

# Hesser College

Effective 1/11/2010

This addendum replaces the Tuition and Fee Schedule in the current catalog found on page 107.

## 16-WEEK SEMESTER

Tuition (per semester, 12–16 credits)	\$7,020.00
Tuition Overload	\$585.00
Comprehensive Fees	
Graphic Design	N/A
PTA (per semester)	\$1,485.00
All other programs (per semester)	\$500.00
Enrollment Fee*	\$20.00
Health Insurance† (per year/optional with comparable coverage)	\$398.00
Health Insurance Spring†	\$303.00
Health Insurance Summer†	\$104.00
Graduation Fee (due w/senior year tuition)	\$80.00
Non-single Room (per semester)	\$2,090.08
Single Room (per semester)	\$2,640.00
Meal Plan (per semester)	\$1,764.00
Returned Check Charge	\$30.00 plus bank charges
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 Reservation Fee (room reservation – nonrefundable)	\$125.00
Liability Insurance (required for Medical Assistant, PTA, Human Services, Early Childhood Education Majors)	
(per year)	\$30.00
Books/Supplies	Varies
Program Enrollment Tuition	
Massage Therapy (Diploma)	\$14,904
Medical Assistant (Diploma)	\$13,926
Graphic Design (Degree)	\$28,080

\*A nonrefundable \$20.00 enrollment fee is due at the time the application or enrollment agreement is completed.

†available to student on request

NOTE: Tuition for program delivered in 16-week semesters

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# Hesser College

Effective 1/1/2010

This addendum replaces the 2009 Academic Calendar in the current catalog found on pages 104–105.

## DATE

Friday, January 01, 2010

Monday, January 04, 2010

Monday, January 11, 2010

Monday, January 11, 2010

Tuesday, January 12, 2010

Monday, January 18, 2010

Friday, February 05, 2010

Monday, February 08, 2010

Monday, March 01, 2010

Saturday, March 06, 2010

Monday, March 08, 2010

Friday, March 12, 2010

Monday, March 15, 2010

Friday, April 02, 2010

Friday, April 16, 2010

Monday, April 19, 2010

Friday, April 23, 2010

Monday, April 26, 2010

Friday, April 30, 2010

Saturday, May 01, 2010

Monday, May 03, 2010

Monday, May 03, 2010

Monday, May 03, 2010

Sunday, May 16, 2010

Friday, May 21, 2010

Monday, May 24, 2010

Monday, May 31, 2010

Friday, June 25, 2010

Friday, June 25, 2010

Saturday, June 26, 2010

Monday, June 28, 2010

Monday, June 28, 2010

Friday, July 02, 2010

Monday, July 05, 2010

Tuesday, July 06, 2010

Tuesday, July 06, 2010

Friday, July 30, 2010

Monday, August 02, 2010

Friday, August 27, 2010

Friday, August 27, 2010

Saturday, August 28, 2010

Friday, September 03, 2010

Monday, September 06, 2010

Tuesday, September 07, 2010

Wednesday, September 08, 2010

Wednesday, September 08, 2010

Friday, October 08, 2010

Monday, October 11, 2010

Monday, October 25, 2010

Saturday, October 30, 2010

## SCHEDULE

New Year's Day – COLLEGE CLOSED

January/February Medical Assistant Module Begins

January/February 8-Week Term Begins

Spring 2010 16-Week Semester Begins

Spring 2010 16-Week Semester First Day of Classes

Martin Luther King, Jr., Day – COLLEGE CLOSED

January/February Medical Assistant Module Ends

February/March Medical Assistant Module Begins

Spring 2010 16-Week Semester Mid Terms

January/February 8-Week Term Ends

March/April 8-Week Term Begins

February/March Medical Assistant Module Ends

March/April Medical Assistant Module Begins

Good Friday – COLLEGE CLOSED

March/April Medical Assistant Module Ends

April/May Medical Assistant Module Begins

Spring 2010 16-Week Semester Last Day of Classes

Spring 2010 16-Week Semester Finals Begin

Spring 2010 16-Week Semester Finals End

March/April 8-Week Term Ends

May/June 8-Week Term Begins

Summer 2010 16-Week Semester Begin

Summer Day May/June 8-Week Semester Begins

Graduation (**TENTATIVE DATE**)

