	Cognitive Development through Math and Science Experiences in Early Childhood	3	3
EDUC245	Literacy and Language Arts in Early Childhood	3	3
EDUC250	Infant/Toddler Development and Curriculum	3	3
EDUC260	Child Guidance and Discipline	3	3
EDUC297	Field Experiences I	4	4
EDUC298	Field Experiences II	4	4
EDUC201	Growth Development: Life Span Observation	1	1
EDUC205	Prepracticum for Early Childhood	1	1
EDUC275	Creative Development of the Young Child	3	3
OPEN	Electives (2) (non-EDUC courses)	6	6

### *General Education Courses*

BADM	Elective (EDUC226 will satisfy this elective) (1)	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
OPEN	BCAP elective or technology-related course (1)	3	3
LIBS	Liberal Studies Electives (1)	3	3
MATH	*Math Elective (1)	3	3
PSYC205	Developmental Psychology	3	3
Total Credit Hours		62	61

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

Occupational outcomes for graduates may include:

Director  
Site Director  
Teacher  
Owner

Early  
Childhood  
Education  
Associate's Degree

## Program Objectives

The Graphic Design program at Hesser College helps students who have an artistic flair and aesthetic eye with a comprehensive and well-balanced course of study that prepares them for entry-level positions. The traditional design foundations are blended with the latest electronic technology and refined with a core liberal studies base—all of which enable graduates to become competent, efficient, professional graphic designers.

Guided by professionals, Hesser students will explore the many avenues and projects they will experience in the graphics field. Through classroom lectures, videos, and hands-on desktop exercises, a full spectrum of preparation is provided. Basic skills and developing an understanding of printing and production techniques complement the broad curriculum. Upon successful completion of the program, graduates will be awarded an Associate's Degree or Diploma.

### Program Features

- Students will be prepared to utilize industry-specific graphic design software
- A portfolio will be developed with direction to ensure proper presentation techniques

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of

which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

### Career Courses

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
ARTS270	Concepts of Color	3	3
MRKT220	Advertising	3	3
COMM101	Introduction to Mass Media -OR- Approved Elective	3	3
GRPH105	Principles of Design/History of Design (D)	3	3
GRPH150	Digital Imaging with Adobe (D)	3	3
GRPH177	Illustration and Typography (D)	3	3
GRPH216	Electronic Page Layout (D)	3	3
GRPH252	Printing and Production Techniques (D)	3	3
GRPH270	Graphic Design (D)	3	3
GRPH296	Portfolio, with either Degree Project or Externship	3	3
BCAP139	Digital Publications and Presentations (D)	3	3
IFTC265	Web Page Development (D)	3	3

### General Education Courses

ARTS101	Fundamentals of Drawing (D)	3	3
ARTS105	Survey of Art History	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
OPEN	Any approved BCAP or IFTC course (1)	3	3
MATH	*Math Elective (1)	3	3
MRKT100	Principles of Marketing	3	3
Total Credit Hours (D) Diploma Program		61	60

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

Occupational outcomes for graduates may include:

Graphic Designer  
Illustrator  
Prepress or Desktop Specialist  
Web Page Designer

Graphic Design  
Associate Degree's/Diploma

## Program Objectives

Computer support and repair positions are vital in maintaining computer productivity. The Computer Technician program, a 6-month certificate program, will offer students hands-on training in computer support and repair, networking, and the Microsoft Windows operating system. Upon successful completion of the program, graduates will be awarded a Certificate.

This program is designed, among other things, to help eligible students prepare for the Computing Technology Industry Association (CompTIA) A+ Certification exam or the CompTIA Network+ Certification exam. However, the College cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance.

This program is represented to lead to job opportunities in the occupation listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

## Career Courses

Course Number	Course Name	CE Credit Hours
IFTC105	Concepts of Information Technology	3
IFTC125	Computer Service and Maintenance – A+ Prep	6
IFTC210	Network+ Certification Preparation	6
IFTC225	Operating Systems: Microsoft Windows	3
Total Credit Hours		18

Certificate programs are offered in the Division of Continuing Education only. Please see an advisor for details.



Occupational outcomes for graduates may include:

Computer Technician

Information  
Technology:  
Computer Technician  
Certificate

## Program Objectives

This program is designed to introduce students to the many aspects of interior design and provide them with the skills necessary to communicate their design concepts through graphic, oral, and technical presentations. Students will learn basic business skills so they will be better prepared to function effectively in the field of interior design. Students will design several interior environments and use their newly acquired knowledge of space planning, material selection, drafting, and presentation. They will learn how to creatively use colors, lighting, style, and fabrics in their designs. In addition, students will enhance their technical design capabilities by learning how to design and draft with the use of special computer-aided design software. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Develops both design and technical skills
- Ideal for students who are creative and outgoing
- Use of basic drafting equipment.
- Externship allows students to participate in project design
- Field trips to destinations of design interest

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for

entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

### Career Courses

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
ACCT101	Accounting I	3	3
ARTS101	Fundamentals of Drawing	3	3
ARTS270	Concepts of Color	3	3
BADM200	Organizational Behavior	3	3
INTD100	Interior Design I	3	3
INTD101	History of Architecture and Furniture	3	3
INTD204	Textiles	3	3
INTD210	Drafting for Interiors	3	3
INTD215	Computer-Aided Design	3	3
INTD220	Interior Design II	3	
INTD400	Interior Design Externship -OR- Approved Elective	3	3
MRKT100	Principles of Marketing	3	3
MRKT230	Sales	3	3

### General Education Courses

BADM100	Principles of Management	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
BCAP139	Digital Publications and Publications (1)	3	3
LIBS	Liberal Studies Elective (ARTS105 Survey of Art History recommended) (1)	3	3
MATH	*Math Elective (1)	3	3
Total Credit Hours		61	60

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

Occupational outcomes for graduates may include:

Interior Designer  
Home Interior Consultant  
Kitchen/Bath Designer

Interior Design  
Associate's Degree

## Program Objectives

The Liberal Studies program provides a broad range of courses in the humanities, social sciences, and natural sciences, and is designed to assist students who wish to continue their education toward a bachelor's degree.

Students may also choose to take advantage of this program before selecting a specific career field at Hesser. Transfer advising, including advising on Hesser's bachelor's degree programs, is available to help students select programs that meet their interests and facilitate the transfer of credits.

In addition to specific courses, a minimum of 18 credits is required in a concentration. These courses may be taken in the Liberal Studies area, other career courses, or students may elect to design a concentration (minimum of 3 courses) with assistance from an advisor in areas such as Computer Science or Business Administration. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Wide range of topics from which to choose
- Easy transfer into one of Hesser's bachelor's degree programs
- After graduation, students may enroll full-time in a four-year institution or work full-time and continue their education as a part-time student
- Students may choose a specific concentration with the assistance of their Academic Advisor

This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

### Career Courses

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
BADM/LIBS	Business/Liberal Studies Elective (1)	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
ENGL/HUMN	English Elective -OR- Humanities Elective (choose 2 from approved list)	6	6
GNED100	Introduction to College	1	N/A
HUMN103	Introduction to Humanities	3	3
OPEN	Any approved BCAP or IFTC course (1)	3	3
MATH/NSCI	*Math -OR- Natural Science Elective (2)	6	6
MATH	*Math Elective (1)	3	3
OPEN	General Electives -OR- Concentration Electives (5)	15	15
SOSC	Social Science Electives (choose 4 from approved list)	12	12
Total Credit Hours		61	60

\*All MATH requirements must be MATH110 or higher.



## Program Objectives

The Massage Therapy program is designed to prepare students for the entry-level positions in the field of massage therapy. This program is designed, among other things, to help eligible students prepare for the New Hampshire state-approved written examination of the National Certification Board for Therapeutic Massage and Bodywork and the New Hampshire state practical licensing exam, both of which are required to practice in the State of New Hampshire. However, the College cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background

check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance. Upon successful completion of the program, graduates will be awarded a Diploma.

Graduates of this program may be able to:

- Demonstrate proper body and table mechanics and draping
- Explain the history of massage therapy
- Define basic organ structure and function
- Chart client's intake and progress
- Demonstrate ROM
- Demonstrate and explain basic health and hygiene procedures
- Demonstrate and explain advanced techniques such as deep tissue,

neurovascular massage and the use of water as a therapeutic tool

- Define and explain basic business procedure
- Obtain CPR certification
- Demonstrate the core techniques of sports massage
- Explain the role of nutrition as it affects the client and massage therapist
- Write a resume, prepare for interviews, and conduct a professional job search

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

## Career Courses

Course Number	Course Name	CE
		Quarter Credit Hours
MSTH102**	Massage Therapy Fundamentals	4.5
MSTH103	Career Development	3
MSTH106**	Hygiene and Health	2.5
MSTH126	Health Services Management and Ethics	4
MSTH135	Nutrition for the Massage Therapist	3
MSTH150	Hydrotherapy	3.5
MSTH158**	Massage and Body Therapy I	8
MSTH206**	Massage Therapy II	5.5
MSTH270**	Massage and Body Therapy III	3
MSTH285	Clinical Practice-C	4
NSCI100/103**	Anatomy and Physiology I with Lab	6
NSCI200/203**	Anatomy and Physiology II with Lab	6
Total Credit Hours		53

\*\*Massage Therapy students must receive a "C" or better in these courses in order to receive credit towards this program.



Occupational outcomes for graduates may include:

Massage Therapist  
Spa Manager

# Massage Therapy

## Diploma

## Program Objectives

The Medical Assistant program prepares students to become a key member of a medical team that has been trained to assist physicians in the management of healthcare and in providing medical services. Students will gain administrative and clinical skills and have a choice of opportunities to work with physicians in private practice, clinics, health maintenance organizations, as well as in businesses servicing the medical profession such as insurance or pharmaceutical companies.

This program is designed, among other things, to help eligible students prepare for the Certified Medical Assistant (CMA) exam sponsored by American Association of Medical Assistants (AAMA). However, the College cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance. Upon successful completion of the program, graduates will be awarded an Associate's Degree or Diploma.

### Program Features

- Practical skill training
- Combines medical terminology courses with strong computer-automated systems programs
- The Hesser College Medical Assistant

program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE)

**Note:** Students are required to purchase lab coats, stethoscopes, and identification pins prior to entering the clinical procedures.

**Note:** Students are encouraged to have the Hepatitis B vaccination before doing the externship.

**Note:** The Anatomy and Physiology I lab is optional for Medical Assistant students.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

### Career Courses

Course Number	Course Name	Degree	
		Credit Hours	Credit Hours
BADM375	Management of Office Systems	3	N/A
EMTR097	Emergency Medical Training	0	0
MDAS100	Medical Terminology (D)	3	3
MDAS101	Clinical Procedures I (D)	3	3
MDAS202	Clinical Procedures II (D)	3	3
MDAS275	Medical Coding Systems and Billing	3	N/A
MDAS280	Medical Ethics and Law (D)	3	3
MDAS290	Medical Office Applications and Administration (D)	3	3
MDAS299	Medical Assistant Externship (D)	3	3
NSCI100	Human Anatomy and Physiology I (D)	3	3
NSCI200	Human Anatomy and Physiology II (D)	3	3
SECR200	Production Typing	3	N/A

### General Education Courses

BADM100	Principles of Management	3	N/A
ENGL101	English Composition I	3	N/A
ENGL102	English Composition II	3	N/A
ENGL105	Oral Communication	3	N/A
GNED100	Introduction to College	1	N/A
BCAP150	Information Processing (D)	3	3
MATH	*Math Elective (1)	3	N/A
NSCI250	Nutrition (D)	3	3
PSYC230	Growth and Development: Life Span	3	N/A
PSYC101	Introduction to Psychology (D)	3	3
Total Credit Hours (D) Diploma Program		61	33

\*MATH elective must be MATH110 or higher.

Occupational outcomes for graduates may include:

Medical Assistant  
Phlebotomist

# Medical Assistant

## Associate's Degree/Diploma

## Program Objectives

The Paralegal Studies program exposes students to a wide range of legal areas. Students will acquire a fundamental awareness of the law and practical hands-on skills that prepare them to meet the demands of the paralegal profession. Courses focus on legal areas such as legal research, civil and criminal law, property law, and wills, estates, and trusts. In addition, students are trained in legal research using online computer systems interfacing with a national legal database. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

## Program Features

- Increasing need for legal employees with substantial research skills, advanced critical thinking abilities, and sophisticated communication techniques
- Number of interesting and varied externship possibilities available

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below.

This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

<i>Career Courses</i>		DAY	CE
Course Number	Course Name	Credit Hours	Credit Hours
ACCT101	Accounting I	3	3
LIBS	Liberal Studies Elective	3	3
OPEN	Elective (1) (non-PRLG course)	3	3
PRLG101	Introduction to Paralegal Studies	3	3
PRLG103	Legal Research	3	3
PRLG200	Criminal Litigation	3	3
PRLG203	Property Law	3	3
PRLG205	Family Law	3	3
PRLG206	Wills, Estates, and Trusts	3	3
PRLG210	Business Association Law	3	3
PRLG280	Civil Litigation and Tort Law	3	3
PRLG299	Paralegal Externship -OR- OPEN Elective	3	3

<i>General Education Courses</i>			
Course Number	Course Name	Credit Hours	Credit Hours
BADM100	Principles of Management	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
BCAP150	Information Processing	3	3
LIBS	Liberal Studies Electives (2) (PSYC101, SOCI101 recommended)	6	6
MATH	*Math Elective (1)	3	3
Total Credit Hours		61	60

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

Occupational outcomes  
for graduates may include:

Real Estate Paralegal  
Paralegal  
Court Assistant

Paralegal Studies  
Associate's Degree

## Program Objectives

In today's healthcare delivery system, there are increasing demands for effective rehabilitation services. More than ever, patients need people to help them improve function, relieve pain, and maintain health. In this program, students learn how to treat patients with a variety of procedures such as heat or cold application, electric stimulation, ultrasound, and therapeutic exercise. Students will do both coursework and clinical work to prepare for a career in which they will be working with people and able to see positive results from what they do. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Variety of diverse employment opportunities
- Extensive clinical training with physical therapy professionals
- Computerized anatomy and physiology laboratories
- Involves hands-on treatment

Note: Admission to this program is determined by the following:

- admission to the College;
- a successful interview with a review by a PTA faculty member; and
- a minimum high school GPA of 2.5 or a demonstration of academic ability.

Note: No student will be admitted to the College until all necessary approvals have been received as outlined in the admission requirements.

All PTA majors must also achieve a grade of 80% or better on all laboratory check-off/practical exams in order to successfully pass the course in which the practical exams take place.

All PTA majors must maintain an overall GPA of 2.0 or better in order to continue in the program.

All PTA majors are required to have a physical examination prior to participating in clinical education experience courses; students must have health insurance in order to participate in clinical education courses; students are encouraged to have the hepatitis B vaccination before participating in clinical education experience courses.

This program is designed, among other things, to help eligible students prepare for the national Physical Therapist Assistant Licensure Examination sponsored by the Federation of State Boards of Physical Therapy (FSBPT). However, the College cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting

other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance.

This program is represented to lead to job opportunities in the occupation listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

<i>Career Courses</i>		Day
Course Number	Course Name	Credit Hours
HLSC150**	Human Kinesiology/Lab	4
HLSC350**	Applied Neurology/Lab	4
PTAS101**	Introduction to Physical Therapy	3
PTAS200**	Physical Therapist Assistant Procedures I/Lab	3
PTAS203**	Physical Therapist Assistant Procedures II/Lab	2
PTAS205**	Pathophysiological Conditions	3
PTAS210**	Therapeutic Exercise/Lab	4
PTAS235**	Therapeutic Modalities/Lab	4
PTAS295	Clinical Education Experience I (240 hours: taken during the summer semester)	4
PTAS296**	Physical Therapist Assistant Senior Seminar	4
PTAS297	Clinical Education Experience II (240 hours)	4
PTAS298	Clinical Education Experience III (240 hours)	4

<i>General Education Courses</i>		
Course Number	Course Name	Credit Hours
ENGL101	English Composition I	3
ENGL105	Oral Communication	3
GNED100	Introduction to College	1
MATH	*Math Elective (1)	3
NSCI100**	Human Anatomy and Physiology I	3
NSCI103**	Human Anatomy and Physiology I Lab	1
NSCI200**	Human Anatomy and Physiology II	3
NSCI203**	Human Anatomy and Physiology II Lab	1
PSYC101	Introduction to Psychology	3
PSYC230**	Growth and Development: Life Span	3

Total Credit Hours

67

\*MATH elective must be MATH110 or higher.

\*\*All PTA majors must achieve a minimum level of competency equivalent to a grade of "C" (2.0) or better in each of the above courses in order to continue in the PTA program.

Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia 22314, 703.684.APTA (2782)

Occupational outcomes for graduates may include:

Physical Therapist Assistant

# Physical Therapist Assistant Associate's Degree

## Program Objectives

Psychology is the study of human behavior and the mental processes that underlie that behavior. The study of this field of social science provides the basis for a sound understanding of both individual and group behavior. Electives give students the opportunity to investigate a wide variety of interests in the field: psychology in social work, clinical and/or counseling psychology, or educational psychology. Further postsecondary study in psychology increases career opportunities. The curriculum offers a broad selection of courses in the social sciences as well as opportunities for field work. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Broad selection of courses in the social sciences
- Option to direct area of study to interests in the field
- Externship available

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student.

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### Career Courses

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
HMSR 101	Introduction to Human Services	3	3
HMSR 201	Individual and Group Counseling	3	3
PSYC 101	Introduction to Psychology	3	3
PSYC 230	Growth and Development: Life Span	3	3
PSYC 245	Research Methods	3	3
PSYC 260	Abnormal Psychology	3	3
PSYC	Elective (any 2) (PSYC 110, 115, 270, 350)	6	6
SOCI 101	Introduction to Sociology	3	3
SOCI 110	Contemporary Social Problems	3	3
SOCI	Elective (any 3) (HMSR 301, 399, 400, 401; SOCI 115, 158, 200)	9	9

### General Education Courses

BADM	Elective (1) BADM 100 or BADM 200 recommended	3	3
BCAP	Elective (1) any BCAP or IFTC course	3	3
ENGL 101	English Composition I	3	3
ENGL 102	English Composition II	3	3
ENGL 105	Oral Communication	3	3
GNED 101	Introduction to College	1	N/A
MATH	Elective (any 2, 110 and 300 recommended)	6	6
Total Credit Hours		61	60

Occupational outcomes for graduates may include:

Psychiatric Aide/Assistant  
Case Technicians  
Mental Health Assistants  
Mental Health Workers/Advocates  
Psychiatric Nursing Assistant  
Youth Counselors

Psychology  
Associate's Degree

## Program Objectives

The Professional Lead Teacher program at Hesser College gives students who want to make a difference with children a comprehensive and well-balanced course of study that prepares them to work with children ages birth to 8 years in various settings. Early childhood teachers are professionals who help to guide and shape young children, serve as role models, and support parents. The growing number of working parents has created a greater need for skilled caregivers of young children.

Guided by enthusiastic professionals, Hesser students will explore many avenues and projects through interesting hands-on, lab-based curriculum courses and 80 contact hours with children in licensed childcare facilities or the facility in which students are currently employed. Upon successful completion of the program, graduates will be awarded a Certificate.

### Program Features

- Focus on children's maximum growth and development
- Work with children directly

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

# Professional Lead Teacher Certificate

### Career Courses

Course Number	Course Name	CE Credit Hours
EDUC115	Principles of Learning Environments and Curriculum	3
EDUC212	Practical Skills for the Early Childhood Educator	3
EDUC245	Literacy and Language Arts in Early Childhood	3
EDUC250	Infant/Toddler Development and Curriculum	3
EDUC260	Child Guidance and Discipline	3
PSYC205	Developmental Psychology	3
Total Credit Hours		18

Occupational outcomes for graduates may include:

Lead Teacher  
Day Care Teacher

## Program Objectives

The Radio/Video Production and Broadcasting program provides hands-on training in radio and video production and broadcasting. The curriculum provides students with a broad introduction to the communications industry and develops skills in production planning, media writing, editing, and operations. Students may acquire additional media exposure and enhance their skills through their involvement with the College radio station and through their externships with the local media. Upon successful completion of the program, graduates will be awarded an Associate's Degree.