April/May Medical Assistant Module Ends

May/June Medical Assistant Module Begins

Memorial Day – COLLEGE CLOSED

May/June Medical Assistant Module Ends

Summer Day 8-Week Semester Ends

May/June 8-Week Term Ends

July/August Medical Assistant Module Begins

Summer Break Begins (does not apply to Medical Diploma program)

Summer Break Ends (does not apply to Medical Diploma program)

Independence Day (observed) – COLLEGE CLOSED

July/August 8-Week Term Begins

Summer Jul/Aug Day 8-Week Semester Begins

July/August Medical Assistant Module Ends

August/September Medical Assistant Module Begins

Summer 2010 16-Week Semester Ends

Summer Day 8-Week Semester Ends

July/August 8-Week Term Ends

August/September Medical Assistant Module Ends

Labor Day – COLLEGE CLOSED

September/October Medical Assistant Module Begins

September/October 8-Week Term Begins

Fall 2010 16-Week Semester Begins

September/October Medical Assistant Module Ends

October/November Medical Assistant Module Begins

Fall 2010 16-Week Semester Mid Terms

September/October 8-Week Term Ends

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## Addendum to College Catalog

*Calendar Year 2009–2011*

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Monday, November 01, 2010	Fall Day 2010 8-Week Intensive Begins
Monday, November 01, 2010	November/December 8-Week Term Begins
Friday, November 12, 2010	October/November Medical Assistant Module Ends
Monday, November 15, 2010	November/December Medical Assistant Module Begins
<b>Thursday, November 25, 2010</b>	<b>Thanksgiving Day – COLLEGE CLOSED</b>
<b>Friday, November 26, 2010</b>	<b>Friday after Thanksgiving – COLLEGE CLOSED</b>
Tuesday, December 14, 2010	Fall 2010 16-Week Semester Last Day of Classes
Wednesday, December 15, 2010	Fall 2010 16-Week Semester Finals Begin
Tuesday, December 21, 2010	Fall Day 2010 8-Week Intensive Ends
Tuesday, December 21, 2010	November/December 8-Week Term Ends
Tuesday, December 21, 2010	Fall 2010 16-Week Semester Ends/Finals End
<b>Friday, December 24, 2010</b>	<b>Christmas Day (observed) – COLLEGE CLOSED</b>

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# Hesser College

Effective 11/09

This addendum replaces the Tuition and Fee Schedule in the current catalog found on pages 106.

## 8-WEEK TERM

Tuition (per course) (3 credits)	\$960.00
Tuition per credit	\$320.00
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	\$5.00
Returned Check Charge	\$30.00 plus Bank Fee
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

Massage Therapy (Diploma)	\$14,904
Medical Assistant (Diploma)	\$13,926
Graphic Design (Degree)	\$22,800

\*A nonrefundable \$20.00 enrollment fee is due at the time the application or enrollment agreement is completed.

†Participation in commencement exercise is recommended.

NOTE: Tuition for program delivered in 8-week terms

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# Hesser College

Effective 10/1/09

This addendum replaces the Admission Requirements and Procedures section in the current catalog found on pages 16–17.

## Admission Requirements and Procedures

Hesser College has a rolling admission policy. Students may apply for admission at any time. Admissions counselors are 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, or
  - d. be a high school senior eligible to apply and upon graduation submit proof of high school graduation.

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.

**A satisfactory National Criminal Background Check must be completed for admission to the following program:**

### Early Childhood Education

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. 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.
6. Prior to enrollment, applicants for admission to Hesser College may be required to take an entrance examination. A minimum score may be required for admission to some programs. The Admissions Department will inform prospective students as to which programs require the test and what constitutes a passing score.
7. Applications for credit for previous education, training, work experience (experiential learning), or College Level Examination Program (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 outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.
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. All new students enrolling at Hesser College must take the Accuplacer Assessment for placement in English and mathematics. The College does not charge students for this assessment of skills.
11. 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:

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- All full-time Manchester semester students must provide proof of health insurance to avoid health insurance fees.
  - Documentation of any required health examination, 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.
12. All applicants planning to stay in the residence halls are strongly encourage to maintain a current set of immunizations. A current list of the immunizations recommended by the State are located in the Admissions Office, as well as in the Residential Life Office, and are available upon request.

### 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  
PO Box 407  
Auburn, Alabama 36831-0407 U.S.A.  
Telephone: 334.745.0425  
E-mail: LisanoINTL@AOL.com

Center for Educational Documentation, Inc.  
PO 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

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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 one through six, 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 one through four. 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 six), and sufficient funds to cover the costs of tuition, fees, and living expenses for the entire College program.

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# Hesser College

Effective 9/1/09

This addendum replaces the Mission, Purpose, and Objectives section in the current catalog found on page 8.

## **Mission, Purpose, and Objectives**

The 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.

To support this mission, the College is dedicated to the following objectives:

- Offer educational opportunities to students who demonstrate interest, motivation, and effort.
- 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

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# Hesser College

Effective 9/1/09

This addendum replaces a portion of the current Enrollment Status policy in the current catalog found on page 37.

## **Enrollment Status**

Students who receive VA benefits will need to notify the Certifying Official at their site anytime they change their enrollment status. If called to active duty, students should provide a copy of the orders to the Certifying Official. Students receiving **Chapters 30 & 33, 1606, and 1607 benefits** must verify their enrollment each month to receive payment for that month. Enrollment can be verified on the last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the interactive voice response (IVR) telephone line at 1.877.823.2378.

# Hesser College

Effective 9/1/09

This addendum replaces the General Education section in the current catalog found on page 42.

## **General Education at Hesser College**

### Program Overview

General education serves two important functions for college students. First, it enables students to become competent in using those general skills required to succeed in other college classes. These “liberal arts” skills include reading, writing, speaking, listening, and numeracy. Second, it provides a framework for becoming an educated person. Hesser College’s General Education program is founded on the belief that education must address the whole person. We help students grow intellectually, socially, emotionally, spiritually, as well as professionally.

### Program Learning Outcomes

General Education courses prepare graduates of Hesser College with skills in the following areas:

- Critical and logical thinking
- Communication
- Global citizenship
- **Quantitative reasoning**
- Information literacy
- Ethics
- Intra- and interpersonal skills

### General Education Course Requirements

Associate’s degree programs require a minimum of 30 semester credit hours in General Education, while bachelor’s degree programs require a minimum of 42 semester credit hours in General Education. These are minimums across the College; see the curriculum details for each program for specifics on its General Education requirements.

The Physical Therapist Assistant associate’s degree program follows the curriculum guidelines of the Commission on Accreditation in Physical Therapy Education, and thus its General Education curriculum differs from that of our other associate’s degree programs.

The Senior Capstone courses are General Education Core Courses that are conducted within the major department, and meet both General Education and major program outcomes. They are counted as General Education courses, not as major courses.

# Hesser College

Effective 9/1/09

This addendum replaces the Physical Therapist Assistant program curriculum in the current catalog found on page 75.

## Career Courses

Course Number	Course Name	Credit Hours
HLSC150	Human Kinesiology/Lab	4
HLSC280	Applied Neurology/Lab	4
PTAS101	Introduction to Physical Therapy	3
PTAS200	Physical Therapy Assistant Procedures I/Lab	3
PTAS203	Physical Therapy Assistant Procedures II/Lab	2
PTAS205	Pathophysiological Conditions	3
PTAS210	Therapeutic Exercise/Lab	4
PTAS235	Therapeutic Modalities/Lab	4
PTAS250	Introduction to Clinical Education	1
PTAS295	Clinical Education Experience I (240 hours taken during the summer semester)	4
PTAS296	Physical Therapy Assistant Seminar	4
PTAS297	Clinical Education Experience II (240 hours)	4
PTAS298	Clinical Education Experience III (240 hours)	4

## General Education Courses

ENGL101	English Composition I	3
ENGL105	Oral Communications	3
MATH110	Introduction to Algebra (or higher)	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

All PTA majors must achieve a minimum level of competency equivalent to a grade of C (2.0) or better in **all the career and general education 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)

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# Hesser College

Effective 9/1/09

This addendum replaces the Course Descriptions section in the current catalog found on pages 82–97.