### Program Features

- Development of creative skills in programming, news, music selection, media writing, and video presentation
- Field trips to local television, radio, and video stations
- Externships available in radio and television

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to lead to entry-level employment in the field, or to jobs in related fields, the specific job titles of which may not be that specified in the program title. Although the College will assist the student with job placement, finding a job is the ultimate responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

Occupational outcomes for graduates may include:

Radio Announcer  
TV Newscaster  
TV Producer  
TV Announcer  
Broadcast News Analyst  
Radio Newscaster  
Radio Producer

### Career Courses

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
COMM101	Introduction to Mass Media (D)	3	3
COMM105	Introduction to Radio Production/Broadcasting (D)	3	3
COMM205	Advanced Radio Production/Broadcasting (D)	3	3
COMM210	Media Writing (D)	3	3
COMM225	Broadcast Management	3	3
COMM250	Introduction to Video Production (D)	3	3
COMM260	Advanced Video Production (D)	3	3
COMM298	Communications Externship I -OR- Approved Elective	3	3
BCAP139	Digital Publications and Presentations	3	3
MRKT100	Principles of Marketing (D)	3	3
MRKT220	Advertising (D)	3	3
MRKT230	Sales (D)	3	3
OPEN	Elective (1) (non-COMM course)	3	3

### General Education Courses

BADM100	Principles of Management	3	3
ENGL101	English Composition I (D)	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
GNED100	Introduction to College	1	N/A
LIBS	Liberal Studies Electives (2)	6	6
MATH	*Math Elective (1)	3	3
Total Credit Hours		61	60
(D) Diploma Program			

\*MATH109 is an option. However, students planning to pursue a Bachelor's Degree should choose MATH110 or higher.

Radio/Video Production  
and Broadcasting  
Associate's Degree

## Program Objectives

The objective of the Business Administration (Accounting Concentration) program is to provide students with knowledge of accounting theories and principles together with their application to the accounting function of business. Graduates may find work in the corporate world, or in government, and can specialize in a particular area such as taxes, financial analysis, compensation and benefits, or asset management. Students who work in financial and budgetary management will help a business operate at its best. Upon successful completion of the program, graduates will be awarded a Bachelor's Degree.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

## Major Requirements and Electives

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
ACCT101	Accounting I	3	3
ACCT102	Accounting II	3	3
ACCT105	Cost Accounting	3	3
ACCT110	Intermediate Accounting I	3	3
ACCT214	Taxes I	3	3
ACCT215	Taxes II	3	3
ACCT220	Intermediate Accounting II	3	3
ACCT240	<i>Peachtree</i> Accounting	3	3
ACCT250	Computer Accounting Applications	3	3
ACCT325	Managerial Accounting	3	3
ACCT330	Intermediate Accounting III	3	3
ACCT425	Auditing	3	3
ACCT475	Accounting Seminar	3	3
ACCT490	Accounting Externship -OR- ACCT/BADM (200, 300, 400) Elective	3	3
BCAP146	Business Software Applications using <i>QuickBooks</i>	3	3
MRKT 100	Marketing	3	3

## General Education Courses

GNED101	Foundations of Learning	3	3
ECON105	Microeconomics	3	3
ECON106	Macroeconomics	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communications	3	3
HIST101	Western Civilization	3	3
HIST102	Western Civilization II	3	3
HUMN	Humanities Elective (1) (200, 300)	3	3
LIBS	Liberal Arts Elective (1) (100, 200, 300) (2) (200, 300)	9	9
MATH110	Algebra (200, 300)	3	3
MATH290	Probability and Statistics	3	3
PSYC101	Introduction to Psychology	3	3
	Science Elective (100, 200, 300)	3	3
SOCI101	Introduction to Sociology	3	3
SOCI	Social Science Elective (1) (200, 300)	3	3
STAT354	Interpretive Statistics	3	3

## Business Administration Core Courses

BADM100	Principles of Management	3	3
BADM230	Business Law	3	3
BADM251	Financial Management	3	3
BADM	Elective (2) (200, 300, 400)	6	6

Total Credit Hours

120

120

# Business Administration

(Accounting Concentration)  
Bachelor of Science Degree

Occupational outcomes  
for graduates may include:

Accounting Manager  
Operations Manager  
Branch Controller



## Program Objectives

Many people are called managers, but very few really have the skills to manage effectively. Students will learn what a business needs to succeed, how to motivate staff to get the job done and present the results professionally. Students' career choices are numerous – they can choose to specialize in business planning, cost control, sales and marketing, and human resources, or become a general manager who supervises overall operations. Upon successful completion of the program, graduates will be awarded a Bachelor's Degree.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

Occupational outcomes  
for graduates may include:

Financial Analyst  
Middle Management  
Personnel Manager

## Major Requirements and Electives

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
ACCT101	Accounting I	3	3
ACCT102	Accounting II	3	3
BADM100	Principles of Management	3	3
BADM230	Business Law	3	3
BADM251	Financial Management	3	3
BADM210	Human Resource Management	3	3
BADM200	Organizational Behavior	3	3
MRKT100	Principles of Marketing	3	3
BADM298	Management Seminar -OR- BADM Elective (200, 300)	3	3
BADM341	Leadership and Organizational Change	3	3
BADM351	Management Information Systems	3	3
BADM359	Global Issues-Business, Government, and Society	3	3
BADM481	Management Externship -OR- BADM Elective (300, 400)	3	3
BADM490	Strategic Management	3	3
BADM/MRKT	Business/Marketing Electives (4) (200,300,400)	12	12
OPEN	Electives (2) (non-BADM) (1) (any)	9	9

## General Education Courses

GNED101	Foundations of Learning	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
ENGL	English Electives (1) (200, 300)	3	3
ECON105	Microeconomics	3	3
ECON106	Macroeconomics	3	3
HIST101	Western Civilization I	3	3
HIST102	Western Civilization II Humanities Elective (200, 300)	3	3
LIBS	Liberal Arts Electives (2) (200, 300, 400)	6	6
MATH110	Introduction to Algebra (200, 300)	3	3
MATH290	Probability and Statistics	3	3
PSYC101	Introduction to Psychology Science Elective (100, 200, 300)	3	3
SOCI101	Introduction to Sociology	3	3
SOCI	Social Science Elective (1) (200, 300)	3	3
STAT354	Interpretive Statistics	3	3
Total Credit Hours		120	120

Business  
Administration  
Bachelor of Science Degree

## Program Objectives

The objective of the Criminal Justice program is to provide students with the knowledge and skills necessary to obtain positions in the criminal justice field, improve their career goals, and/or pursue a graduate education.

The Hesser College Criminal Justice program is a broad-based academic program. The emphasis in both criminal justice and general education provides the students with a wide spectrum of knowledge including theoretical, technical, and quantitative skills with an emphasis on applying these skills to the real world.

Students completing this program will be able to seek entry-level employment in criminal justice-related agencies at federal, state, or local level; community organizations; public administration; and business settings. Graduating students may also have the option of continuing their education in graduate and postgraduate education in law, business, criminology, social sciences, and other related areas. Graduates will be awarded a Bachelor's Degree.

The Criminal Justice program will provide students with the opportunity to seek entry-level positions in various fields of law enforcement. Working professionals in various fields of law enforcement may consider this program as a means of increasing their knowledge in their chosen field. The program is also designed to provide current professionals working in law enforcement the opportunity to continue their education as a means for advancement.

## Major Requirements and Electives

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
CRJS101	Introduction to Criminal Justice	3	3
CRJS105	Corrections: Policies and Procedures	3	3
CRJS150	Criminal Law and the Judicial System	3	3
CRJS240	Juvenile Justice and Delinquency	3	3
CRJS250	Constitutional Law	3	3
CRJS270	Criminology	3	3
CRJS361	Critical Issues in Criminal Justice	3	3
CRJS362	Crime and Incident Analysis	3	3
CRJS480	Criminal Justice Applied Research Externship	3	3
CRJS490	Planning, Policy Development, and Leadership	3	3
CRJS	Criminal Justice Electives (4)	12	12

## General Education Courses

GNED101	Foundations of Learning	3	3
ENGL101	English Composition I	3	3
ENGL102	English Composition II	3	3
ENGL105	Oral Communication	3	3
MATH290	Probability and Statistics	3	3
MATH110	Introduction to Algebra (or higher)	3	3
STAT354	Interpretive Statistics	3	3
HUMN105	Introduction to Philosophy	3	3
HUMN360	Ethics (upper level)	3	3
LIBS	Liberal Arts Elective (lower) (2)	6	6
LIBS	Liberal Arts Elective (upper) (3)	9	9
SOCI	Social Science Elective (lower) (3)	9	9
SOCI	Social Science Elective (upper) (3)	9	9
PSYC101	Introduction to Psychology	3	3
SOCI101	Introduction to Sociology	3	3
OPEN	OPEN Electives (non-CRJS) (4)	12	12
Total Credit Hours		120	120

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.



Occupational outcomes for graduates may include:

local law enforcement, the court system, private security, federal or state government, and other related careers

# Criminal Justice

## Bachelor of Science Degree

*Major Requirements and Electives*

Course Number	Course Name	Day	CE
		Credit Hours	Credit Hours
HMSR101	Introduction to Human Services	3	3
HMSR201	Individual and Group Counseling	3	3
PSYC101	Introduction to Psychology	3	3
PSYC230	Growth and Development: Life Span	3	3
PSYC245	Research Methods	3	3
PSYC260	Abnormal Psychology	3	3
PSYC301	Statistics and Measures in Psychology	3	3
PSYC305	Cognitive Psychology –OR–		
PSYC311	Psychology of Learning	3	3
PSYC315	Psychobiology –OR–		
PSYC320	Neurobiology of Mood Disorders	3	3
PSYC398	Externship	4	4
PSYC	Elective (any 7)	21	21
SOCI101	Introduction to Sociology	3	3
SOCI110	Contemporary Social Problems	3	3
SOCI	Elective (any 6)	18	18

*General Education Courses*

BADM	Elective (1) BADM 100 or BADM 200 recommended	3	3
BCAP	Elective (1) any BCAP or IFTC course	3	3
ENGL 101	English Composition I	3	3
ENGL 102	English Composition II	3	3
ENGL 105	Oral Communication	3	3
GNED 101	Introduction to College	1	N/A
MATH	Elective (any 2, 110 and 300 recommended)	6	6
GNED	Elective (any 8, not PSYC or SOCI)	24	24
Total Credit Hours		122	121

## Program Objectives

Psychology is the study of human behavior and the mental processes that underlie that behavior. A student graduating from Hesser College's Psychology program may be able to:

- assess and evaluate psychological theories;
- communicate professionally within the field of psychology;
- recognize and apply basic psychological principles to every day life; and
- apply knowledge to business, human services and other professional settings.

The bachelor's degree in psychology from Hesser College covers a broad spectrum of disciplines in psychology. Electives offer the student a chance to develop broad knowledge in specific areas of psychology. Areas of depth can include social work, clinical and or counseling work, applied psychology or any of the more empirical areas of psychology. The program also offers opportunities for fieldwork.

This program is represented to lead to job opportunities in the occupations listed in the Occupational Outcomes section below. This program is designed to prepare graduates for entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or at all.

Occupational outcomes for graduates may include:

human services, child welfare, social worker, research technician, human resources, nonprofit service agencies, government social services

Psychology  
Bachelor of Science Degree



Courses are listed alphabetically by discipline. Offerings in each area are arranged in numerical ascendancy from the most basic courses to externships as follows: 099s or below – precollege courses, normally offered first semester; 100s and 200s – first- and second-year courses with or without prerequisites; 300s – upper-level major courses; 400s – externships, clinical education, cooperative education, and study tours.

Note: Course numbers represent the respective faculty's evaluation of the content level of the course in a particular discipline rather than a class level of the student (e.g., first or second year).

ACCT	ACCOUNTING
ANTH	ANTHROPOLOGY
ARTS	APPLIED ARTS
BADM	BUSINESS
	ADMINISTRATION
COMM	COMMUNICATIONS
CRJS	CRIMINAL JUSTICE
ECON	ECONOMICS
EDUC	EARLY CHILDHOOD
	EDUCATION
EMTR	EMERGENCY
	MEDICAL TRAINING
ENGL	ENGLISH
GEOG	GEOGRAPHY
GNED	GENERAL EDUCATION
GRPH	GRAPHICS
HIST	HISTORY
HLSC	HEALTH SCIENCE
HMSR	HUMAN SERVICES
HUMN	HUMANITIES
IFTC	INFORMATION
	TECHNOLOGY
INTD	INTERIOR DESIGN
LIBS	LIBERAL STUDIES
MATH	MATHEMATICS
MDAS	MEDICAL ASSISTANT
MRKT	MARKETING
MSTH	MASSAGE THERAPY
NSCI	NATURAL SCIENCE
POSC	POLITICAL SCIENCE
PRLG	PARALEGAL STUDIES
PSYC	PSYCHOLOGY
PTAS	PHYSICAL THERAPIST
	ASSISTANT
SECR	SECRETARIAL
	STUDIES
SOCI	SOCIOLOGY
SPAN	SPANISH
STAT	STATISTICS

## Accounting

### ACCT101 Accounting I

*3 Semester Credit Hours*  
This introductory course consists of the fundamental principles of accounting as they relate to the sole-proprietorship form of a business enterprise. It emphasizes the accounting equation, journalizing, posting, and trial balance. Also presented are adjusting and closing entries, financial statements, special journals, receivables and payables, inventories, and deferral and accrual.

*Prerequisite: None*

### ACCT102 Accounting II

*3 Semester Credit Hours*  
This course is a continuation of Accounting I in which accounting theory and principles are presented in greater depth. Emphasis is placed on possible bad debts a company may experience and how they are accounted for. In addition, the following areas are presented: fixed assets and depreciation methods, inventory valuation methods and concerns, an introduction to payroll accounting, partnership accounting, and an introduction to accounting for corporations with an emphasis on corporation equity.

*Prerequisite: ACCT101*

### ACCT105 Cost Accounting

*3 Semester Credit Hours*  
This course studies the fundamental principles involved in cost accounting and includes a study of some of its distinct problems such as job-order costing with emphasis placed on the problems of inventories, payrolls, and manufacturing overhead procedures. A practice case may be used to supplement class discussion and lectures.

*Prerequisite: ACCT102*

### ACCT110 Intermediate Accounting I

*3 Semester Credit Hours*  
This course includes an in-depth study of accounting theory and problems for which students should be thoroughly prepared in basic accounting principles. The course covers a wide range of topics dealing with specific areas of accounting terminology, current assets, and current liabilities, including financial statement preparation and accounting for accruals and deferrals.

*Prerequisite: ACCT102*

### ACCT214 Taxes I

*3 Semester Credit Hours*  
This course studies the principles of federal taxation primarily as they apply to the individual taxpayer. Topics are income inclusion and exclusion, deductible and nondeductible expenses, along with various tax credits available. Emphasis is also placed on tax form preparation including Forms 1040EZ, 1040A, 1040, and various supplemental forms and schedules.

*Prerequisite: ACCT102*

### ACCT215 Taxes II

*3 Semester Credit Hours*  
This course is a continuation of Taxes I. Students study partnership and corporate tax issues along with miscellaneous tax topics. Preparation of appropriate tax forms is emphasized to teach and reinforce these tax concepts.

*Prerequisite: ACCT214*

### ACCT220 Intermediate Accounting II

*3 Semester Credit Hours*  
This course is a continuation of Intermediate Accounting I. Study is concentrated on the long-term areas of business. These include both long-term assets and long-term liabilities. Many of the topics presented in Accounting II at an introductory level are presented and studied in greater depth. In addition, time is also devoted to a more advanced presentation of corporate accounting and accounting for investments and equity.

*Prerequisite: ACCT110*

### ACCT240 Peachtree Accounting

*3 Semester Credit Hours*  
This course provides students with practical experience by requiring the analysis and entering of accounting information using a computer. It also requires students to generate financial statements and other needed supplemental accounting reports. The course requires students to use various accounting computer applications. These include general journal, accounts receivable, accounts payable, invoicing, payroll, and inventory. The course will use a semi-independent learning style format. The instructor will interact with students on an individual basis. An above basic knowledge of accounting is essential.

*Prerequisites: ACCT220 or its equivalent, ACCT105 or its equivalent, Bachelor's Degree program status*

### ACCT250 Computer Accounting Applications

*3 Semester Credit Hours*  
This course is designed to bring together the skills and knowledge presented in previous accounting courses. These include both financial accounting courses as well as cost accounting taken by the student. The course operates an educational general ledger software package specifically designed for this course. It is not a commercial software application. Students use knowledge from prior accounting courses to analyze and record transactions for Matthew Sports Company over a period of 12 months.

*Prerequisites: ACCT220, ACCT105*

### ACCT325 Managerial Accounting

*3 Semester Credit Hours*  
In this course, areas of study include accounting for income taxes, pensions, and other retirement benefits; accounting for leases; detailed presentations of the statement of cash flow; and basic financial statement analysis. Successful completion of this course in the intermediate sequence forms the foundation for the Accounting concentration at the junior or senior level. This course is required of, and limited to, Business Administration majors with an Accounting concentration.

*Prerequisites: ACCT220 or its equivalent Bachelor's Degree program status*

# Course Descriptions

## ACCT330

### Intermediate Accounting III 3 Semester Credit Hours

This course is a continuation of Intermediate Accounting II. This course has been designed to strengthen the interrelationship between effective management decisions and accounting information. It will enable students to increase and apply their accounting knowledge to the management decision-making process. Areas of study include budgets, cost behavior, break-even analysis, and accounting responsibility. This course is required of Business Administration majors with an Accounting concentration and is an elective for all other Business Administration majors.

*Prerequisites:* ACCT325, Bachelor's Degree program status

## ACC425

### Auditing

#### 3 Semester Credit Hours

This course presents a study of the recent developments in auditing theory, procedures, and reports. The course will include an examination of the role of the independent and internal auditor, their legal and ethical responsibilities, and the methods they use to perform their professional obligations. This course is required of, and limited to, Business Administration majors with an Accounting concentration.

*Prerequisites:* ACCT330, Bachelor's Degree program status

## ACCT475

### Accounting Seminar

#### 3 Semester Credit Hours

This capstone course will concentrate on the study and review of theory and principles currently prevailing in the practice of contemporary accounting. Areas of high, current significance to the accounting profession will be emphasized. Topics of study will be drawn from all levels of accounting. These areas may change from year to year. This course is required of, and limited to, Business Administration majors with an Accounting concentration.

*Prerequisites:* ACCT425, Successful completion of 45 credits in the Bachelor's Degree program in Business Administration–Accounting

## ACCT490

### Accounting Externship

#### 3 Semester Credit Hours

In this course, the accounting major will be offered an opportunity to gain practical, on-the-job training, education, and experience within the accounting profession. Supervision and guidance from both the Program Coordinator and employer will be provided. A minimum of 120 hours of on-the-job training is required. If the student has not maintained a minimum 3.0 cumulative average, an ACCT elective will be selected.

*Prerequisites:* Senior status, approval of the Bachelor's Degree Program Coordinator, 3.0 cumulative grade average in prior Accounting courses

## Anthropology

## ANTH150

### North American Indians

#### 3 Semester Credit Hours

This course provides an introduction to the First Nations people of North America, focusing primarily on the native populations in what is now the United States. This survey of the first peoples of North America and their descendants will present an overview of prehistory and integrate events following the European invasions in order to understand contemporary issues faced by today's American Indians.

*Prerequisite:* None

## Applied Arts

## ARTS101

### Fundamentals of Drawing

#### 3 Semester Credit Hours

This course is an exploration of the fundamentals of drawing. Emphasis will be placed on basic techniques and mediums of drawing. Simple perspective, scale, composition, and tonal values will be explored. Using various drawing mediums, students create a variety of drawings that will include still-life, interior, and decorative design.

*Prerequisite:* None

## ARTS105

### Survey of Art History

#### 3 Semester Credit Hours

This course is an overview of art from prehistoric to contemporary times emphasizing two- and three-dimensional art forms. This study includes the cultural and social factors that influenced art in each period. Students are introduced to the great art, artists, and major movements throughout the history of art, as well as their influence on the present.

*Prerequisite:* None

## ARTS270

### Concepts of Color

#### 3 Semester Credit Hours

In this course, hue, value, and saturation will be introduced and various exercises will be required in order to give students a thorough understanding of these three aspects of color. Paint, colored pencils, and other mediums will be used to complete assignments that have been designed to enhance ability in manipulating colors for achieving specific effects.

*Prerequisite:* None

## Business Administration

## BADM100

### Principles of Management

#### 3 Semester Credit Hours

This is an introductory course in management theory and practice. Management is presented as both a discipline and a process. Major topic areas include decision making, planning, organizing, leading, and controlling. The evolution and scope of management are also considered.

*Prerequisite:* None

## BADM200

### Organizational Behavior

#### 3 Semester Credit Hours

In most organizations today, increasing attention is given to the development of the human skills of management. This course concentrates on developing an understanding of the cultural assumptions and values on which organizations are based. Emphasis will be placed on attitudes, motivation, individual and group behaviors, and the ways in which organizational leaders can influence those behaviors for the general well being and success of the corporate environment.