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).

ASCS	ACADEMIC SKILLS CENTER SEMINAR
ACCT	ACCOUNTING
ARTS	APPLIED ARTS
BADM	BUSINESS ADMINISTRATION
BCAP	BUSINESS COMPUTER APPLICATIONS
COMM	COMMUNICATIONS
CRJS	CRIMINAL JUSTICE
ECON	ECONOMICS
EDUC	EARLY CHILDHOOD EDUCATION
ENGL	ENGLISH
GEOG	GEOGRAPHY
GNEC	GENERAL EDUCATION
GRPH	GRAPHIC DESIGN
HIST	HISTORY
HLSC	HEALTH SCIENCE
HMSR	HUMAN SERVICES
HUMN	HUMANITIES
INTD	INTERIOR DESIGN
LIBS	LIBERAL STUDIES
MATH	MATHEMATICS
MDAS	MEDICAL ASSISTANT
MRKT	MARKETING
MSTH	MASSAGE THERAPY
NSCI	NATURAL SCIENCE
POSC	POLITICAL SCIENCE
PRLG	PARALEGAL
PSYC	PSYCHOLOGY
PTAS	PHYSICAL THERAPIST ASSISTANT
SOCI	SOCIOLOGY

## Academic Skills Center

ASCS099  
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: Academic Skills Center or Academic Advisor referral

## 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, 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

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**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:** ACCT105, ACCT205

**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:** ACCT105, ACCT220

**ACCT325**  
 Managerial Accounting  
 3 Semester Credit Hours  
 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.  
**Prerequisite:** ACCT220

**ACCT330**  
 Intermediate Accounting III  
 3 Semester Credit Hours  
 This course is a continuation of Intermediate Accounting II. 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.  
**Prerequisite:** ACCT220

**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.  
**Prerequisite:** ACCT330

**ACCT475**  
 Accounting Seminar (senior capstone)  
 3 Semester Credit Hours  
 This senior 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.  
**Prerequisite:** ACCT425

**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

**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

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**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, Program Coordinator 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: MATH199, any ECON

**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.  
 Prerequisite: BADM200  
 This course satisfies the GNEED 3XX Upper Seminar.

**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, BADM210

**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, BADM359

**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 ECON106

**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: BADM230, any ECON  
 This course satisfies the GNEED 3XX Upper Seminar.

**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, MATH199

**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.  
 Prerequisites: BADM210, BADM220

**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

**BADM405**  
 Business Administration Externship  
 3 Semester Credit Hours  
 To provide students with an opportunity to learn, develop and apply knowledge, skills and abilities in real-world environment. This environment will help the student to gain a better understanding of ideals such as professionalism, responsibility, teamwork, goal-setting, and communication. The externship will provide the student with an opportunity to expand his or her professional network, and increase his/her job experience, therefore improving chances finding an appropriate job after graduation. In the event that a student enrolls in an externship at a site which the student is already employed, the student will be required to perform, observe, and/or learn tasks that are significantly different from the tasks which comprise their current jobs.  
 Prerequisites: bachelor-level status, 2.0 GPA, completed minimum of 75 credit hours, Program Coordinator approval

**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, junior 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, MATH299, ECON105

**BADM490**  
 Strategic Management (senior capstone)  
 3 Semester Credit Hours  
 This senior capstone 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 required; BADM351 recommended

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**Business Computer Applications**

**BCAP105**

**Introduction to Microsoft Office**

3 Semester Credit Hours

This hands-on course presents an introduction to the key components of Microsoft® Office. The applications included in this review include Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. The course also briefly reviews topics such as Windows and Internet Explorer.

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

**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

**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

**COMM200**

**Introduction to Journalism**

3 Semester Credit Hours

This introductory-level course, which is 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

**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 programs, 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 publics, evaluation techniques, and budgets.

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.

Prerequisites: COMM101, COMM105

**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: None

**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: Program Coordinator approval

**COMM362**

**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, SOC1101, or their equivalent; bachelor's degree program status

This course satisfies the GNEED 3XX Upper Seminar.

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**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 System  
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.