*Prerequisite:* BADM100 required

## BADM210

### Human Resource Management

#### 3 Semester Credit Hours

This course emphasizes both theoretical and practical aspects of human resource management. Topics such as equal opportunity laws, recruitment, training, benefits and compensation, downsizing, performance management, and labor relations are thoroughly explored.

*Prerequisites:* BADM100 required, BADM200 recommended

## BADM230

### Introduction to

### Business Law

#### 3 Semester Credit Hours

This course is a study of the intricacies of the field of law and the impact it has on business and industry. Specific legal concepts such as contracts, agency, and negotiable instruments will be analyzed and applied to real-world situations.

*Prerequisite:* None

## BADM250

### Small Business Management

#### 3 Semester Credit Hours

This course examines the nature of small business in America today. Emphasis is given to operational aspects unique to owning and operating a small business. Topics include the various forms of ownership, small business marketing, and financial management, as well as the skills necessary to recruit, select, develop, and maintain personnel.

*Prerequisites:* BADM100, ACCT101 required; MRKT100, ACCT102 recommended

## BADM251

### Financial Management

#### 3 Semester Credit Hours

This course will familiarize students with the major areas of financial management including financial analysis, planning and control, working capital management, return on investment techniques, and budgeting and forecasting methods.

*Prerequisites:* ACCT101, ACCT102 required

## BADM298

### Management Seminar

#### 3 Semester Credit Hours

This course is designed to provide students with an opportunity to observe the operations of world-class companies. Students will be involved in discussions concerning areas such as: total quality management, operations in a global marketplace, and the importance of not only the external customer but also the internal customer. A vital component of the course is a thorough examination of the importance of the human factor in the delivery of services.

*Prerequisites:* MRKT100, BADM210, BADM100, BADM200, Department Chair approval

## BADM335

### Operations Management

3 Semester Credit Hours

This course is a study of the concepts of production, operations, and supply chains, and of the variety of methods and techniques used in their management.

*Prerequisites:* ECON105 or ECON106, MATH300

## BADM341

### Leadership and Organizational Change

3 Semester Credit Hours

This course is an analysis of the skills and traits possessed by effective leaders. The dynamics of change probable in the areas of technology, demographics, organizational structures, lifestyles, and attitudes will be examined in depth. Case studies will deal with leadership challenges and scenarios, both domestic and international in scope.

*Prerequisites:* BADM200 or equivalent, BADM359, BADM361 (recommended), Bachelor's Degree program status

## BADM351

### Management

#### Information Systems

3 Semester Credit Hours

This course is designed to provide management with the tools to assess the goals of an information resource system. Students are taken through the processes required to identify information needs. Hardware and software specifications, training and support issues, and a strategic plan are identified and analyzed.

*Prerequisites:* BADM200 or its equivalent, BADM210 or equivalent, Bachelor's Degree program status

## BADM352

### Multinational Management

3 Semester Credit Hours

The problems and characteristics of international management are the focus of this course. Principles and practices of international business, comparing domestic and international business activities, responsibilities, and influences are examined. The economic, social, political, legal, and institutional frameworks of conducting business in a multinational environment are vigorously discussed.

*Prerequisites:* BADM100 or equivalent, BADM359, Bachelor's Degree program status

## BADM355

### Money and Banking

3 Semester Credit Hours

This course introduces students to the study of money and monetary policy in a global capitalistic financial system. Major topics to be examined include the theory of money and interest, the commercial banking system, centralized banking in the United States as well as monetary policy, debt management, and international monetary problems.

*Prerequisite:* ECON105 or equivalent, ECON106 or equivalent (recommended), Bachelor's Degree program status

## BADM359

### Global Issues—Business, Government, and Society

3 Semester Credit Hours

This course provides an in-depth focus on the dynamic interactions between business, government, and society. Special emphasis is given to issues relating to, and affecting, the global economy and how these issues factor into the decision-making process.

*Prerequisites:* ECON105, ECON106 or equivalent, BADM230, Bachelor's Degree program status

## BADM360

### Business Research Methods

3 Semester Credit Hours

The course is designed to provide students with a practical managerial approach to research methodology. This course explores typical problems including identification and definition, data collection techniques and analysis, experimental design, scientific thinking, design of research sources, data collection, statistical analysis, and the ethical implications concerning business research in the modern management field.

*Prerequisites:* BADM100, MATH300

## BADM361

### Managing the Diversified Workforce

3 Semester Credit Hours

This course is an in-depth study of the dynamic nature of today's workforce. Students focus on the special challenges inherent to a diversified workforce and the implications on organizational structure and policy. Gender roles, racial factors, cultural differences, age, social customs, and developing effective management tools are all topics to be addressed.

*Prerequisite:* BADM200 or equivalent, BADM210 or equivalent, Bachelor's Degree program status

## BADM370

### Business Ethics

3 Semester Credit Hours

This course will encompass the study of the many components of business ethics, the importance of ethics in today's corporate world, the challenges of defining and abiding by ethical standards, as well as the far-reaching effects of unethical behavior for the individual, the organization, and society in general.

*Prerequisites:* BADM100, BADM200, MRKT100

## BADM451

### Training and Development

3 Semester Credit Hours

In this course, methods of needs assessment and developing, assessing, and evaluating training in organizations are the focus. Emphasis is also placed on teaching and learning strategies. Types of educational programs available to industries are discussed.

*Prerequisites:* BADM200 or equivalent, BADM210 or equivalent, Bachelor's Degree program status

## BADM460

### Financial Analysis and Policy Development

3 Semester Credit Hours

This course examines the relationship between financial analysis and strategic policy development. Included in the course are examinations of the sources and uses of funds, portfolio management and risk assessment, capital and money markets, and financial modeling.

*Prerequisites:* BADM251, STAT354, ECON105 or equivalent, Bachelor's Degree program status

## BADM481

### Management Externship

3 Semester Credit Hours

In this course, students may earn credit for applying their academic studies to a directed workplace experience. Under faculty supervision, students complete 120 hours at an approved site. In addition to the hands-on training, students will be expected to diagnose management problems and issues, as well as make recommendations to the participating organization. Students will be evaluated by their externship supervisor as well as their academic advisor. Formal reports demonstrating oral and written communication skills are important components of the course.

*Prerequisite:* a 3.0 GPA, senior status, and Department Chair approval; students will have the option of taking an upper-level Business elective instead of the Externship

## BADM490

### Strategic Management

3 Semester Credit Hours

This course will focus on the problems and opportunities that may arise when charting strategic directions in organizations. Within a case study format, students engage in extensive analysis on a variety of business issues and construct strategic plans that are multidisciplinary, economically sound, and acceptable to all the organization's stakeholders.

*Prerequisites:* BADM251, BADM341, BADM351 (recommended), Bachelor's Degree program status

# Course Descriptions

## *Business Computer*

### *Applications*

#### BCAP101 Introduction to Computer Applications

3 Semester Credit Hours

This course provides an overview of computer applications used in business and industry. This course is designed for students with no previous computer experience. Student work in the computer lab is an integral part of this course.

*Prerequisite: None*

#### BCAP115 Spreadsheet Management

3 Semester Credit Hours

This course presents the principles of computerized spreadsheet applications in the business environment. Specific instructions in the structure of spreadsheet management is provided, including spreadsheet design techniques, graphing, database applications, functions, and an introduction to macros. Student work in the computer lab is an integral part of this course.

*Prerequisite: None*

#### BCAP139 Digital Publications and Presentations

3 Semester Credit Hours

This course places primary focus on creating computer-generated digital presentations and publications. Students learn to produce newsletters, advertisements, reports, catalogs, brochures, and business forms. The course will focus on applying good text formatting and graphic design principles to digital presentations and publications. Student work in the computer lab is an integral part of this course.

*Prerequisite: None*

#### BCAP145 Project Management

3 Semester Credit Hours

This course examines a software package available to support project-management roles and environments, including planning a project, creating project schedules, communicating project information, using the critical path, assigning resources, tracking progress, and sharing information across applications and the Web. Emphasis is placed on software tools currently available to project managers.

*Prerequisite: BCAP101 or other BCAP elective*

#### BCAP146 Business Software Applications using QuickBooks

3 Semester Credit Hours

This course integrates a popular, computerized accounting program into the classroom to provide Accounting and Business majors with realistic hands-on experience without the need to rely on confusing and complicated manuals and guides. The course is designed to reinforce basic accounting principles and concepts in an interactive setting. It provides students with the opportunity to develop, interpret, and use business and accounting information. Upon completion of the course, students should be able to apply what has been presented and learned to set up a service business, a retail and wholesale merchandising business, or a nonprofit business. They should also be able to develop a chart of accounts, create beginning balances, and complete a computerized business accounting cycle.

*Prerequisite: ACCT101*

#### BCAP150 Information Processing

3 Semester Credit Hours

This hands-on course includes the concepts of word processing; keyboarding and editing functions; printing, filing, and storing documents; mail merge; and desktop publishing. Student work in the computer lab is an integral part of this course.

*Prerequisite: None*

#### BCAP155 Database Management

3 Semester Credit Hours

In this course, general concepts of database management, database applications and information control are introduced. Students use software to define, maintain, manipulate, relate, and report information to assist in managerial decision making. Student work in the computer lab is an integral part of this course.

*Prerequisite: None*

#### BCAP275 Management of Office Systems

3 Semester Credit Hours

This course is designed to allow students to demonstrate their software and business competencies. The course will provide students with the knowledge of the unique characteristics of the automated office. Students will be given the opportunity to assess, develop, and implement new automated office systems within the business environment.

*Prerequisite: BCAP150*

## *Communications*

#### COMM101 Introduction to Mass Media

3 Semester Credit Hours

This course examines the history, theories, and organization of the communications industry including broadcast, film, recordings, print media, and the Internet. The roles of mass media and its influence on society are evaluated.

*Prerequisite: None*

#### COMM105 Introduction to Radio Production/Broadcasting

3 Semester Credit Hours

In this course, principles of simple mixing, board operation, announcing, digital workstation production, microphone selection and placement, production planning, and commercial and public service announcement production are introduced. Students are required to support the campus radio station, MAX 540 AM, by broadcasting over the air, or assisting with production or promotions.

*Prerequisite: None*

#### COMM205 Advanced Radio Production/Broadcasting

3 Semester Credit Hours

In this course, principles of multitrack recording and digital workstation production are covered. Additional production techniques of radio productions, special types of radio productions, and advanced techniques of control room operations are also discussed. Students are required to support the campus radio station, MAX 540 AM, by broadcasting over the air, or assisting with production or promotions.

*Prerequisite: COMM105*

#### COMM210 Media Writing

3 Semester Credit Hours

In this course, development of writing skills for radio, television, and print will be emphasized, including commercials, public service messages, and news.

*Prerequisite: ENGL101*

#### COMM220 Media and Public Relations

3 Semester Credit Hours

This course introduces students to the field of public relations, its history, its current practices and problems and the shape of its future. Students study a variety of publicity tactics including news conferences, feature placements, news releases, speeches, special events, and media tours. The course allows students to develop a communications campaign from a community relations perspective with an emphasis on the production and presentation of a campaign plan that will include such issues as media, strategies, target groups, evaluation techniques, and budgets. Case studies will be used.

*Prerequisite: ENGL101*

#### COMM225 Broadcast Management

3 Semester Credit Hours

This course will introduce students to the varied issues facing managers in the broadcast industry. In addition to studying the basic theory of personnel and financial management of a business, students look at practical problems specific to media such as putting a value on advertising, examining the role of research and marketing, understanding regulatory agencies such as the FCC, and exploring the ethical dilemmas that face media professionals. Students also gain practical experience by taking part in developing a management system for WMAX.

*Prerequisites: COMM101, COMM105/250*

#### COMM250 Introduction to Video Production

3 Semester Credit Hours

This course is an introduction to the equipment, procedures, and skills utilized to prepare professional quality television programming. Emphasis is placed on the operation of studio equipment, the responsibilities of the crew, and the production and direction of projects.

*Prerequisite: COMM105*



## COMM260

### Advanced Video Production

3 Semester Credit Hours

This course is a continuation of Introduction to Video Production and develops students' skills in producing and directing for television.

Production experience is expanded to include remote operations, electronic field production, and video editing techniques, both linear and nonlinear.

*Prerequisite:* COMM250

## COMM298

### Communications Externship I

3 Semester Credit Hours

This course provides students with the opportunity for work experience within an area of communication studies. A minimum of 120 hours is required. Working with a faculty advisor and employer, students develop specific learning objectives.

*Prerequisite:* Department Chair approval

## COMM299

### Communications Externship II

3 Semester Credit Hours.

This course is a continuation of COMM298.

*Prerequisite:* Department Chair approval

## *Criminal Justice*

## CRJS101

### Introduction to Criminal Justice

3 Semester Credit Hours

This course is an introductory survey of the American criminal justice system. It presents an overview of the interaction of its components: the police, the courts, the prosecution, community-based corrections, and probation and parole.

*Prerequisite:* None

## CRJS105

### Corrections: Policies and Procedures

3 Semester Credit Hours

This course examines both institutional and noninstitutional corrections in contemporary society. The operations of prisons and jails and their internal procedures including safety, security, supervision, classification, and programming are explored.

Alternatives to incarceration, and probation and parole, are also examined. These areas are reviewed in relation to contemporary social and political realities as well as their ethical dimensions.

*Prerequisite:* None

## CRJS125

### Report Writing and Interviewing

3 Semester Credit Hours

This course forms a base for students to become effective in writing criminal justice-related material. It allows students to blend this type of writing skill and knowledge with other criminal justice courses. Students are taken through a step-by-step process of planning, organizing, editing, and rewriting various reports. Interviewing and field-note-taking techniques are discussed. This is a required course for all Criminal Justice majors.

*Prerequisite:* CRJS101

## CRJS150

### Criminal Law and the Judicial Process

3 Semester Credit Hours

This course is a survey of criminal law including sources, classifications, definitions, elements, defenses, and culpability. The course examines the total formal criminal justice process from accusation through the final appeal. Court jurisdiction (municipal, state, and federal) will be covered. New Hampshire will serve as a model but the course is intended to apply to all states.

*Prerequisite:* None

## CRJS201

### Criminal Justice Externship I

3 Semester Credit Hours

In this course, students are required to spend a total of 120 hours with a criminal justice related agency. Students meet regularly with the extern faculty advisor to discuss the progress and merits of the externship. The externing agency will file evaluations on students' progress at the 40-hour, 80-hour, and finally at the 120-hour mark of the externship. A journal of the externship and a final paper will be required to be completed by students.

*Prerequisites:* minimum of 30 credits taken, minimum GPA of 2.5, academic standing, and Chair approval

## CRJS225

### Community Policing

3 Semester Credit Hours

In this course students examine, from a historical perspective, the development of the traditional police organization. They also examine the positive and negative aspects of the efforts by police organizations to develop better relations with the community they serve. This course will examine the process whereby a police agency moves from the traditional policing methods to a more community-oriented philosophy, especially in culturally diverse communities. This course is offered as needed.

*Prerequisite:* CRJS101

## CRJS240

### Juvenile Justice and Delinquency

3 Semester Credit Hours

This course covers the historical and philosophical foundations of the juvenile justice system as well as the theoretical causations of crime. Juvenile court philosophy and practices, prevailing case law, applicable federal and state legislation, alternatives to incarceration, and comparison of the treatment of the juvenile offender in the juvenile system as opposed to the adult system are also reviewed. When possible, on-site visits will be made to courts, juvenile detention facilities, and alternatives to incarceration facilities.

*Prerequisite:* None

## CRJS250

### Constitutional Law and Procedure

3 Semester Credit Hours

This course is an examination of the history of the Constitution, its place in our legal system, and its effect on society. The emphasis will be on recent U.S. Supreme Court decisions both on the adult court level and the juvenile level. Decisions involving search and seizure, interrogation, confessions, and right to council will be discussed. Landmark cases such as Miranda, Gault, Kent, Mapp, and Garner will be reviewed. This is a required course for all Criminal Justice majors.

*Prerequisite:* CRJS101, with CRJS150 recommended

## CRJS255

### Criminal Investigation

3 Semester Credit Hours

This course presents an overview of the criminal investigation process by focusing on the history of criminal investigations. The preliminary follow-up and closing stages of an investigation will be covered. Emphasis is on investigative techniques, including interrogation of suspects and witnesses, collecting and processing the crime scene, and physical evidence. This is a required course.

*Prerequisite:* CRJS101

## CRJS270

### Criminology

3 Semester Credit Hours

This course presents and analyzes the many theories on the causation of crime. A review of the various categories of offenses and offenders including casual and habitual offenders, organized crime, and white-collar criminals will be done. Society's reaction to criminal behavior patterns and the ability to deal with them will also be examined.

*Prerequisite:* None

## CRJS275

### Crisis Intervention

3 Semester Credit Hours

This course will focus on communication, problem solving, conflict resolution, and referral skills for the criminal justice professional. The handling of domestic violence calls, mental illness, drug- and alcohol-related incidents, sex-related crimes, and suicide will also be discussed. Role-playing and guest lectures will be used to enhance the learning process. Skills in dealing with these offenders will be discussed to afford students the opportunity to prepare for eventual confrontations.

*Prerequisite:* CRJS101

## CRJS281

### Management, Treatment, and Rehabilitation of Offenders

3 Semester Credit Hours

In this course, different methods of rehabilitation and treatment will be discussed. Classification systems and case studies of adults and juveniles will be covered in detail. The practices of work release, furloughs, time reductions, education programs, and others will be discussed. The effect of drug use and abuse on the institution and offender will be covered, as well as prison behavior patterns. This course is not intended for those who are professional counselors. It is recommended for those who work as officers, paraprofessionals, transition aides, or volunteers. This course is offered as needed.

*Prerequisites:* CRJS101, CRJS105, and a Psychology course

## CRJS290/CRJS310

### Selected Topics in Criminal Justice

3 Semester Credit Hours

This course's purpose is to allow topics of particular interest to be offered as the need and interest arises. In most cases, only one topic will be covered in a semester. Topics may be covered in a classroom or through a learning contract. This course is offered as needed.

*Prerequisite:* Department Chair approval

# Course Descriptions

## CRJS343

### White-Collar Crime

3 Semester Credit Hours

This course is an examination of both occupational and organizational criminality. Students will have the opportunity to analyze and evaluate organized crime, including its public perception. The course will explore such issues as the evolution of regulatory law, corporate responsibility, and the limits of law and law enforcement in combating white-collar crime.

*Prerequisite: None*

## CRJS352

### Integrity Management

3 Semester Credit Hours

This course studies the ethical foundations of criminal justice operations, methods of managing the expanded role of personal discretion when invoking the police process, and the value systems of major ethnic groups within an expanded idea of American culture. The prevention of police corruption and methods of supporting individual values of integrity and honesty, gender conflict in the workplace, and methods to expand the role of women in operational, planning, and command roles are evaluated. Exploration of the community's role in establishing and maintaining ethical criminal justice operations is also discussed.

*Prerequisites: CRJS361, CRJS362*

## CRJS354

### Study in Forensic Science

3 Semester Credit Hours

This course offers an overview of the dynamic field of forensic science. This course uses lecture theory and classroom demonstration to show how information is derived from physical evidence collected from scenes, suspects, and victims of crime for investigative and prosecutorial purposes. This course utilizes principles of chemistry and biology, although aspects of other scientific fields are employed as well.

This course is approved as an upper-level Jurisprudence/Humanities elective as well as a Criminal Justice elective.

*Prerequisite: CRJS255*

## CRJS361

### Critical Issues in Criminal Justice

3 Semester Credit Hours

This course offers an overview of current criminal justice issues. Policy questions facing political and operational leaders are explored. The focus is on community policing, crime analysis, environmental criminology, and integrity issues. Gender and ethnic concerns relating to crime, agency policies, and individual career opportunities are discussed. The Internet is introduced as an information and communication source.

*Prerequisite: None*

## CRJS362

### Research Methods in Criminal Justice

3 Semester Credit Hours

This course is based on the concept of Problem-Oriented Policing (POP) and the SARA model of problem solving, which focuses on ongoing problem identification and resolution in order to improve criminal justice effectiveness. Data collection and analysis are a highly important aspect of the SARA model. As such, the course will address various methods of collecting and analyzing data including surveys, focus groups, content analysis of narrative data, etc. The course will use a combination of lecture and hands-on "lab" experiences in which students, using *MicroCase* statistical analysis software, design a database, enter data, and analyze the resulting data. This is a required criminal justice course. The skills learned in this course are highly necessary for successful completion of the required Applied Research Externship, CRJS480. Teaching strategies will include a combination of lecture, large- and small-group discussion, online instructor demonstration of database management and analysis software, and "lab" projects. The "lab" projects will involve hands-on use of various data collection and analysis techniques.

*Prerequisites: CRJS361*

## CRJS363

### Forensic Psychology

3 Semester Credit Hours

This course presents a survey of the various issues and functions in psychology that are of relevance to law and criminal justice. As such, it covers a spectrum of topics including: the role of a psychologist in determining police fitness, criminal profiling, false memory as it relates to police interrogation and eyewitness testimony, the psychological aspects of trial preparation and jury selection, and the forensic psychologist as expert witness in competency hearings and criminal cases where insanity or diminished capacity are used as defenses. This course is approved both as an upper-level Criminal Justice course and an upper-level Social Science elective.

*Prerequisite: permission from instructor*

## CRJS380

### Police Administration

3 Semester Credit Hours

This course is an intensive study of police organizational and management issues: agency organization, leadership, planning and research, budgeting, personnel selection and training, operational services, and political realities of police management.

*Prerequisites: CRJS361, CRJS362*

## CRJS382

### Courts and Justice

3 Semester Credit Hours

This course allows students to participate in a concentrated study of the functions, operations, and decision-making processes of the American court system. Students participate in the prosecution of actual cases in mock trials. This course is approved as a Jurisprudence/Humanities elective, as well as a Criminal Justice elective.

*Prerequisite: None*

## CRJS398

### The Changing Faces and Context of Terrorism

3 Semester Credit Hours

This course presents an overview of terrorism including the history and cultural precipitators of terrorism both in the United States and abroad, the various types and profiles of terrorists, and will also provide a dialogue surrounding true terrorist goals. The course will also discuss the various weapons of terrorism from conventional, small arms and explosives, through weapons of mass destruction (e.g., biological, chemical, and nuclear weapons) and the ease with which these weapons can be obtained by terrorist groups. This course has been approved both as an upper-level Criminal Justice course and a Sociology/Social Science elective.

*Prerequisite: permission from instructor*

## CRJS450

### The Culture and Context of Organized Crime

3 Semester Credit Hours

This course will discuss both domestic and international organized crime and will transcend the traditional view of the Mafia as being the only model of organized crime. To this end, the course will discuss the factors that define organized crime; view organizations such as the Hell's Angels, the Yakuza, the Tongs, etc., as different models of organized crime groups; and discuss their evolution from deviant subculture to entrepreneurial organized crime groups. The course will discuss the organizational structure of various organized crime groups and discuss the "business" of organized crime including their penetration into legitimate businesses and partnership with terrorist organizations in pursuit of funding. Finally, various theories of what causes organized crime— including sociocultural factors— will be discussed along with legal (e.g., RICO statutes, etc.) and law enforcement strategies for reducing and/or eliminating illicit organized crime.

This course has been approved both as an upper-level Criminal Justice course and a Sociology/Social Science elective.

*Prerequisite: permission from instructor*

**CRJS480**  
**Criminal Justice Applied Research Externship I**  
*3 Semester Credit Hours*  
 This externship offers an observation, participation, and study in selected criminal justice agencies. The externship is designed to provide a planning and research experience. Students participate in projects designated by agency administrators and approved by the College. Projects may be designed for completion within the 120-hour period, or may be part of a long-term research and planning effort.  
*Prerequisites:* CRJS361, CRJS362, STAT354, taken during last 30 credits of Bachelor's Degree

**CRJS481**  
**Criminal Justice Research Externship II**  
*3 Semester Credit Hours*  
 This course is a continuation of CRJS480. Observation, participation, and study in selected criminal justice agencies to further planning and research experience is continued. Students participating in the externship program during the summer take CRJS480 and CRJS481 concurrently. When taken during the regular academic year, CRJS481 can be a continuation of CRJS480 or designed as a separate externship agreement.  
*Prerequisites:* CRJS361, CRJS480, or Department Chair approval

**CRJS490**  
**Planning, Policy Development, and Leadership**  
*3 Semester Credit Hours*  
 This is the capstone course of the Criminal Justice Bachelor's Degree program. Policy analysis and planning models are used. Students prepare a term project using planning, policing, development, and leadership techniques, and make classroom presentations in support of their proposals. Leadership is developed through literature review and lecture.  
*Prerequisite:* semester of graduation or Department Chair approval

## *Economics*

**ECON105**  
**Microeconomics**  
*3 Semester Credit Hours*  
 This course is designed to cover various market system topics. These include supply and demand, price theory, economics of the firm, oligopolies and monopolies, wage determinants, and international trade.  
*Prerequisite:* None

**ECON106**  
**Macroeconomics**  
*3 Semester Credit Hours*  
 This course is an introduction to economics as it pertains to national policies. Topics to be covered include analysis of government monetary and fiscal policy; the relationship between, and effects of, inflation and unemployment; GNP and CPI; the operation of the Federal Reserve System; the Keynesian versus monetarist's debate; and the government's role in the redistribution of income.  
*Prerequisite:* None

## *Early Childhood*

### *Education*

**EDUC112**  
**Health, Safety, and Nutrition for Children**  
*3 Semester Credit Hours*  
 This course examines the implementation of safety practices, accurate record keeping, and required health policies, and provides knowledge of major issues involving the health, nutrition, and safety of young children in family centers and child centers. Participants will pass CPR and Red Cross First Aid certifications if they do not hold these presently.  
*Prerequisite:* None

**EDUC114**  
**Family, Diversity, and Community**  
*3 Semester Credit Hours*  
 This course examines the implementation of practices that foster good relations between families and child centers, and helps students understand issues relative to diversity.  
*Prerequisite:* None

**EDUC115**  
**Principles of Learning Environments and Curriculum**  
*3 Semester Credit Hours*  
 In this course, developmentally appropriate practice means knowing where the individual child is, and meeting his or her needs from birth through age eight. Class topics include establishing class climate, routines, multicultural awareness, educational history, criteria for successful curricula, and an examination of curricula that have proven successful over time, including Bank Street, Creative Curriculum, and High/Scope models. The class will review the Head Start Child Outcomes Framework, which stresses the need for early experiences in math and reading.  
*Prerequisite:* None

**EDUC201**  
**Growth and Development: Life Span Observation**  
*1 Semester Credit Hour*  
 This course examines the various types of recording techniques and allows students to develop observation skills through the use of video tape and 25 hours of practical experience. Students use various observation tools and techniques to describe and assess children's development and behavior. This course should be taken concurrently with PSYC113.  
*Prerequisite:* None

**EDUC205**  
**Prepracticum for Early Childhood**  
*1 Semester Credit Hour*  
 This course, which is taken concurrently with EDUC115 Principles of Learning Environments and Curriculum, provides students with 25 hours of observation planning and implementation in an early childhood setting. Class time is devoted to the discussion of health and safety practices, guidance, and appropriate classroom management through environmental assessment.  
*Prerequisite:* EDUC115

**EDUC212**  
**Practical Skills for the Early Childhood Educator**  
*3 Semester Credit Hours*  
 This course is designed for students in the Lead Teacher Program. The course provides 80 contact hours in an early childhood setting with twice-per-week classroom seminars on issues such as facilitating cognitive development through planned experiences, assessing children through observation, promoting health and safety practices, and working effectively as a member of a child center team.  
*Prerequisites:* EDUC115, EDUC231, EDUC245, PSYC113

**EDUC222**  
**Technology in Education**  
*3 Semester Credit Hours*  
 This course covers basic computer skills necessary for record keeping and parent newsletters. It introduces students to appropriate software for young children.  
*Prerequisite:* None

**EDUC224**  
**The Exceptional and At-Risk Infant and Young Child**  
*3 Semester Credit Hours*  
 In this course, students learn specific tools for identifying delays and disabilities in children from their birth to age eight. Students learn intervention techniques to help children. Students review the legal protocols of special education, including the rights of parents and their children.  
*Prerequisite:* PSYC113

**EDUC226**  
**Administration and Organization of Early Childhood Settings**  
*3 Semester Credit Hours*  
 In this course, students learn how to create and maintain programs that enhance the development of young children. Students review licensing procedures, legal compliance, budget administration, personnel management, and the supervision of educational progress based on a review of the evidence.  
*Prerequisites:* EDUC115, EDUC231, EDUC245 or permission of the Department Chair

**EDUC231**  
**Cognitive Development through Math and Science Experiences in Early Childhood**  
*3 Semester Credit Hours*  
 In this course, students learn how teaching skills enhance cognitive development in math and science for infants, toddlers, preschoolers, and children in grades K-3. The course emphasizes the effective use of manipulative materials, assessment tools, and the need to balance process experiences with a strong grounding in the accurate application of numbers.  
*Prerequisite:* None

**EDUC240**  
**Educational Assessment and Planning**  
*3 Semester Credit Hours*  
 This course examines the implementation of formal and informal assessment practices. Students learn how to revise curricula based on the evidence, and inform parents about their child's progress.  
*Prerequisite:* None

# Course Descriptions

## EDUC245

### Literacy and Language Arts in Early Childhood

#### 3 Semester Credit Hours

In this course, students learn specific skills for helping to maximize the natural development of speaking, listening, reading, and writing in children from birth to age eight. Students learn to distinguish between active/direct teaching and passive literacy models. Students review the requirements of federal "No Child Left Behind" legislation, and the findings of the National Reading Panel.

*Prerequisite: None*

## EDUC250

### Infant/Toddler Development and Curriculum

#### 3 Semester Credit Hours

In this course, students learn how to enhance the social-emotional, physical, and cognitive development of infants and toddlers. Students should become familiar with effective ways to provide the scaffolding that supports child development.

*Prerequisites: EDUC115 or PSYC113, or permission of the Department Chair*

## EDUC260

### Child Guidance and Discipline

#### 3 Semester Credit Hours

In this course, students learn positive guidance and classroom management techniques for children up to eight years old. Topics will include classroom climate, expectations, focus, momentum, routines, use of space, positive transitional strategies, minimizing disruptions, and managing challenging behavior.

*Prerequisite: None*

## EDUC275

### Creativity Development of the Young Child

#### 3 Semester Credit Hours

This course focuses on the creative development of young children, emphasizing art and music. It also includes art-related activities that support the holistic development of language arts and math concepts, including the use of flannel boards and puppets.

*Prerequisites: None*

## EDUC295

### Practicum for Child Care Studies

#### 4 Semester Credit Hours

This course prepares students to work in the field of child care. Child care studies students receive the strong general education and basic skills training that is necessary to provide quality support to groups of young children. Students practice skills related to health and safety, language and literacy development, and general assistance throughout the day with the lead teacher in the classroom. Students participate in two separate placements, one with an infant/toddler group, the other with preschool or kindergarten age. The placement will be two full days per week, preferably from 9:00 a.m. to 4:30 p.m., with an hour break during nap time. Each "rotation" will be six weeks long.

*Prerequisites: EDUC115, EDUC250, EDUC275, PSYC205*

## EDUC297

### Field Experiences I

#### 4 Semester Credit Hours

In this course, students participate in an early childhood setting for a total of 150 hours. Students use observation skills that should enable them to plan and implement a variety of developmental and individually appropriate experiences. Students focus on safety; health; physical, cognitive, and language development; and creating a learning environment. Seminars dealing with professional classroom issues, totaling six hours, are scheduled throughout the semester. Students will be observed by the field experience supervisor three times during the semester. Students must be available during daytime hours and be responsible for their own transportation.

*Prerequisites: PSYC113, EDUC201, EDUC115, EDUC205 (students must have completed or complete simultaneously EDUC231, EDUC245, EDUC275); this course may be waived with Department Chair approval and substituted with EDUC299 once EDUC298 has been completed*

## EDUC298

### Field Experiences II

#### 4 Semester Credit Hours

In this course, students participate in an early childhood setting for a total of 150 hours. Students must assume the responsibility for total classroom management for one week during this semester. Students focus on social, emotional, and creative development as well as families, professionalism, program management, and guidance. Students continue to plan and implement a variety of age and individually appropriate experiences for children. Seminar meets for a total of six hours. Students must be available during daytime hours and students are responsible for their own transportation.

*Prerequisite: EDUC297, Chair approval*

## EDUC299

### Field Experience Portfolio: "The Pro Pack"

#### 4 Semester Credit Hours

In this course, students who have a 3.0 or better in all Early Childhood courses, have three or more years of work experience in early childhood settings, and submit two letters of recommendation are eligible to complete this portfolio assessment in lieu of 4 credits of Field Experience. Students must apply to waive EDUC297 Field Experience I and enroll in EDUC298 once approval has been granted. Upon successful completion (B or better) of Field Experience II, students complete "The Pro Pack" portfolio assessment. Students receive a Pass/Fail grade and four credits. Department Chair approval and documentation are required.

*Prerequisites: All EDUC Courses*

## Emergency Medical

### Training

## EMTR097

### Emergency Medical Training

#### 0 Semester Credit Hours

This course is designed to be major-specific according to emergency medical needs most likely to occur in students' respective career environments. Students learn to recognize and care for respiratory and cardiac emergencies in adults, children, and/or infants as well as identifying and caring for both minor and life-threatening illnesses and injuries. Upon completion, students earn certification through the New Hampshire chapter of the American Red Cross.

*Prerequisite: None*

## English

## ENGL101

### English Composition I

#### 3 Semester Credit Hours

The composition course is designed to develop students' ability to write clearly and effectively utilize process writing. Process writing involves collaborative learning groups and individual conferences. Emphasis is given to the importance of effective writing techniques including purposes, organization, and mechanics. A research paper is required.

*Prerequisite: Academic Assessment*

## ENGL102

### English Composition II

#### 3 Semester Credit Hours

This literature-based course reinforces and enhances the skills learned in ENGL101. Students produce portfolios of writing samples that provide evidence of their skills in synthesis, analysis, argumentation, and research using MLA documentation. Modes of instruction and evaluation criteria are similar to those used in ENGL101 although the depth and rigor of this course is expanded.

*Prerequisite: ENGL101*

## ENGL105

### Oral Communication

#### 3 Semester Credit Hours

The course is designed to help students improve skills in oral communication on three levels: interpersonal, small group, and formal presentation. The course covers individual presentations, critiques and group discussion, preparation, organization, and delivery.

*Prerequisite: None*

## ENGL185

### Professional and Technical Writing

#### 3 Semester Credit Hours

This course is designed to introduce students to the complex task of writing for the working world. The class meets in a computer lab and practices the theory that the best way to learn to write is to actually spend time writing and revising. Students learn how to analyze specific writing situations and then make decisions about the document's audience, purpose, and organizational strategy. Assignments will include business letters, instructions, proposals, and technical descriptions.

*Prerequisite: ENGL101 plus word-processing skills, BCAP101 recommended*

## ENGL200

### Introduction to Literature

3 Semester Credit Hours

This course is designed as an introduction to critical reading and appreciation of poetry, drama, and fiction. Students learn to recognize and respond to basic literary techniques and devices. Critical analysis techniques and methods are introduced to and practiced by students.

*Prerequisite: ENGL101*

## ENGL210

### Introduction to Journalism

3 Semester Credit Hours

This introductory-level course—open and useful to all majors—teaches and practices techniques of news writing, with an emphasis on developing, writing, and editing the news story. Students also practice gathering information and interviewing sources. This course meets in a computer lab, so much of class time is spent writing and revising.

*Prerequisite: ENGL101*

## ENGL220

### Introduction to

### Children's Literature

3 Semester Credit Hours

This course introduces students into the world of children's literature through the study of its history, writing, and illustrations. Students develop selection criteria and the ability to choose quality literature for infants through primary-aged school children.

*Prerequisite: ENGL101 or Department Chair approval*

## ENGL235

### Shakespeare's Vision

3 Semester Credit Hours

This course is designed to provide students with an understanding of the playwright and his work. Students examine the life of Shakespeare and study several of the plays from literary, psychological, and theatrical perspectives.

*Prerequisites: ENGL101*

## ENGL260

### Film Studies

3 Semester Credit Hours

This course is an introduction to the study of film as an art. Students learn what filmmakers do and how they do it by studying the essentials of cinematography, production design, acting, sound design, and narrative structure. Students also seek to understand what audiences do as they view film by studying how filmmakers manipulate the images onscreen. Finally, students look at filmmaking as a business, studying the interrelation between art and profit.

*Prerequisite: None*

## ENGL295

### Creative Writing

3 Semester Credit Hours

This writing workshop builds on the critical thinking and writing skills developed in ENGL101 and applies them to writing prose and poetry. It seeks to develop students' ability to recognize and utilize the wide variety of strategies available to prose and poetry writers, such as characterization, plot structure, symbolism, style, etc. Finally, the course seeks to introduce creative writing as an opportunity for students to give voice to their own experiences.

*Prerequisite: ENGL101*

## ENGL344

### Film and American Society

3 Semester Credit Hours

This course offers a historical review of American films reflecting and influencing cultural perspectives, sociopolitical values and established law.

*Prerequisite: Bachelor's Degree program status, ENGL260 or equivalent*

## ENGL350

### Mystery Writing and the Detective Story

3 Semester Credit Hours

This course is designed to develop descriptive writing skills using poetic imagery in describing characters, events, actions, and situations. Selected readings from the works of leading nineteenth- and twentieth-century mystery writers will be reviewed and analyzed. Students actively investigate and produce, among other writing assignments, a short account of a fictional crime event.

*Prerequisites: ENGL102 or equivalent, Bachelor's Degree program status*

## ENGL351

### American Literature

3 Semester Credit Hours

This course identifies major recurring themes in modern writings and investigates them from the perspective of several different major American writers. Extensive critical observation, critical thinking, and critical reading are the benchmarks of this course. Independent reading and research are the catalysts for classroom discussion. Inductive and deductive reasoning skills are exercised and developed further in the critical analysis of these writings.

*Prerequisites: ENGL102 or equivalent, Bachelor's Degree program status*

## General Education

*NOTE: GNED courses receive institutional credit and are used in computing GPAs. They are in addition to courses required for a degree.*

## GNED092

### Seminar in Active Learning

3 Semester Credit Hours

The purpose of this course is to assist students in becoming active participants in the learning process in order to reach their full potential and successfully complete their degree.

The course provides many opportunities for seminar-style discussions of pertinent topics and allows time for motivational speakers—both from inside and outside of the Hesser community—to join in group discussions. This course is offered for institutional credit only.

*Prerequisite: CTLA/Academic Advisor referral*

## GNED093

### College Writing

3 Semester Credit Hours

This course is designed to focus on the mastery of writing multiparagraph essays using a variety of strategies and models of high-interest readings. Logical thinking and writing as a process will be emphasized, as well as correct grammatical and sentence structure skills. The course is designed to prepare students to take the required English composition course. This course is offered for institutional credit only.

*Prerequisite: academic assessment/faculty referral*

## GNED099

### Math Concepts and Computations

3 Semester Credit Hours

This course provides a review of basic arithmetic skills including standard operations with whole numbers, fractions, decimals, percents, powers, and roots. It is also an introduction to the fundamental concepts of algebra including signed numbers, evaluation of algebraic expressions, and equations. The course also addresses the issues of math anxiety and techniques for studying math effectively. Offered for institutional credit only.

*Prerequisite: academic assessment/faculty referral*

## GNED100

### Introduction to College

1 Semester Credit Hour

This course is the gateway course to the first-year college experience where personal, intellectual, and emotional growth meets new challenges. Learning about oneself, one's environment, and developing academic and interpersonal skills are enhanced by focusing on three specific areas: cultural diversity, critical thinking, and personal growth.

*Prerequisite: None*

## GNED101

### Foundations of Learning

3 Credit Semester Hours

This course prepares incoming students to succeed in the transition to college, and to meet the challenges of college-level scholarship. Students reflectively examine their own backgrounds and personal goals, and come to understand how to succeed in our community of inquiry, Hesser College. Students also develop college-level skills in reading, writing, listening, speaking, and numeracy. Additionally, students become aware of their professional and intellectual development, and also in the development of the self as a whole person, intellectually, socially, and emotionally.

*Prerequisites: None*

## Geography

## GEOG350

### World Regional Geography

3 Semester Credit Hours

This course revolves around the political and cultural development of contemporary and emerging nations. Special focus is directed toward location, climate, agriculture, industrialization status, populations, political and cultural dynamics, impact on current and future average Americans, and the marketplace.

*Prerequisite: Bachelor's Degree program status*

# Course Descriptions

## Graphic Design

### GRPH105

#### Principles of Design/ History of Design

3 Semester Credit Hours

In this course, students are introduced to the tools, languages, and techniques of professional designers. They explore what advertising designers have done throughout the centuries and a solid, basic understanding will be gained of how visual images affect all aspects of our lives. Through the use of text, field observation, and video and class discussion, students gain awareness of what constitutes good, effective design.

*Prerequisite:* None

### GRPH150

#### Digital Imaging with Adobe

3 Semester Credit Hours

In this course, up-to-date computer skills will be applied to produce complex, industry-acceptable computer-generated images. Students learn scanning, retouching, manipulation, and how to properly prepare art images and photos for import into the most commonly used software programs. Students should become comfortable with all tools and menu options of these two widely used imagery programs. *Adobe Photoshop®* and *Adobe Illustrator®* are considered cross-platform, so students will be shown how they work on both PCs and Macintosh computers.

*Prerequisites:* demonstrated computer proficiency, GRPH105

### GRPH177

#### Illustration and Typography

3 Semester Credit Hours

This is a concise two-part course. Typography is an introduction to the proper use of creative lettering and how it applies to visual layouts. What makes a well-designed alphabet? What message does a particular font impart to the viewer? How does good typography fit into a well-designed piece? These questions are answered through hands-on classroom exercises, lectures, and creative experimentation. In the illustration segment, students learn what designers must know about various types of illustrations, their roots and their uses. Students create "drawing with a purpose," experience a variety of drawing media, and learn about thumbnails, roughs, and finals. Care will be given to instruct proper preparation for reproduction, as well as client expectations.

*Prerequisites:* ARTS101, GRPH105

### GRPH216

#### Electronic Page Layout

3 Semester Credit Hours

In this course, students will be instructed in the operation of the most current software program being used by professional designers. A hands-on, project-based course for top-quality, versatile pagination, complex layout, and combining visuals and text, the course enables the creative user to produce any and all promotional documents. Students import words and images, define colors and shapes, and create completed professional pieces. Use of the tools, options, and shortcut tips will be taught, along with how to prepare electronic documents for output and production.

*Prerequisites:* GRPH105, GRPH150, GRPH177

### GRPH252

#### Printing and Production Techniques

3 Semester Credit Hours

This course studies language methods and peculiarities of various reproduction choices for graphic designs. From ink-on-paper letterpress and offset printing to billboards and T-shirts, students will also be exposed to theories of embossing, die cutting, silk screening, scheduling, estimating, and more. They should gain a working knowledge of the terms, requirements, and resources available to today's graphic designer.

*Prerequisites:* GRPH105, GRPH150, GRPH216, demonstrated computer proficiency

### GRPH270

#### Graphic Design

3 Semester Credit Hours

In this course, students learn how to apply effective concepts and designs as they are used in the advertising world. How various media and audiences dictate style and image in marketing is covered. Through use of texts, trade publications, class discussion, and critique, they create sample pieces for future inclusion in their degree portfolios. Pieces include logos, ads, posters, brochures, packaging, billboards, and more. When available, professionals will be invited to lecture on implementation of actual advertising programs and their effectiveness.

*Prerequisites:* GRPH105, GRPH150, GRPH216, demonstrated computer proficiency

### GRPH296

#### Portfolio, with Either Degree Project or Externship

3 Semester Credit Hours

In this course, students prepare a complete resume and portfolio package for review and should have completed interviewing and job-hunting exercises. In addition to traditional hardcopy portfolios, production will include electronic CD versions of all students' design projects. GRPH296 includes an approved externship for students or an alternate degree project assigned by the instructor. The portfolio will help graduates interview for entry-level employment in the field. Students will be instructed in the preparation and presentation of their samples and guided in interview techniques.

*Prerequisites:* All courses in the program and Advisor approval

## Health Sciences

### HLSC150

#### Human Kinesiology/Lab

4 Semester Credit Hours

This course is designed to develop an understanding of the dynamics of human movement through the study of muscles and joints, introducing aspects of biomechanics, muscle physiology, physical laws of gravity, and principles of leverage and motion. This course deals with the function of musculoskeletal systems with application to patient-related activities. A lab requirement is included.

*Prerequisites:* NSCI100, NSCI103, PTAS101, PTAS200

### HLSC350

#### Applied Neurology/Lab

4 Semester Credit Hours

This course introduces students to basic concepts in neuroscience of the human nervous system including the anatomy and physiology of the peripheral, central, and autonomic nervous systems. The course content focuses on components of the sensory, motor, and perceptual systems so that students may understand sources of neurological dysfunction in the clinical setting. Special emphasis is placed on relating the motor control system to pathologies frequently treated in physical therapy. The lab accompanies and augments lecture material. It offers students an arena for discussion and exploration of the concepts of motor learning and motor control theories. Emphasis is placed on training neurofacilitation techniques. This course challenges students to develop a greater understanding of the primary and secondary impairments commonly seen with neurological dysfunction and prepares students to apply the information to the practice of the physical therapist assistant.

*Prerequisites:* NSCI200, NSCI203, PTAS101, PTAS200, HLSC150, PTAS235, PTAS203

## History

### HIST101

#### Western Civilization I

3 Semester Credit Hours

This course introduces ancient civilization, including the Greeks and the Roman Empire, and the medieval world of Western Europe, which laid the social, economic, religious, political, and cultural foundations of modern Western civilization. Topics include medieval society, the Renaissance, the Reformation, and the beginnings of the Scientific Revolution. Upon successful completion of the course, students should be able to discuss the developments of major ideas and institutions of the periods covered and explain their relevance for today. This course is offered every other year.

*Prerequisite:* None

### HIST102

#### Western Civilization II

3 Semester Credit Hours

This course explores the changes that led to the modern interdependent world in which we live. Topics of interest include the Enlightenment, development of modern science, capitalism, and the nation-state. Upon successful completion of the course, students should be able to discuss the development of major ideas and institutions of the periods covered and explain their relevance for today. This course is offered every other year.

*Prerequisite:* None

## HIST105

### United States History I

3 Semester Credit Hours

This course presents a survey of the history of the United States from the colonial period through the Civil War. Students will be introduced to the major social, political, cultural, and economic developments that occurred within the United States during this period including the American Revolution, the Industrial Revolution, and the peculiar institution of slavery. This course is offered occasionally.

*Prerequisite: None*

## HIST106

### United States History II

3 Semester Credit Hours

This course presents a survey of the history of the United States from the Reconstruction period (1865) up to the present. Students will be introduced to the major social, political, cultural, and economical developments that occurred within the United States during this period, including American imperialism, the Depression, and the World Wars. This course is offered occasionally.

*Prerequisite: None*

## HIST350

### Twentieth Century American History

3 Semester Credit Hours

This course is a political and cultural history of the United States from 1900 to the present. Topics for study include immigration, domestic reforms, World War I, the Great Depression, World War II, and many social and political changes of the last three decades.

*Prerequisite: Bachelor's Degree program status*

## Humanities

## HUMN101

### Conflict Resolution

3 Semester Credit Hours

This is an introductory-level course that will explore a communication model, conflict principles, and resolution strategies, implications that conflict has on stress levels, and discuss in-depth steps to successfully engage in a difficult conversation. This course is appropriate and meaningful for all majors in that it is designed to assist each student to engage effectively in conflict interactions.

*Prerequisites: None*

## HUMN103

### Introduction to Humanities

3 Semester Credit Hours

This course is designed to examine the history of ideas from three perspectives: the historical, the aesthetic, and the philosophical. Students examine cultural history, architecture, art, literature, theater, philosophy, and theology and attempt to define what constitutes a "civilization" and "culture" in the modern world.

*Prerequisite: None*

## HUMN105

### Introduction to Philosophy

3 Semester Credit Hours

This course is designed to introduce students to major topics and puzzles of philosophical inquiry including metaphysics, epistemology, axiology, and logic. Philosophy is the critical examination of our fundamental concepts and beliefs. Students focus on clarifying concepts, analyzing and testing propositions and beliefs, and constructing valid arguments. The goal is to understand why we believe what we believe and to question whether or not we should believe.

*Prerequisite: None*

## HUMN107

### Religions of the World

3 Semester Credit Hours

This course reviews the emergence of various belief systems and their differences and similarities. Students explore the role of religious belief in the course of human history. Whenever possible, speakers representing various religions are invited to the class. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity, and Islam.

*Prerequisite: None*

## HUMN200

### Negotiating Agreement

3 Semester Credit Hours

This course is designed to present strategies of how to reach mutually acceptable agreements when dealing with interpersonal conflict. Additionally, the course content will review basic principles associated with philosophy, perceptions, values, attitudes, and resulting behavior. This course is appropriate and meaningful for all majors in that it is designed to assist each student to engage effectively in conflict interactions.

*Prerequisite: HUMN101*

## HUMN300

### America's Argument Culture

3 Semester Credit Hours

The course is designed to present the negative atmosphere that conditions us to engage in public dialogue as if it were a fight. The course content will review basic principles of ethics and will present strategies on how we can stop fighting and shift to building positive relationships as we deal with differences. This course is appropriate and meaningful for all majors in that it is designed to assist each student to engage effectively in conflict interactions.

*Prerequisite: ENGL102*

## HUMN350

### Contemporary Global Issues

3 Semester Credit Hours

This course will recognize and evaluate major issues that concern people of the world. Students explore such topics as the availability and location of natural resources, the issues surrounding war and peace, the impact of religion, the effect of international trade, and the roles played by such influences on culture as mass communication and the arts, the struggle for human rights, and education. The goal is to achieve a basic understanding of the elements that are involved in global issues.

*Prerequisites: Bachelor's Degree program status, POSC101*

## HUMN357

### Social Anthropology

3 Semester Credit Hours

This course is an introduction to theories of cultural diversity that include power, discourse, and identity (such as race, ethnicity, and gender). The course emphasizes ethnographic and other anthropological approaches and encourages students to compare and contrast how living people with different historical traditions deal with the basic problems of life through language, economy, family life, religion and other institutions.

*Prerequisite: Bachelor's Degree program status*

## HUMN360

### Ethics

3 Semester Credit Hours

This course is a study of the concepts and principles of traditional and contemporary ethical theory. Potential applications are presented and philosophical analysis of the diverse and complex ethical issues confronting humankind in its modern experience in global society is conducted. The impact of society's evolving values upon this analysis will produce contradictory solutions by virtue of basing the analysis on different philosophical premises. This course will uncover, and attempt to resolve, some of these confusing and controversial issues.

*Prerequisites: HUMN105, Bachelor's Degree program status*

## HUMN361

### Political and Cultural History of Latin America

3 Semester Credit Hours

This course provides a detailed understanding of Latin American cultures and political dynamics. The impact of immigration upon the national and ethnic groups of the region will be studied from a historical perspective. Special attention will be given to the impact upon language, culture, value systems and socioeconomic status, and political development. This course is recommended to students taking Spanish courses and to Criminal Justice students, especially those who seek to meet entry requirements in federal agencies.

*Prerequisites: Spanish language skills recommended, Bachelor's Degree program status*

## HUMN400

### International Social Conflict

3 Semester Credit Hours

The course is designed to present tools for coping with conflict within international parameters. The course content will also review basic principles associated with critical thinking. This course is appropriate and meaningful for all majors in that it is designed to assist each student to engage effectively in conflict interactions.

*Prerequisite: HUMN300*

## Human Services

## HMSR101

### Introduction to Human Services Methods

3 Semester Credit Hours

This course is an introduction to the role of community organization in human service practice, and how agencies interact with and influence local communities.

*Prerequisite: None*

## HMSR201

### Individual and Group Counseling Techniques

3 Semester Credit Hours

This course concerns itself with the basic principles of interactional skills used in human service practice, including assessment, planning, contracting, intervention, and evaluation. Stress is placed on professional ethics in counseling.

*Prerequisites: HMSR101, PSYC101 or Department Chair approval*

# Course Descriptions

## HMSR295 Human Services Seminar

3 Semester Credit Hours

This course integrates both academic knowledge and practical experience in discussion of current issues and ethics in human services, and develops the students' ability to analyze and address problems in the worker-client relationship.

*Prerequisite:* HMSR201

## HMSR296 Selected Topics: Human Services

3 Semester Credit Hours

The purpose of this course is to allow topics of particular interest and relevance to be offered as the need and interest arises. In most instances, only one topic will be covered in depth during a semester, yet one or two other topics may be covered during a semester with their relationships demonstrated. Students are encouraged to make interests known to the Department Chair. Topics may be covered in a classroom setting or on a learning contract basis. Examples of topics include planning and budgeting for social service agencies, supervision, legal and ethical responsibilities of the social service worker, substance abuse, and family counseling. This course is offered occasionally. Course may be repeated.

*Prerequisite:* HMSR201, Department Chair approval

## HMSR297 Human Services Practicum I

3 Semester Credit Hours

In this course, students will participate in supervised placement at a cooperating area human service agency for a regular 12-hour weekly commitment, and a total of 150 hours. Students will be expected to assume practical responsibilities appropriate to their placement site, and to attend a weekly meeting of fieldwork participants.

*Prerequisite:* HMSR201, Department Chair approval

## HMSR298 Human Services Practicum II

3 Semester Credit Hours

In this course, students participate in supervised placement at a cooperating area human service agency for a regular 12-hour weekly commitment, and a total of 150 hours. Students will be expected to assume practical responsibilities appropriate to their placement site, and to attend a weekly meeting of fieldwork participants.

*Prerequisite:* HMSR201, Department Chair approval

## *Information Technology*

### IFTC105 Concepts of Information Technology

3 Semester Credit Hours

This course is a comprehensive study of the vocabulary and skills needed to manage, maintain, and operate personal computer hardware and software and computer access to the World Wide Web. Students make use of the World Wide Web as a repository of the latest information and as an integrated learning tool. They develop an in-depth understanding of why computers are essential components in the business and e-commerce world and in society in general. Hardware management topics include components of a system unit, input and output devices, storage devices, communications, and networking devices. Software management includes the operating system and application software, focusing on the computer as a valuable productivity tool and recognizing the personal computer's position as the backbone of the computer industry. Strategies are presented for purchasing, installing, and maintaining a personal computer system and for planning a career in the computer field.

*Prerequisite:* None

### IFTC125 Computer Service and Maintenance—A+ Prep

6 Semester Credit Hours

This course is designed to help prepare students for the A+ Certification Exam that certifies the competency of service technicians in the computer industry. The course consists of two sections. Section one is devoted to the essential competencies required for microcomputer hardware service. Safety and preventive maintenance will be an integral part of this section. Section two will focus on the competencies required in the software area of microcomputer support. Emphasis will be placed on the installation, configuration, upgrading, and troubleshooting of software systems.

*Prerequisites:* IFTC105, IFTC225

### IFTC210 Network+ Certification Preparation

6 Semester Credit Hours

This course is designed to help prepare students for the Network+ certification exam that certifies the competency of network administrators in the computer industry. Students will be introduced to the technology of local-area networks (LANs), wide-area networks (WANs), and the Internet. The course focuses on vendor-neutral networking fundamentals such as protocols, implementation, support, and topologies. Emphasis will be placed on installation, configuration, and troubleshooting basic networking peripherals and protocols.

*Prerequisite:* None

### IFTC225 Operating Systems: Microsoft Windows

3 Semester Credit Hours

This course introduces students to the graphical interface of Microsoft Windows and provides basic internal knowledge of its operation. The course also examines diverse PC platforms and operating systems and studies relationships among the microprocessor and system architecture, operating system architecture, and application software.

*Prerequisite:* IFTC105

### IFTC242 Concepts of Programming

3 Semester Credit Hours

This course provides an introduction to the problem-solving techniques and algorithms used in computer programming. Topics include top-down program design, conditionals, looping statements, functions and procedures, data types, arrays, records, files, and recursion. Programming style is emphasized throughout the course.

*Prerequisite:* BCAP101 or IFTC105

### IFTC245 Data Structure Concepts

3 Semester Credit Hours

This course covers the basic concepts of data, strings, stacks, arrays, and lists and is the second course in computer programming. Algorithms for sorting and searching data files will be analyzed by the instructor for performance. Memory management and the integration of data structures in the system design will be covered.

*Prerequisite:* IFTC242

### IFTC253 Programming Design and Applications

3 Semester Credit Hours

This course continues student contact and analysis with a variety of programming languages and their applications. The course requires students to apply previously learned effective programming design concepts. Students will be exposed to languages that may include C++, Java, Visual Basic®, and others.

*Prerequisites:* IFTC242, IFTC245

### IFTC258 Installing, Configuring, and Administering a Microsoft Client Operating System

3 Semester Credit Hours

This course provides students with the knowledge and skills necessary to deploy and support Microsoft Windows® client operating systems in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training in the planning, implementation, management, and support of Microsoft Windows® client operating Systems.

*Prerequisite:* None

### IFTC265 Web Page Development

3 Semester Credit Hours

In this course, students will be exposed to current computer software programs and tools that construct Web sites in an informative and interesting way. Attention will be given to design, copy, art and graphics, and other components of design, especially as they relate to both sales and marketing on the Internet.

*Prerequisite:* BCAP101 or IFTC105

### IFTC274 Managing and Maintaining a Microsoft Windows Server 2003 Environment

3 Semester Credit Hours

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment.

*Prerequisite:* None



## IFTC280

### Oracle Database Fundamentals I

*3 Semester Credit Hours*

This course is designed to provide students with the skills and knowledge to create an initial database and configure the storage space, tables, users, and security for the database using the Oracle client-server database management system. Students focus on the day-to-day duties of the database administrator—from initialization parameters and table space storage to data integrity, constraints, and user profiles. The course will also prepare students for the Oracle certification exam, Database Fundamentals I.

*Prerequisite: IFTC274*

## IFTC285

### Advanced Programming Concepts

*3 Semester Credit Hours*

In this course, students continue to develop the disciplines necessary in programming style, expression, documentation, and in debugging and testing. Programming projects will be accomplished in programming teams. A second programming language may be introduced.

*Prerequisites: IFTC253, IFTC265*

## IFTC286

### Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure

*3 Semester Credit Hours*

This course provides students with the knowledge and skills necessary to plan and maintain a Windows® Server 2003 network infrastructure. It provides in-depth, hands-on training in planning, troubleshooting, and optimizing a TCP/IP physical and logical network including the routing strategy, the Dynamic Host Configuration Protocol (DHCP) strategy, the Domain Name System (DNS) strategy, the Windows Internet Naming Service (WINS), and IPsec network access.

*Prerequisite: IFTC284*

## IFTC288

### Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure

*3 Semester Credit Hours*

This course provides students with the knowledge and skills necessary to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory® directory service infrastructure. The course focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.

*Prerequisite: IFTC286*

## IFTC289

### Administering Microsoft SQL Server

*3 Semester Credit Hours*

This course is designed to provide students with the skills and knowledge to plan, install, configure, administer, and troubleshoot the SQL Server client-server database management system. Students focus on reliability and performance issues crucial to the assurance of data integrity and security.

*Prerequisite: IFTC274*

## IFTC290

### Implementing and Administering Security in a Microsoft Windows Server 2003 Network

*3 Semester Credit Hours*

This course provides students with the knowledge and skills necessary to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 network infrastructure and also plan and configure a Windows Server 2003 PKI. It provides in-depth, hands-on training in implementing, managing, and troubleshooting security policies, patch management infrastructure, and security for network communications.

*Prerequisites: IFTC286, IFTC288*

## IFTC291

### Designing and Implementing Databases with Microsoft SQL Server

*6 Semester Credit Hours*

In this course, students design specialized applications using relational databases. Students will be introduced to the structured query language SQL. Memory management and the integration of data structures in the system design will be covered.

*Prerequisite: IFTC274*

## IFTC292

### Oracle Database Fundamentals II

*3 Semester Credit Hours*

This course is designed to provide students with the skills and knowledge to perform database backup, recovery, and network administration using the Oracle client-server database management system. Students focus on using the Enterprise Manager, Recovery Manager, and Network Manager, and/or implementing DBA techniques such as cold and hot backups and complete/incomplete recoveries. The course will also prepare students for the Oracle certification exam, Database Fundamentals II.

*Prerequisite: IFTC280*

## IFTC293

### Oracle Database Design

*3 Semester Credit Hours*

This course is designed to provide students with the skills and knowledge to design and implement relational databases using the Oracle client-server database management system. Students focus on using SQL and PL/SQL to create and manage tables, queries, and constraints. The course will also prepare students for the Oracle certification exams covering Oracle SQL and PL/SQL.

*Prerequisite: IFTC291*

## IFTC294

### Designing Security for a Microsoft Windows Server 2003 Network

*3 Semester Credit Hours*

This course provides students with the knowledge and skills necessary to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios students may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement.

*Prerequisites: IFTC286, IFTC288*

## IFTC295

### Security+ Certification Preparation

*3 Semester Credit Hours*

This course is designed to help prepare students for the Security+ certification exam that certifies competency in network security. Students learn to implement security and use safeguards for remote access, e-mail, Web access, intranets, extranets, and wireless access. Topics include disaster recovery, cryptography, and computer forensics.

*Prerequisite: IFTC210*

# Course Descriptions

## IFTC296 Advanced Oracle Database Administration

3 Semester Credit Hours

This course is designed to provide students with the skills and knowledge to perform advanced database administrative tuning tasks using the Oracle client-server database management system. Students focus on using the database tuning tools and on implementing DBA techniques such as sort operations, using I/O structures, using dynamic performance views, and application tuning. The course will also prepare students for the Oracle certification exam, Oracle Database Tuning.

*Prerequisite:* IFTC293

## IFTC297 Cisco Certified Network Associate (CCNA) Preparation

3 Semester Credit Hours

This course is designed to help prepare students for the CCNA certification exam that certifies competency in using security networking hardware and network operations systems. The course will provide students with the skills and knowledge to install, manage, and troubleshoot the security platform. Students work with a number of potential scenarios that include the security platform and the issues involved with both workstations and servers using the environment.

*Prerequisite:* IFTC210

## IFTC298 Linux+ Certification Preparation

3 Semester Credit Hours

This course is designed to help prepare students for the Linux+ certification exam that certifies competency in using Linux according to computer industry standards. The course will cover the skills and knowledge required to install, manage, and administer the Linux operating system. Topics include file system types, advanced installation techniques, system management, system administration, and troubleshooting.

*Prerequisite:* IFTC274

## *Interior Design*

### INTD100 Interior Design I

3 Semester Credit Hours

This course is a study of the fundamental elements and principles of design and their importance in the planning of living and working space. The course will provide an understanding of the many career opportunities available to students with interest in design. Emphasis will be placed on space planning, materials, furnishings, and lighting.

*Prerequisite:* None

### INTD101 History of Architecture and Furniture

3 Semester Credit Hours

This course is a survey of architectural and furniture styles from prehistoric through contemporary times. The course explores the evolution of styles and the interrelationships between the periods.

*Prerequisite:* None

### INTD204 Textiles

3 Semester Credit Hours

This course focuses on understanding textile product performance by analyzing fiber properties; yarn structures; woven, knitted, and bonded constructions; and finishing processes. Emphasis is on relating textile product serviceability to end use.

*Prerequisite:* None

### INTD210 Drafting for Interiors

3 Semester Credit Hours

This course is an exploration of the many aspects of drafting for interiors. Emphasis will be placed on fundamentals of drafting a technical drawing.

*Prerequisite:* INTD100

### INTD215 Computer-Aided Design

3 Semester Credit Hours

This course introduces students to the value of using a computer system as a design and drafting tool for interior design. Students learn how to use a computer software program in order to create a set of working files of architectural drawings that can be changed quickly and effectively.

*Prerequisite:* demonstrated computer proficiency

### INTD220 Interior Design II

3 Semester Credit Hours

This course is an exploration of the many aspects of the interior design field as it exists today. Emphasis will be placed on combining the fundamentals learned to date and applying those elements in the organization of various indoor spaces. One of the primary goals of the course is to develop a portfolio that students can use to gain entrance into the field of interior design. A capstone design project will also be required.

*Prerequisites:* INTD100, INTD210, ARTS course, other INTD course

### INTD400 Interior Design Externship

3 Semester Credit Hours

This course is designed to introduce students to the interior design field by working with interior designers and/or those in the allied professions. Scheduled progress reports are required. This course should be taken the last semester prior to graduation or after completing 45 credit hours of coursework. 120 hours of externship hours are required.

*Prerequisite:* Department Chair approval

## *Marketing*

### MRKT100 Principles of Marketing

3 Semester Credit Hours

This is an introductory course covering basic marketing concepts in practice today. Emphasis is placed on the growing importance of marketing in our society, the marketing mix, consumer behavior, global marketing, product management, and the use of technology as a tool.

*Prerequisite:* None

### MRKT220 Advertising

3 Semester Credit Hours

This course is designed to present advertising as a dynamic business and social process. Students will be introduced to the evolution of advertising, the ethical and social aspects of advertising, the present day trends, and the far-reaching effects advertising has on everyday life. Students should also begin to develop the ability to analyze and critique various concepts and techniques.

*Prerequisite:* MRKT100

### MRKT230 Sales

3 Semester Credit Hours

This course is a study of the theoretical and applied principles, practices, and techniques of modern, professional selling. Emphasis is placed on the importance of developing strong customer relationships, ethical behavior, and the growing trend of international sales. Selling as a viable profession is explored.

*Prerequisite:* MRKT100 required

### MRKT298 Marketing Research

3 Semester Credit Hours

This course is designed to provide students with a practical, managerial approach to conducting marketing research. Course topics will include developing a research framework; sampling, collecting, analyzing, and interpreting data; and the applications of marketing research. Emphasis will be placed on case-study analysis and the application of marketing concepts to actual marketing research practice.

*Prerequisite:* MRKT100 required

### MRKT351 Services Marketing

3 Semester Credit Hours

This course examines the uniqueness of services marketing as opposed to the marketing of tangible goods. Emphasis is placed on understanding the fundamental differences between goods and services, consumer involvement, managing the service process, assessing and improving service quality, and providing customer satisfaction. Case studies are used as a means of linking concepts to "real world" situations.

*Prerequisite:* MRKT100 or equivalent, Bachelor's Degree program status

## MRKT353

### Global Marketing

3 Semester Credit Hours

In this course, global issues that confront today's international marketers are addressed and concepts relevant to all international marketers are presented. Major topics include the study of organizational design, the making of policy, and the importance of pricing, promoting, and marketing research. Cultural diversity is a central theme.

*Prerequisites:* MRKT100 or equivalent, Bachelor's Degree program status

## Mathematics

### MATH109

#### Contemporary Business Mathematics

3 Semester Credit Hours

This course introduces students to applications of mathematics in business and career settings, and teaches the mathematical skills necessary to perform those applications. Among topics covered are percentages and their uses, applications in banking, payroll, tax matters and investments, the mathematics of borrowing, credit, interest, insurance, annuities, and depreciation.

*Note:* This course will not satisfy the graduation requirement in mathematics for the following majors: Liberal Studies, Computer Science, Criminal Justice, IT, Psychology, and PTA. It is not recommended for the graduation requirement in mathematics for students in other majors who intend to pursue a Bachelor's Degree after the two-year degree.

*Prerequisite:* GNED099 or placement by academic assessment

### MATH110

#### Introductory Algebra

3 Semester Credit Hours

This course is designed to introduce students to basic algebraic concepts. Topics studied include linear and quadratic equations, operations with polynomials, products and factoring, and algebraic fractions.

*Prerequisite:* GNED099 or placement by academic assessment

### MATH230

#### Precalculus

3 Semester Credit Hours

This course covers advanced topics in algebra to prepare students for calculus. Included are radical and exponential functions, linear and quadratic functions, graphing, logarithms, and conic sections. Topics from the field of trigonometry are also covered and include right triangles, oblique triangles, graphs of trigonometric functions, identities, and equations. This course is offered every other semester.

*Prerequisite:* MATH110 or placement by academic assessment

### MATH245

#### Finite Mathematics

3 Semester Credit Hours

In this course, a variety of mathematical models are developed with applications to business, economics, social sciences, and computer science. Topics include systems of equations, matrices, linear programming, probability, and set theory. This course is offered every other semester.

*Prerequisite:* MATH110 or placement by academic assessment

### MATH290

#### Probability and Statistics

3 Semester Credit Hours

This course addresses the organization, presentation, and interpretation of data. Topics include descriptive statistics, measures of central tendency and dispersion, probability theory, binomial and normal distributions.

Additional topics may be chosen from hypothesis testing, regression, and correlation analysis.

*Prerequisite:* MATH110 or placement by academic assessment

### MATH291

#### Calculus I

3 Semester Credit Hours

The fundamentals of differential and integral calculus will be covered in this course. Topics covered will include functions and limits, the derivative and basic rules of differentiation, curve sketching, exponential and logarithmic functions, rules of integration, and finding areas. Applications in business, economics, and social science will be highlighted. A graphing calculator is required.

*Prerequisite:* MATH230 or equivalent

## Medical Assistant

### MDAS100

#### Medical Terminology

3 Semester Credit Hours

This course is designed to acquaint students with the medical terms regarding roots, prefixes, and suffixes. An introduction to the structure and function of the human body is also part of this course. Emphasis is placed on spelling, pronunciation, and definition.

*Prerequisite:* None

### MDAS101

#### Clinical Procedures I

3 Semester Credit Hours

In this first-semester course, medical asepsis, universal precautions, as well as accurately performing the technique of measuring vital signs are emphasized. The entire physical examination procedure is learned. All students are encouraged to complete the hepatitis B vaccination series.

*Prerequisites:* NSCI100, MDAS100

### MDAS202

#### Clinical Procedures II

3 Semester Credit Hours

This class prepares students for assisting with specialty examinations (e.g., sigmoidoscopy) and minor surgery in the office/clinic setting. The clinical laboratory is also introduced including urinalysis testing and venipuncture. Students also learn how to accurately perform an electrocardiogram.

*Prerequisite:* MDAS101 with "C" grade or better, or Department Chair approval

### MDAS275

#### Medical Coding Systems and Billing

3 Semester Credit Hours

This course is designed to give students a basic understanding in identifying ICD-9-CM codes as they apply to insurance claim preparation and CPT codes used to optimize reimbursement. The relationship of the medical facility to third parties such as Medicare, Medicaid, HMOs, Blue Cross®/Blue Shield®, and others are also covered.

*Prerequisite:* MDAS100 or Department Chair approval

### MDAS280

#### Medical Ethics and Law

3 Semester Credit Hours

This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included.

Insurance for the doctor and the patient has increased in complexity, and varied healthcare plans must be familiar to the well-qualified medical assistant.

*Prerequisite:* None

### MDAS290

#### Medical Office Applications and Administration

3 Semester Credit Hours

This course is designed to prepare students to perform administrative or "front office" duties in a medical facility. Students receive hands-on experience using a medical office practice simulation kit as well as being introduced to computer software used to perform medical office operations.

*Prerequisites:* BCAP150, SECR200 or Department Chair approval

### MDAS299

#### Medical Assistant Externship

3 Semester Credit Hours

This is a 160-hour externship without remuneration, done in local physicians' offices or clinics during the second semester of students' senior year. For diploma program students, the externship will be their last module. The healthcare provider acknowledges that 50% of students' time will be spent in the administrative area and 50% in the clinical area.

*Prerequisites:* completion of Clinical I and II, hepatitis B series TB test, CPR for the Professional Rescuer with AED, and First Aid

## Massage Therapy

### MSTH102

#### Massage Therapy Fundamentals

4.5 Quarter Credit Hours

This introductory course is designed to give students a broad overview of the history of massage therapy as well as an understanding of its current state of practice. Professional standards, boundaries, and directional terminology are some of the topics discussed in this course. Upon successful completion of the course, students should be able to explain professional standards and boundaries and define directional terminology.

*Prerequisite:* None

# Course Descriptions

## MSTH103

### Career Development

3 Quarter Credit Hours

This course is designed to provide students with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing, and interviewing techniques. As a result of this study, students should be able to apply for membership to professional associations, write a resume, and implement a job search.

*Prerequisite: None*

## MSTH106

### Hygiene and Health

2.5 Quarter Credit Hours

This course is directed at providing students with a basic understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, universal precautions, and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, students should be able to demonstrate proper hand-washing techniques, injury-prevention techniques, discuss universal precautions, and become certified in CPR.

*Prerequisite: None*

## MSTH126

### Health Services Management and Ethics

4 Quarter Credit Hours

This course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary in establishing a practice and guidelines for ethical conduct. Upon successful completion of the course, students should be able to construct a mission statement, write a basic business plan and demonstrate ethical behavior expected of a professional massage therapist.

*Prerequisite: None*

## MSTH135

### Nutrition for the Massage Therapist

3 Quarter Credit Hours

This course will provide students with an understanding of how nutrition affects the client's and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines, and exercise as tools to maintain a healthy body will be discussed. As a result of this coursework, students should be able to identify basic food groups, recommend dietary guidelines, and discuss exercise as a means to a healthy lifestyle.

*Prerequisite: None*

## MSTH150

### Hydrotherapy

3.5 Quarter Credit Hours

This course will provide students with an understanding of how water is used as an external therapeutic device. Topics covered will include therapeutic modalities using cryotherapy and thermotherapy. Upon successful completion of the course, students should be able to demonstrate and explain the use of a paraffin wax, hot and cold packs, the contrast method, and the salt glow. Students should also be able to name the benefits and contraindications associated with each modality.

*Prerequisite: None*

## MSTH158

### Massage and Body Therapy I

8 Quarter Credit Hours

This course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, students define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment and client intake are also taught. Students who successfully complete Massage and Body Therapy I should be able to demonstrate the five basic strokes of Swedish massage, define the massage equipment needed for the profession, and chart a client's intake and progress.

*Prerequisite: None*

## MSTH206

### Massage Therapy II

5.5 Quarter Credit Hours

This course is a continuation of MSTH158, Massage and Body Therapy I. Students will be introduced to advanced massage techniques such as deep-tissue work, joint mobility, range of motions, pre- and post-sport-event massage techniques, and an overview of athletic injuries will be discussed and demonstrated. Upon successful completion of the course, students should be able to differentiate between Swedish and deep-tissue techniques, explain the basic concepts of athletic injuries, and demonstrate pre- and post-sport-event massage techniques.

*Prerequisite: MSTH158*

## MSTH270

### Massage and Body Therapy III

3 Quarter Credit Hours

This course is a continuation of Massage and Body Therapy II. Students will be introduced to advanced massage techniques such as neuromuscular therapy, aromatherapy, and massage for special populations. Upon successful completion of the course, students should be able to demonstrate the postural assessment, selection and use of essential oils, and prenatal massage.

*Prerequisite: MSTH206*

## MSTH285

### Clinical Practice–C

4 Quarter Credit Hours

This course will provide students with the opportunity to demonstrate basic Swedish massage techniques and advanced modalities in a supervised setting. Pre- and postevent massage techniques, assessing and evaluating the usefulness of sports massage techniques in athletic injuries, and basic palpation skills will be demonstrated. Upon successful completion of the course, students should be able to demonstrate sports massage techniques appropriate for an athletic event, as well as basic palpation skills used in craniosacral therapy.

*Prerequisite: scheduling and course prerequisites for Clinical Practice courses will be dependent on various state requirements for such courses*

## Natural Science

## NSCI100

### Human Anatomy and Physiology I

3 Semester Credit Hours

The structure and function of the human body is studied with specific emphasis on cells. Topics include protoplasm; cellular anatomy and physiology; metabolism; mitosis; tissues; organs and organ systems; membranes and glands; skeletal, muscular, and nervous systems; and sense organs.

*Prerequisite: None*

## NSCI101

### General Earth Science

3 Semester Credit Hours

In this course, topics are chosen from fundamentals of astronomy, geology, meteorology, and oceanography. This course is offered as needed.

*Prerequisite: None*

## NSCI103

### Human Anatomy and Physiology I Lab

1 Semester Credit Hour

In this course, laboratory classes are designed to provide students with experiences that reinforce the concepts stressed in NSCI100. This course must be taken concurrently with NSCI100.

*Prerequisite: None*

## NSCI115

### Human Biology

3 Semester Credit Hours

This course is designed to provide students with a basic understanding of the structure and function of the human body. Requiring no previous study of the human body, this course includes the study of the major body systems such as muscular, skeletal, digestive, cardiovascular, and respiratory. This course would be an excellent preparatory course for anatomy and physiology courses or a natural science elective for all majors.

*Prerequisite: None*

## NSCI150

### Environmental Ecology

3 Semester Credit Hours

This course presents ecology as an interdisciplinary field dealing with the totality of man and environment. It examines the problems of population growth effect, environmental problems, resource problems, and possible solutions. This course is offered as needed.

*Prerequisite: None*

## NSCI200

### Human Anatomy and Physiology II

3 Semester Credit Hours

This course is a continuation of NSCI100. Emphasis is given to fluid, electrolyte, and acid-base balance; and the circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems.

*Prerequisite:* NSCI100

## NSCI203

### Human Anatomy and Physiology II Lab

1 Semester Credit Hour

In this course, laboratory classes are designed to provide students with experiences that reinforce the concepts stressed in NSCI200. This course must be taken concurrently with NSCI200.

*Prerequisite:* NSCI103

## NSCI250

### Nutrition

3 Semester Credit Hours

In this course, students develop an understanding of nutritional practices in clinical and home settings. The course includes normal nutrition, therapeutic nutrition, food preparation and service, discussion of nutritional problems, and nutritional intervention for coping with various types of physical stress.

*Prerequisite:* None

## NSCI270

### Chemistry of Life

3 Semester Credit Hours

This nonlaboratory chemistry course is a conceptual introduction to the overall principles related to the structure of matter and the nature of chemical reactions. Particular attention will be given to the types of reactions that apply to the health fields and criminalistics investigation comprehension. Topics include the periodic table, chemical bonding, chemical reactions, properties of solutions, equilibrium, acid/bases, and organic molecules. The homework exercises and demonstrations are organized to facilitate analytical thinking and to enhance lecture topics. This introductory course would be an excellent preparatory course for all majors as a natural science elective, but especially for students majoring in Prehealth, Applied Medical Science, and Criminal Justice, or as a prerequisite/review for General Chemistry I and II.

*Prerequisites:* None

## NSCI280

### Flying High: Physics of Flight

3 Semester Credit Hours

This nonlaboratory physics course is a conceptual introduction to the overall theories related to the movement of energy and how it explains the physical world around us. Particular attention will be given to the physical phenomena that we encounter each day, but may not ponder why or how they are happening. Topics include matter, radiation, motion, force, energy, and heat. The homework and cooperative learning exercises, as well as virtual or demonstration laboratories, are organized to facilitate analytical thinking and to enhance lecture topics. This course would be an excellent preparatory course for all majors as a natural science elective, but especially for students majoring in Prehealth, Applied Medical Science, Criminal Justice, or as a prerequisite/review for General Physics I and II.

*Prerequisites:* None

## NSCI351

### Ecosystem Dynamics

3 Semester Credit Hours

In this course, students study the interrelationships of the elements that comprise the earth's biosphere, i.e., climate, hydrology, soils, vegetation, and geomorphology. Each element is studied in isolation and in the context of the global ecosystem. Recognition of the interrelatedness of the elements and of the elements and humanity on this ecosystem is fostered by reading, research, discussions, case studies, and lab experiences.

*Prerequisite:* Bachelor's Degree program status

## NSCI352

### Biology of the Human Body

3 Semester Credit Hours

In this course, students study the structure, function, and development of the human body in health and disease. This course concentrates on the importance of caring for the human body. It includes a study of the major body systems, i.e., muscular, skeletal, digestive, circulatory, respiratory, reproductive, nervous, and endocrine. The course also investigates the potential impact of neglect, abuse, and injury to the human body.

*Prerequisite:* Bachelor's Degree program status

## *Political Science*

## POSC101

### Introduction to Political Science

3 Semester Credit Hours

This course introduces students to the study of politics. The course is designed to help students grasp the nature and scope of the subject and be equipped with the conceptual tools for examining political behavior. It offers an analysis of functions, operations, policies, and problems of modern government. This course is offered every other semester.

*Prerequisite:* None

## POSC118

### Comparative Government

3 Semester Credit Hours

This course introduces students to the study of the different political systems that exist in the modern world. The course introduces students to the concepts and theories that political scientists use to classify and analyze these systems through surveys of specific countries chosen to represent a cross-section of both geographical regions and system types. Key issues include democratization, liberty, political participation, equality, and the welfare state. This course is offered occasionally.

*Prerequisite:* POSC101 recommended

## POSC220

### American Politics and Government

3 Semester Credit Hours

The objective of this course is to give students an understanding of the American political process. The course examines the constitutional foundations of American government, American national political institutions, the processes of American government, and public policy. Close attention is given to our unique federal system of government; the legislative, executive, and judicial branches of the national government; political parties; and the media and other private interests that influence public decision making. This course is offered as needed.

*Prerequisite:* POSC101 recommended

## POSC350

### Federalism

3 Semester Credit Hours

This course discusses the U.S. Constitution as the foundation of modern federalism and intergovernmental relationships between federal, state, and local government. Other forms of North American federalism are reviewed such as the role of urbanity (city-states) as a challenge to state/federal relationships. State and local policy making during critical changes in federal/local intergovernmental relations and the federal impact on state and local executive and legislative discretion are analyzed.

*Prerequisite:* Bachelor's Degree program status

## *Paralegal Studies*

## PRLG101

### Introduction to Paralegal Studies

3 Semester Credit Hours

This course offers a brief overview of the purposes, training, and functions of paralegals, ethical principles, federal and state court structure, litigation, sources of law, legal analysis, and reasoning. Course topics include investigation and interviewing, basic legal terminology, legal research, review of discovery techniques, regulation, and law office management. Writing assignments provide opportunity for paralegal experience. Emphasis is placed on opportunities in the profession as well as the skills needed to succeed. This course is required for all further PRLG courses.

*Prerequisite:* None

## PRLG103

### Legal Research

3 Semester Credit Hours

This course is designed to expose students to a wide variety of legal research tools and methods through the use of statute reporters, digests, treatises, legal encyclopedias, and periodicals, as well as form books and practical manuals. Emphasis will be placed on developing strategies for researching legal questions. Students will be further exposed to the mechanics of legal writing with a basic application of legal analysis. Students will also receive basic instruction with computer-assisted legal research including Westlaw.

*Prerequisites:* PRLG101, ENGL101 helpful

# Course Descriptions

## PRLG200

### Criminal Litigation

3 Semester Credit Hours

This course will serve as a general overview and introduction to criminal law and procedure. Emphasis will be placed on crimes and their elements as well as major issues involving criminal procedure. Topics presented include homicide, assault, battery, kidnapping, arson, and constitutional aspects of criminal procedure, especially search and seizure.

*Prerequisites:* PRLG101, PRLG103

## PRLG203

### Property Law

3 Semester Credit Hours

This course covers the general principles of property ownership and transfer with emphasis on real estate. Students work with documents concerning title searches and abstracts, mortgages, taxation, insurance, and deeds. They will draft closing and leasing agreements and learn skills needed to work with clients. The binding nature and penalties of certain agreements will be stressed as well as various aspects of personal property.

*Prerequisites:* PRLG101, PRLG103

## PRLG205

### Family Law

3 Semester Credit Hours

This course introduces students to all areas of family law: marriage, divorce, separation, adoptions, guardianships, annulments, cohabitation, custody, Ad Litem appointments, community property, and others. Emphasis will be placed on developing skills for working with clients and drafting the necessary documents.

*Prerequisites:* PRLG101, PRLG103 with PRLG210 recommended

## PRLG206

### Wills, Estates, and Trusts

3 Semester Credit Hours

This course offers an introduction to probate law with emphasis on wills and trusts. The course includes the organization and functions of the probate court, the laws of interstate succession, preparation and execution of wills, guardianships, the more common form of trusts, and their administration. Federal and state tax considerations are also discussed.

*Prerequisites:* PRLG101, PRLG103 with PRLG205, PRLG203 recommended

## PRLG210

### Business

#### Association Law

3 Semester Credit Hours

This course covers the basic concepts of business law as well as the documents and forms essential to the paralegal in a business law environment. The principles of contract law, agency law, partnerships and the Uniform Commercial Code will be discussed. Emphasis is on the formation of a business from start-up, to incorporation, to mergers and acquisitions.

*Prerequisites:* PRLG101, PRLG103

## PRLG280

### Civil Litigation and Tort Law

3 Semester Credit Hours

This course provides students with a comprehensive overview of civil procedure and practice at both the federal and state levels. Emphasis will be placed on personal injury actions from initial complaint through discovery, trial, and possible appeal. Topics presented will include intentional torts, negligence, and alternative dispute resolution.

Students will be exposed to a wide variety of litigation documents.

*Prerequisites:* PRLG101, PRLG103 recommended

## PRLG299

### Paralegal Externship

3 Semester Credit Hours

In this course, students are initiated into supervised work experience in an approved setting. The site may include law firm offices; corporations; banks; unions; federal, state, or local agencies; or courts. Students become acquainted with the practical aspects of a paralegal career. Weekly meetings, 120 hours, and a final paper are required for completion.

*Prerequisites:* 3.0 in major and Department Chair approval

## Psychology

## PSYC101

### Introduction to Psychology

3 Semester Credit Hours

This course provides an introductory understanding of biological, social, cognitive, and developmental theories. The concepts and methodologies that have been used in the study of psychological phenomena are highlighted. It provides a general overview of a variety of topics such as motivation, sensation, perception, memory, learning, brain functioning, emotion, problem solving, sexuality, personality, and psychological abnormalities.

*Prerequisite:* None

## PSYC110

### Social Psychology

3 Semester Credit Hours

In this course, students analyze the major social influences on individual behavior in groups, focusing on areas of interpersonal behavior, leadership, propaganda, customs, and racial and national attitudes. Theoretical and applied issues are considered within selected topics.

*Prerequisite:* None

## PSYC113

### Child and Adolescent Development

3 Semester Credit Hours

This course focuses on the biological, cognitive, social, and emotional processes of human development from the prenatal period through adolescence, with attention to relevant theory and research. It considers development in social contexts, such as family and community, examining similarities and variations in development in different domains across and within different cultural communities.

*Prerequisites:* None

## PSYC115

### Psychology of Aging

3 Semester Credit Hours

This course studies the impact of increased life span on society. This course addresses continuing developmental tasks of adult life, the dynamics of growing older in contemporary society, and the influence of life events on identity and overall adjustment in the adult years.

*Prerequisite:* None

## PSYC116

### Adult Development and Aging

3 Semester Credit Hours

This course examines theory and research on biological, cognitive, social, and emotional processes of human development from early adulthood through later adulthood and death. It examines the developmental tasks, transitions, and events of adulthood in social and cultural context, considering aspects of growth and decline as well as the dynamics involved in growing older in contemporary societies. Various community services and treatments for aging populations are discussed.

*Prerequisites:* None

## PSYC205

### Developmental Psychology

3 Semester Credit Hours

This course concentrates on the infant, toddler, and young child's physical, cognitive, linguistic, social, and affective development from conception to age eight. The theories of various researchers like Piaget, Erickson, Skinner, and Freud will be examined and discussed. This course is required of all Early Childhood Education majors and is recommended for Liberal Studies and Psychology majors.

*Prerequisite:* None

## PSYC220

### Developmental Disabilities

3 Semester Credit Hours

This course is an introduction to the nature of various handicapping conditions and their relationship to developmental disabilities. How to facilitate the community entry of the developmentally disabled adult is a major focus.

*Prerequisite:* PSYC101 recommended

## PSYC230

### Growth and Development: Life Span

3 Semester Credit Hours

This course concentrates on the normal physical, cognitive, social, linguistic, emotional, neurophysiological and psychosocial development of the human being from conception to death. Prominent researchers and their theories are studied such as Erickson, Maslow, Piaget, Skinner, and Freud. This course is required of all Physical Therapist Assistant, Human Services, and Occupational Therapy Assistant majors.

*Prerequisite:* PSYC101 or Department Chair approval

## PSYC245

### Research Methods

3 Semester Credit Hours

This course examines research methods used in the field of psychology. It demonstrates how research contributes to shaping decision making in people's everyday lives. The course elaborates the process involved in developing research questions, designing studies to carry out scientific inquiries, analyzing data, as well as addresses how to make appropriate inferences based on research findings.

*Prerequisite:* PSYC101

## PSYC251

### Professional Ethics in Social Science

3 Semester Credit Hours

This course focuses on ethical issues and guidelines critical for engaging in responsible and appropriate conduct of clinical work as well as psychological research. Students review and orally defend the values, beliefs, and appropriate roles of clinicians, researchers, patients, and institutions, maintaining confidentiality, weighing risks and benefits of scientific inquiry, obtaining informed consent, and maintaining scientific and practitioner integrity in working with diverse populations, including children and other special populations (e.g., prisoners).

*Prerequisites:* PSYC101, HMSR201, or permission from Chair

## PSYC260

### Abnormal Psychology

3 Semester Credit Hours

This course surveys the field of adult psychopathology. The first few weeks will provide background information on research methodology, assessment, and classification in psychopathology. Thereafter, characteristics of the major categories of psychological disorders (such as anxiety, depression, and schizophrenia) and theories and research related to these disorders will be examined. A scientific perspective will be emphasized, although ethical, philosophical, and legal controversies will be considered as well.

*Prerequisite:* PSYC101 or Department Chair approval

## PSYC270

### Personality Theory

3 Semester Credit Hours

This course is an integrative study with psychoanalytic learning theory and humanistic approaches to understanding personality formation. The course considers the individual interacting with a social environment and reviews the area of personality assessment including projective, empirical, and observational techniques.

*Prerequisite:* PSYC101

## PSYC280

### Human Sexuality

3 Semester Credit Hours

This course examines the psychological, biological, and social aspects of human sexuality. It examines theory and research as well as current issues on the topic. This course considers topics such as sexual development, sexual orientation, gender roles, interpersonal relationships, emotional involvement, sexual attitudes, difficulties, and failures. Various therapies related to human sexuality are considered.

*Prerequisites:* PSYC101 or permission from Chair

## PSYC300

### Psychology and the Law

3 Semester Credit Hours

This course examines the relations between psychology and law in understanding legal and illegal behaviors, as well as the institutional legal system that is designed to maintain people's conformity to the law. It considers the legal and ethical roles and responsibilities of various participants in the legal system. It reflects on challenges of how human rights may be maintained for all people. It examines how psychology is used by the criminal justice system (i.e., jury selection, expert testimony) to advance or avoid conviction. It considers criminal punishment (i.e., jail confinement, death penalty) and reflects on the psychology of the relations between prisoners and authority figures.

*Prerequisites:* PSYC101 and permission of Chair of Psychology or Criminal Justice

## PSYC301

### Statistics and Measurement in Psychology

3 Semester Credit Hours

This course focuses on assessments used in psychology and provides an introduction to statistical analysis of data used in conducting psychological research. It demonstrates how to carry out and interpret descriptive (i.e., means, range) and inferential statistics (i.e., t-tests, ANOVAs). The course incorporates the use of statistical computer programs (i.e., SPSS, Excel).

*Prerequisites:* PSYC101, PSYC245, plus MATH110 or permission from Chair

## PSYC305

### Cognitive Theory

3 Semester Credit Hours

This course examines theoretical and empirical work in the study of cognition, connecting it in relevant ways to practical experiences in everyday life. Among the topics examined are perception, attention, memory, problem solving, reasoning, and decision making.

*Prerequisites:* PSYC101, PSYC301, or permission from Chair

## PSYC311

### Psychology of Learning

3 Semester Credit Hours

This course will introduce students to the basic principles of learning. Students examine concepts such as habituation, reinforcement variables, stimulus generalization, and memory. Classical and operant conditioning topics will particularly concentrate on theories, relevant research, and the application to clinical, educational, and organizational settings. The logic of the scientific method is explored and displayed through experimentation using a virtual experimental methodology.

*Prerequisites:* PSYC101, PSYC301, or permission from Chair

## PSYC315

### Psychobiology

3 Semester Credit Hours

This course focuses on the biological aspects of psychological phenomena in humans and animals. It examines the relations between genetic and environmental contributions to understanding normal and abnormal human functioning. It considers topics such as the development and plasticity of the brain, attention, motor coordination, reproduction, emotions, sleep, stress, use of drugs, and psychological disorders.

*Prerequisites:* PSYC101, PSYC301, plus NSCI115 or permission from Chair

## PSYC320

### Neurobiology of Mood Disorders

3 Semester Credit Hours

This course examines the neurochemical and neurobiological basis of psychological disorders that are characterized by extreme emotional disturbance. Among the various psychopathologies examined include aggression, anxiety, bipolar disorders, schizophrenia, and depression. Treatment for these disorders (including use of psychotropic drugs) is also addressed.

*Prerequisites:* PSYC101, PSYC301, plus NSCI115 or permission from Chair

## PSYC325

### Sensation and Perception

3 Semester Credit Hours

This course examines the psychophysical and physiological processes that enable humans to perceive and engage in the everyday world. It considers how sensory experiences contribute to helping people make inferences as they go about their daily activities. Among the various topics addressed are perception of color, depth, movement, smell, touch, pain, and speech, as well as the challenges encountered when some aspects of sensory perception are impaired.

*Prerequisites:* PSYC101, PSYC301 or permission from Chair

## PSYC340

### Pseudoscience and Psychology

3 Semester Credit Hours

This course will examine actual claims of local practitioners, whose promises run the gamut. They can connect us to the sacred heart, bring us prosperity, protect our personal energy, and even cure our cancer, all for a cash price. "Rules of evidence" help us evaluate the claims of practitioners who usually counsel without a license. What is our responsibility when these "life coaches" prey on the naïve while cloaking their promises in the language of popular culture?

*Prerequisites:* PSYC101 or permission from Chair

## PSYC360

### Deviance in Society

3 Semester Credit Hours

In this course, the study of deviant behavior is presented from a community perspective. Topics include how individual deviance develops and how this behavior impacts social relations in formal and informal settings. The course includes major forms of neurosis, psychosis, sexual deviations, and addictions.

*Prerequisites:* SOCI101 or SOCI110 or permission from Chair

## PSYC370

### Family Counseling

3 Semester Credit Hours

This course emphasizes the family-systems model as a method of application in work with families. Students learn models of family development, family transitions, assessment, and interventions. The course will cover the major theories within family systems. Students learn to transfer their learning from theory to practice.

*Prerequisites:* PSYC101, HMSR201 or permission from Chair

# Course Descriptions

## PSYC375

### Treatment and Therapy

3 Semester Credit Hours

This course considers the roles of genetics, interpersonal relations, and institutional and cultural factors that contribute to shaping abnormal behaviors. Interventions with children, adolescents, and adults involve social contexts. Various psychological disorders, such as depression and anxiety disorders, as well as abnormal behavioral problems in settings such as school, will be examined. Early childhood psychopathologies may forecast and relate to later psychopathologies in adulthood. Prevention and intervention care, such as psychotherapy and the controversial use of psychotropic drugs, with children are discussed. Current treatments and therapies are considered.

*Prerequisites:* PSYC101, HMSR201, PSYC260 or permission from Chair

## PSYC377

### Addiction and Behavior

3 Semester Credit Hours

This course focuses on the biological, social, emotional, and cognitive aspects of addiction. It examines addiction to medical and nonmedical substances (i.e., codeine, over-the-counter medications, smoking, cocaine, alcohol) and their associated behavioral manifestations, as well as addiction to legal and illegal behaviors (i.e., gambling, anorexia/bulimia, sexual compulsions). It considers the processes of dependence on and tolerance of addictive substances and behavior that work to alter or avoid experiences. It also addresses risks associated with addiction and the processes of withdrawal from and treatments of addiction.

*Prerequisites:* PSYC101, PSYC260 or permission from Chair

## PSYC380

### Seminar on Group Process

3 Semester Credit Hours

This course focuses on methodology used in working with groups. Topics include establishing group rules, setting boundaries, clarifying goals, building trust, implementing group processes, and evaluating progress.

*Prerequisites:* PSYC260 or permission from Chair

## PSYC385

### Wilderness Therapy

3 Semester Credit Hours

This course is an overview of the emerging psychotherapeutic field of wilderness therapy. The focus of this course will be on the therapeutic value of wilderness therapy. Additional topics that will be covered include the current research pertaining to the benefits of wilderness therapy, program development, and the current popular applications of this modality.

*Prerequisites:* None

## PSYC398

### Externship Practicum

4 Semester Credit Hours

This course involves engaging directly in community and institutional fieldwork related to psychology. It provides opportunities to put into practice the theoretical and empirical understanding learned in prior coursework. Students may repeat this class once for credit with permission of the Chair.

*Prerequisites:* PSYC398 is offered to students who have completed most of their core coursework in psychology; students must have taken PSYC260, and PSYC375 to register for the Psychology externship

## PSYC409

### Special Topics in Psychology

3 Semester Credit Hours

This course examines a specific theoretical or practical topic in psychology. It is more focused than other courses in the curriculum to permit students to obtain more specialized knowledge. The course is generally taught as a seminar. Reading can be from a text book, scholarly books, research articles or any combination of the aforementioned works. Special topics might include (but are not limited to) such topics as attachment theory, behavior modification, creativity, psychopharmacology, sports psychology, dreams, personnel selection, or social cognition.

*Prerequisites:* PSYC101 and permission from the Chair

## *Physical Therapist Assistant*

### PTAS101

#### Introduction to Physical Therapy

3 Semester Credit Hours

This course is a general orientation to the field of physical therapy. Topics include the history and development of the physical therapy profession and its role in healthcare, as well as an overview of the education, function, and skills of the physical therapist and the physical therapist assistant.

Professional standards of the American Physical Therapy Association are reviewed. An introduction to the components of the profession, code of ethics, legal issues, and the healthcare system are presented. Medical terminology for use in accurate documentation and the writing of SOAP notes are also introduced.

*Prerequisite:* None

### PTAS200

#### Physical Therapist Assistant Procedures I / Lab

3 Semester Credit Hours

This course provides students with instruction in basic physical therapy data collection skills and implementation of treatment interventions in relation to dysfunction. Competency in the psychomotor skills of monitoring vital signs, taking basic goniometric measurements, manual muscle testing, patient positioning, guarding, transfers, gait training, and developmental sequence will be covered. The goal of this course is to provide students with introductory skills required to fulfill the job description of the physical therapist assistant in the clinical setting.

*Prerequisite:* None

### PTAS203

#### Physical Therapist Assistant Procedures II/Lab

2 Semester Credit Hours

This laboratory course provides students with instruction in the concepts and psychomotor skills required to practice traditional massage, relaxation techniques, and other physical therapy-related manual techniques. Emphasis is given to the theory and ethics involved with these techniques, including indications and contraindications, physiologic response to manual skills, and the ethical principles of manual intervention in relation to dysfunction.

*Prerequisites:* NSCI100, NSCI103, PTAS101, PTAS200

### PTAS205

#### Pathophysiological Conditions

3 Semester Credit Hours

This course presents an overview of pathological conditions commonly seen in physical therapy practice, including medical, orthopedic, neuromuscular, musculoskeletal and developmental pathologies. Precautions, inductions, and contraindications are stressed.

*Prerequisites:* HLSC150, NSCI200, NSCI203, PTAS101, PTAS200, PTAS235

### PTAS210

#### Therapeutic Exercise/Lab

4 Semester Credit Hours

This course offers a theoretical and practical approach to the principles of therapeutic exercise used in physical therapy interventions. Included are physical therapy, techniques, procedures, and implementation of patient treatment programs in relation to dysfunction. Classroom and laboratory techniques building from simple to complex problems are used throughout this course to help students develop the necessary competencies in exercise prescription and implementation. Learning activities are organized around the lecture/lab feedback approach. Concepts are cumulative throughout the course and continued enrollment is dependent on mastery and use of previous concepts.

*Prerequisites:* NSCI200, NSCI203, PTAS101, PTAS200, PTAS203, HLSC150, PTAS235

### PTAS235

#### Therapeutic Modalities/Lab

4 Semester Credit Hours

This course provides students with the knowledge and skills needed to provide physical therapy modalities including superficial heat and cold, ultrasound, electrical stimulation, hydrotherapy, diathermy, and traction. Students learn indications, contraindications, and safety precautions for the use of these modalities. Technical competence will be emphasized.

*Prerequisites:* NSCI100, NSCI103, PTAS101, PTAS200

### PTAS295

#### Clinical Education Experience I

4 Semester Credit Hours

This course, building on the knowledge and skills acquired throughout the first academic year, offers 240 hours of clinical experience in a practice setting under the direct supervision of licensed physical therapists.

*Prerequisite:* successful completion of first academic year coursework



**PTAS296**
**Physical Therapist Assistant Seminar**

4 Semester Credit Hours

This course builds upon the academic and clinical knowledge gained throughout the entirety of the PTA curriculum. It is designed to prepare students for entry into the workforce. Special emphasis is placed on licensure examination preparation, resume writing, and interviewing skills. Clinical competence is reinforced by focusing on a spectrum of topics ranging from classic interventions utilized in physical therapy to the most current and innovative approaches seen in the clinic. Topics covered in this course may include mechanisms of healthcare delivery, management issues, ethics, research methods, patient and family education, prosthetics and orthotics, aquatic therapy, geriatrics, pediatrics, sports therapy, women's health, and pharmacology. Contemporary trends in rehabilitation are discussed.

*Prerequisite: successful completion of all didactic coursework in the PTA curriculum or Program Director approval*

**PTAS297**
**Clinical Education Experience II**

4 Semester Credit Hours

In this course, students are placed at clinical sites for 240 hours of supervised clinical education and practice, working under the direction and supervision of licensed physical therapist practitioners.

*Prerequisites: successful completion of three semesters of required coursework and approval of PTA Program Director*

**PTAS298**
**Clinical Education Experience III**

4 Semester Credit Hours

In this course, building upon all previous academic and clinical education, this final clinical education experience provides 240 hours of supervised practice within an additional practice setting.

*Prerequisites: successful completion of PTAS297 and approval of PTA Program Director*

## Secretarial Studies

**SECR200**
**Production Typing**

3 Semester Credit Hours

In this course, along with constant skill-building exercises, emphasis is placed on the reinforcement of various office correspondence. Students review letter styles using different size stationery and envelopes, business forms, more complicated manuscripts, and more complex tabulations. Students produce a letter, a complex tabulation, and a manuscript.

*Prerequisite: None*

## Sociology

**SOCI101**
**Introduction to Sociology**

3 Semester Credit Hours

This course is a study of the organization of social behaviors and the relationship of society and social conditions. This course examines various cultural and social influences that affect human personality and behavior. An emphasis is placed upon the analysis of culture, stratification systems, biases, and discrimination. Student observations of these sociological phenomena are required in family, social, or work environments. The purpose of the course is to help students gain an understanding of the social forces at work in their environment.

*Prerequisite: None*

**SOCI110**
**Contemporary Social Problems**

3 Semester Credit Hours

This course addresses the pertinent issues facing societies today such as juvenile delinquency, crime, violence, overpopulation, urban development, ecology, poverty, mental health, substance abuse, and gender and racial issues. Students are required to examine social issues in light of three sociological perspectives, i.e., structural functionalism, conflict, and symbolic interaction.

*Prerequisite: None*

**SOCI115**
**Drugs and Drug Abuse in Society**

3 Semester Credit Hours

This course will familiarize students with the major categories of drugs in use in today's society, with emphasis placed on abused and illegal drugs. Discussion also includes the ramifications of the abuse of legally prescribed drugs and drugs commonly found in everyday use such as alcohol, caffeine, and nicotine and their effects.

*Prerequisite: None*

**SOCI158**
**Marriage and the Family**

3 Semester Credit Hours

This course is designed to acquaint students with the current trends in marriage and family relationships. The position of the family and the role of its members in the past is explored, as well as trends and forecasts for the future.

*Prerequisite: None*

**SOCI200**
**Child Abuse and Neglect in Society**

3 Semester Credit Hours

This course is designed to provide students with an overview of the problem of child abuse and neglect in our society and to provide each student with the tools necessary to identify maltreated children. Responsibilities on reporting abuse and neglect to authorities is also discussed.

*Prerequisite: SOCI101 or Liberal Studies Department Chair approval*

**SOCI350**
**Race, Gender, and Class**

3 Semester Credit Hours

This course offers an analytical study of the historical roots and societal ramifications of race, gender, and class upon the individual and society. The relationship of race, gender, and class to power and one's influence in society is investigated. The differentiation of roles as determined by family cultures, social norms, and the economy, which are reinforced by other social circumstances and institutions, are also examined. A primary research project is required.

*Prerequisites: SOCI101 (or appropriate substitute), Bachelor's Degree program status*

**SOCI357**
**Victimology**

3 Semester Credit Hours

This introductory course looks at crime from the victim's perspective and addresses the following issues: a) the victim's role in the offender-victim dyad and various theories of victimology; b) various categories of victimization; c) the criminal justice system's response; and d) prevention.

*Prerequisite: Bachelor's Degree program status*

**SOCI362**
**Sociology of Commercial and Political Communication**

3 Semester Credit Hours

This course examines the impact of multimedia, commercial and political rhetoric, and advertising on the people of the United States. The evolution of sound-bite politics, virtual reality, and political spin are among the topics that will be investigated. Students will be instructed in the need for questioning information provided by the media and the application of critical thinking in the world of politics, advertising, and commerce.

*Prerequisites: ENGL102, SOCI101, or their equivalent; Bachelor's Degree program status*

## Spanish

**SPAN102**
**Introduction to Spanish I**

3 Semester Credit Hours

This course introduces the basics of elementary conversational skills for understanding and speaking Spanish. Functional vocabulary work needed to operate in everyday living situations is stressed. Vocabulary syntax, semantics, phonetics, speaking exercises, and the cultural aspects of some Spanish-speaking countries are introduced and practiced.

*Prerequisite: None*

**SPAN103**
**Introduction to Spanish II**

3 Semester Credit Hours

This course continues building on the skills learned in SPAN102. Additional work on vocabulary, syntax, semantics, phonetics, Spanish cultures, and speaking exercises is reinforced with drills, dialogues, readings, and written exercises. The practical functions of language are emphasized.

*Prerequisite: SPAN102*

## Statistics

**STAT354**
**Interpretive Statistics**

3 Semester Credit Hours

This application-oriented course concentrates on research methods, selected mathematical tools, and techniques used for the analysis of business and economic problems as an aid to decision making in management. Distribution, mathematical expectations, normal distribution, and models and applications related to decision theory and other standard statistical concepts are included.

*Prerequisites: MATH290, Bachelor's Degree program status*

# Administration, Staff, and Faculty

Hesser College is proud of its carefully selected staff and faculty members who bring varied educational and work experiences from their fields. Many are involved on a day-to-day basis in their profession and contribute knowledge and skills that reflect the current trends and requirements of their respective fields.

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95 Plaistow Road  
Plaistow, New Hampshire 03865



# ACADEMIC CALENDAR

(calendar year 2007)

<b>Date</b>	<b>Schedule 2006/2007</b>	<b>College</b>
Monday, January 8	January-March Massage Therapy Quarter Begins	ALL
Monday, January 8	Jan-Feb Medical Assistant Mod Begins	ALL
Monday, January 15	January/February Term Begins	CE
Tuesday, January 16	Spring Semester Begins	DAY
Saturday, January 20	January/February Term Add/Drop Ends	CE
Monday, January 22	January/February Term Course Withdrawal Period Begins	CE
Monday, January 29	Spring Semester Add/Drop Ends	DAY
Tuesday, January 30	Spring Semester Course Withdrawal Period Begins	DAY
Friday, February 9	Jan-Feb Medical Assistant Mod Ends	ALL
Monday, February 12	Feb-Mar Medical Assistant Mod Begins	ALL
Monday, March 5	Spring Semester Midterm Exam Week Begins	DAY
Saturday, March 10	January/February Term Ends	CE
Monday, March 12	March/April Term Begins	CE
Monday, March 12	Spring Break Begins	DAY
Friday, March 16	Feb-Mar Medical Assistant Mod Ends	ALL
Friday, March 16	Spring Break Ends	DAY
Saturday, March 17	March/April Term Add/Drop Ends	CE
Monday, March 19	Mar-Apr Medical Assistant Mod Begins	ALL
Monday, March 19	March/April Term Course Withdrawal Period Begins	CE
Monday, March 19	Spring Intensive Begins	DAY
Friday, March 23	Spring Intensive Add/Drop	DAY
Monday, March 26	Spring Intensive Course Withdrawal Period Begins	DAY
Thursday, March 29	January-March Massage Therapy Quarter Ends	ALL
Monday, April 9	April-June Massage Therapy Quarter Begins	ALL
Friday, April 20	Mar-Apr Medical Assistant Mod Ends	ALL
Monday, April 23	Apr-May Medical Assistant Mod Begins	ALL
Saturday, May 5	March/April Term Ends	CE
Monday, May 7	May/June Term Begins	CE
Tuesday, May 8	Spring Semester Final Exams Begin	DAY
Friday, May 11	Spring Semester Ends	DAY
Friday, May 11	Spring Intensive Ends	DAY
Saturday, May 12	May/June Term Add/Drop Ends	CE
Monday, May 14	May/June Term Course Withdrawal Period Begins	CE
Saturday, May 19	Commencement * Subject to Change	ALL
Monday, May 21	Summer Intensive I Begins	DAY
Thursday, May 24	Summer Intensive I Add/Drop Ends	DAY
Friday, May 25	Apr-May Medical Assistant Mod Ends	ALL
Friday, May 25	Summer Intensive I Course Withdrawal Period Begins	DAY
Monday, May 28	May-Jun Medical Assistant Mod Begins	ALL
Monday, May 28	Memorial Day Holiday - No Classes	ALL
Thursday, June 28	April-June Massage Therapy Quarter Ends	ALL
Friday, June 29	May-Jun Medical Assistant Mod Ends	ALL
Saturday, June 30	Summer Intensive I Ends	DAY
Saturday, June 30	May/June Term Ends	CE
Monday, July 2	Jul-Aug Medical Assistant Mod Begins	ALL
Wednesday, July 4	4th of July Holiday - No Classes	ALL
Monday, July 9	July-September Massage Therapy Quarter Begins	ALL
Monday, July 9	Summer Intensive II Begins	DAY
Monday, July 9	July/August Term Begins	CE
Thursday, July 12	Summer Intensive II Add/Drop Ends	DAY
Friday, July 13	Summer Intensive II Course Withdrawal Period Begins	DAY
Saturday, July 14	July/August Term Add/Drop Ends	CE

# ACADEMIC CALENDAR

(calendar year 2007)

Monday, July 16	July/August Term Course Withdrawal Period Begins	CE
Friday, August 3	Jul-Aug Medical Assistant Mod Ends	ALL
Monday, August 6	Aug-Sep Medical Assistant Mod Begins	ALL
Saturday, August 18	Summer Intensive II Ends	DAY
Tuesday, August 28	Fall Semester Begins	DAY
Saturday, September 1	July/August Term Ends	CE
Monday, September 3	Labor Day - No Classes	ALL
Tuesday, September 4	September/October Term Begins	CE
Friday, September 7	Aug-Sep Medical Assistant Mod Ends	ALL
Friday, September 7	Fall Semester Add/Drop Ends	Day
Monday, September 10	Sep-Oct Medical Assistant Mod Begins	ALL
Monday, September 10	Fall Semester Course Withdrawal Period Begins	DAY
Monday, September 10	September/October Term Add/Drop Ends	CE
Tuesday, September 11	September/October Term Course Withdrawal Period Begins	CE
Thursday, September 27	July-September Massage Therapy Quarter Ends	ALL
Monday, October 1	October-December Massage Therapy Quarter Begins	ALL
Friday, October 12	Sep-Oct Medical Assistant Mod Ends	ALL
Monday, October 15	Oct-Nov Medical Assistant Mod Begins	ALL
Mon-Fri, October 22-26	Fall Semester Midterm Exam Week Begins	DAY
Monday, October 22	Fall Intensive Begins	DAY
Friday, October 26	Fall Intensive Add/Drop Ends	DAY
Saturday, October 27	September/October Term Ends	CE
Monday, October 29	Fall Intensive Course Withdrawal Period Begins	Dy
Monday, November 5	November/December Term Begins	CE
Saturday, November 10	November/December Term Add/Drop Ends	CE
Monday, November 12	November/December Term Course Withdrawal Period Begins	CE
Friday, November 16	Oct-Nov Medical Assistant Mod Ends	ALL
Monday, November 19	Nov-Dec Medical Assistant Mod Begins	ALL
Thursday, November 22	Thanksgiving Holiday - No Classes	ALL
Friday, November 23	Thanksgiving Holiday - No Classes	ALL
Thurs-Tues, December 13-18	Fall Semester Final Exams Begin	DAY
Tuesday, December 18	Fall Intensive Ends	DAY
Tuesday, December 18	Fall Semester Ends	DAY
Thursday, December 20	October-December Massage Therapy Quarter Ends	ALL
Friday, December 21	Nov-Dec Medical Assistant Mod Ends	ALL
Monday, December 24	Christmas Holiday Begins - No Classes	ALL
Saturday, December 29	Christmas Holiday Ends - No Classess	ALL
Saturday, January 12	November/December Term Ends	CE

## Continuing Education - Effective as of September 2006

Tuition (per course) (3 credits)	\$735.00
Tuition per credit	\$245.00
Enrollment Fee*	\$20.00
Graduation Fee (mandatory)	
Bachelor's Degree**	\$80.00
Associate's Degree**	\$80.00
Diploma**	\$80.00
Certificate Completion Fee	\$15.00
Transcript Fee	
Official or unofficial (student transcript)	\$5.00
Returned Check Charge	\$30.00
plus Bank Charges	
Assessment of Prior Learning Review	\$150.00
Course Audit Fee - 50% of Tuition (non skilled course)	
Textbooks	varies by course
Field Experience, Practicums, Externships, Internships (lab fee)	\$100.00
Program Enrollment Tuition	
Computer Technician (Certificate)	\$5,262.00
Graphic Design (Degree)	\$18,375.00
IFTC125 and IFTC210 are charged at the rate of \$2,052.00 when taken in non-Microsoft/Comp Information Technology programs.	
Program Enrollment Tuition	
Massage Therapy (Diploma)	\$10,395.00
Medical Assistant (Diploma)	\$10,395.00
C-Tech (Cable Technician Program)	\$3,200.00

\*\*Participation in commencement exercise is recommended.



## Manchester - Day Division - Effective as of September 2006

Financial Information	
Current Full-time Tuition (per semester)	
Tuition (per semester (12-16 credits)	\$5,995.00
Tuition Overload (over 16 credits/cost per credit)	\$433.00
Tuition per credit (effective for Day Summer Session II only)	\$245.00
Comprehensive Fees	
Graphic Design	N/A
PTA (per semester)	\$1,485.00
IT (per semester)	\$1,485.00
All other programs (per semester)	\$500.00
Liability Insurance (select programs)	
Medical Assistant	
Human Services	
Early Childhood Education (per year)	\$30.00
Enrollment Fee*	\$20.00
Health Insurance (per year/optional)	\$215.00
Health Insurance (Spring/Summer starts only)	\$125.00
International Fee	\$200.00
Graduation Fee (due w/ senior year tuition)	\$80.00
Nonsingle Room (per semester)	\$1,850.00
Single Room (per semester)	\$2,350.00
Meal Plan (per semester)	\$1,550.00
Late Enrollment Fee	\$100.00
Returned Check Charge plus bank charges	\$30.00
Transcript Fee (official or unofficial student transcript)	\$5.00
Tuition Deposit (Diploma and Associate's Degree programs)	\$75.00
Tuition Deposit (Bachelor's Degree programs)	\$95.00
PTA Deposit (additional)	\$400.00
Residence Hall/Security Deposit (room reservation)***	\$125.00
Liability Insurance (required for Medical Assistant, PTA, Human Services, Early Childhood Education Majors) (per year)	
Books/Supplies	\$30.00
Books/Supplies	Varies
Program Enrollment Tuition	
Massage Therapy (Diploma)	\$10,395.00
Medical Assistant (Diploma)	\$10,395.00
Graphic Design (Degree)	\$23,000.00

\*A nonrefundable \$20 enrollment fee is due at the time the application or enrollment agreement is completed.

\*\*\*Nonrefundable

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<p>Maric College 722 West March Lane Stockton, California 95207</p>	<p>Maric College (Branch of Los Angeles) 6160 Mission Gorge Road, Suite 108 San Diego, California 92120</p>	<p>Career Centers of Texas–Brownsville (Branch of El Paso) 1900 North Expressway Brownsville, Texas 78521</p>	<p>Kaplan University 1801 East Kimberly Road, Suite 1 Davenport, Iowa 52807</p>
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<p>Maric College Fresno Campus (Branch of Modesto Campus) 44 Shaw Avenue Clovis, California 93612</p>	<p>Long Technical College East Valley Campus 4646 E. Van Buren Street, Suite 350 Phoenix, Arizona 85008</p>	<p>Hagerstown Business College (Branch of Hagerstown) 5301 Buckeystown Pike, Suite 150 Frederick, Maryland 21704</p>	<p>Hamilton College (Branch of Cedar Rapids) 7009 Nordic Drive Cedar Falls, Iowa 50613</p>
<p>Maric College (Main Campus) 4330 Watt Avenue, Suite 400 Sacramento, California 95821</p>	<p>Bauder College 384 Northyards Boulevard, NW Suites 190 &amp; 400 Atlanta, Georgia 30313-2439</p>	<p>CHI Institute (Main Campus) Lawrence Park Shopping Center 1991 Sproul Road, Suite 42 Broomall, Pennsylvania 19008</p>	<p>Hamilton College (Branch of Cedar Rapids) 4655 121st Street Des Moines, Iowa 50323</p>
<p>Maric College (Branch of Sacramento) 1914 Wible Road Bakersfield, California 93304</p>	<p>ICM School of Business &amp; Medical Careers 10 Wood Street Pittsburgh, Pennsylvania 15222</p>	<p>Hagerstown Business College (Branch of Hagerstown) 5301 Buckeystown Pike, Suite 150 Frederick, Maryland 21704</p>	<p>Hamilton College (Branch of Cedar Rapids) 1751 Madison Avenue, Suite 750 Council Bluffs, Iowa 51503</p>
<p>Maric College 6180 Laurel Canyon Boulevard, Suite 101 North Hollywood, California 91606</p>	<p>Ohio Institute of Photography &amp; Technology (Main Campus) 2029 Edgefield Road Dayton, Ohio 45439</p>	<p>CHI Institute (Branch of CHI Institute–Broomall) 2001 Beach Street, Suite 201 Fort Worth, Texas 76103</p>	<p>Hamilton College (Branch of Cedar Rapids) 3350 North 90th Street Omaha, Nebraska 68134</p>
<p>Maric College (Main Campus) 1360 South Anaheim Boulevard Anaheim, California 92805</p>	<p>Florida Education Center (Branch of Dayton) 1299B NW 40th Avenue Lauderhill, Florida 33313</p>	<p>CHI Institute 520 Street Road Southampton, Pennsylvania 18966</p>	<p>Hamilton College (Branch of Cedar Rapids) 1821 K Street Lincoln, Nebraska 68508</p>
<p>Maric College (Branch of Anaheim) 14355 Roscoe Boulevard Panorama City, California 91402</p>	<p>San Antonio College of Medical &amp; Dental Assistants (Main Campus) 7142 San Pedro Avenue, Suite 100 San Antonio, Texas 78216</p>	<p>Hesser College 3 Sundial Avenue Manchester, New Hampshire 03103</p>	<p>Denver Career College 500 East 84th Avenue, Suite W-200 Thornton, Colorado 80229</p>
<p>Maric College (Main Campus) 3699 Wilshire Boulevard, 4th Floor Los Angeles, California 90010</p>	<p>Maric College (Branch of Los Angeles) 20700 Avalon Boulevard, Suite 210 Carson, California 90746</p>	<p>Hesser College 410 Amherst Street Nashua, New Hampshire 03063</p>	<p>Southeastern Career Institute–Dallas (Main Campus) 12005 Ford Road, Suite 100 Dallas, Texas 75234</p>

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Institute–Midland  
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Westwood Village Shopping Center  
4320 West Illinois, Suite A  
Midland, Texas 79703

Southeastern Career  
College–Nashville  
2416 21st Avenue South, Suite 300  
Nashville, Tennessee 37212

Texas Careers  
(Main Campus)  
1015 Jackson Keller, Suite 102A  
San Antonio, Texas 78213

Texas Careers  
(Branch of San Antonio)  
194 Gateway  
Beaumont, Texas 77701

Texas Careers  
(Branch of San Antonio)  
6410 McPherson  
Laredo, Texas 78041

Texas Careers  
(Branch of San Antonio)  
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Lubbock, Texas 79401

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Columbus, Ohio 43232

Thompson Institute  
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Harrisburg, Pennsylvania 17111

Thompson Institute  
(Branch of Harrisburg)  
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Philadelphia, Pennsylvania 19104

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Beltsville, Maryland 20705

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Baltimore, Maryland 21227

TESST College of Technology  
803 Glen Eagles Court  
Towson, Maryland 21286

TESST College of Technology  
6315 Bren Mar Drive  
Alexandria, Virginia 22312

RETS Technical Center  
570 Rutherford Avenue  
Charlestown, Massachusetts 02129

Heritage College  
3315 Spring Mountain Road  
Las Vegas, Nevada 89102

Texas School of Business  
(North Campus – Main)  
711 East Airtex Drive  
Houston, Texas 77073

Texas School of Business  
(Branch of North Campus)  
12030 East Freeway  
Houston, Texas 77029

Texas School of Business  
(Branch of North Campus)  
6363 Richmond Avenue  
Houston, Texas 77057

Texas School of Business  
(Branch of North Campus)  
3208 FM 528  
Friendswood, Texas 77546

Sawyer College  
(Main Campus)  
3803 East Lincoln Highway  
Merrillville, Indiana 46410

Sawyer College  
(Branch of Merrillville)  
7833 Indianapolis Boulevard  
Hammond, Indiana 46324

Total Technical Institute  
8720 Brookpark Road  
Brooklyn, Ohio 44129

Professional Careers Institute  
7302 Woodland Drive  
Indianapolis, Indiana 46278

Andover College  
Portland Campus  
901 Washington Avenue  
Portland, Maine 04103

Andover College  
Lewiston Campus  
475 Lisbon Street  
Lewiston, Maine 04240

Southwest Health  
Career Institute  
5981 Jefferson Road NE, Suite A  
Albuquerque, New Mexico 87109



## Other Information

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### Financial Statements

The College's financial statements are available for review in the Office of the President.

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