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: CRJS101

**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 required; CRJS105 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.

Prerequisites: CRJS101, CRJS150

**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

**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.

Prerequisite: CRJS101

**CRJS300**

Ethics and Issues in Criminal Justice  
3 Semester Credit Hours

This course includes discussion on the ethical decision-making process for all members of the criminal justice system, including police officers, corrections officers, judges, and other. Classical and modern viewpoints will be addressed in an attempt to gain a better understanding of the major social and cultural issues facing criminal justice professionals.

Prerequisite: CRJS101

**CRJS343**

Murder on Mahogany Row and Other Corporate Crimes  
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.

Prerequisites: CRJS101, junior or senior status, or permission of instructor

**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.

Prerequisites: CRJS101, CRJS255 (recommended), junior or senior status

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**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.

Prerequisites: CRJS101, junior or senior status, or permission of instructor

**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 taught in this course are highly necessary for successful completion of the required CRJS 485 Research Seminar. 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: CRJS101, junior or senior status

**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.

Prerequisites: CRJS101, junior or senior status

**This course satisfies the GNED 3XX Upper Seminar.**

**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: CRJS101, junior or senior status

**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.

Prerequisites: CRJS101, CRJS225, junior or senior status

**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.

Prerequisites: CRJS101, junior or senior status

**This course satisfies the GNED 3XX Upper Seminar.**

**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.

Prerequisites: CRJS101, junior or senior status

**CRJS485**

**Senior Research Seminar in Criminal Justice**

(senior capstone)

3 Semester Credit Hours

The senior capstone project for the Criminal Justice department is the equivalent of a senior research thesis. Students are required to develop and implement a plan for an original research/data-collection project.

**Prerequisites: CRJS362, MATH299, senior status**

**CRJS490**

**Planning, Policy Development, and Leadership**

3 Semester Credit Hours

This is the capstone course of the Criminal Justice bachelor’s degree program. Students prepare a term project using planning, policing, development, and leadership techniques, and make classroom presentations in support of their proposals. Various policy and planning models are discussed and used for the student term projects. Leadership is developed through literature review and lecture.

Prerequisite: senior status

**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**

**EDUC102**

**Introduction to Early Childhood Education,**

**Environments and Curriculum**

3 Semester Credit Hours

This course serves as a foundation and introduction to the field of Early Childhood Education. Included in this overview is the history of the profession, significant people who have contributed to the field, and career opportunities. An examination of the various program types, settings, and philosophies for the education of young children will include the philosophy of inclusion and cultural diversity. Students apply their knowledge of educational philosophy and developmentally appropriate practice to the design of classroom settings and choices of materials for children from ages two through eight.

Prerequisite: None

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EDUC112

Health, Safety, and Nutrition for Children  
3 Semester Credit Hours  
This course addresses the issues regarding health, safety, and nutrition for young children, and the skills required to promote these concepts in settings for young children. Students become familiar with the licensing regulations and documentation systems required for early-learning facilities. Students explore concepts of safe educational environments, health practices in group care, child abuse and neglect, the role of food in child growth and development, and nutrition planning. Students develop the necessary skills to assure safe and healthy care, and are taught how to plan and implement lessons for children and families that teach healthy, safe, and nutritious lifestyles.  
Prerequisite: None

EDUC227

Introduction to Special Education  
3 Semester Credit Hours  
This course provides students with an introduction to children and families with special needs or who are at risk for developmental problems. It will examine disabling conditions, the laws that mandate services to children and families with disabilities, the philosophy of inclusion, and the considerations necessary to provide for a child with a disability in typical educational settings.  
Prerequisites: PSYC113, EDUC102

EDUC228

Introduction to Educational Assessment and Planning  
(with 50-hour prepracticum)  
3 Semester Credit Hours  
This course is designed to provide early childhood educators with the ability to use a variety of observation and assessment methods in order to understand children's developmental levels, strengths, and capabilities, and areas of need. Students should become familiar with the variety of assessment techniques appropriate to young children and apply them in order to identify developmental levels, interests, and abilities; interpret the data collected; and utilize this information to plan curricula that further enhances and extends the child's learning and developmental level. Students should become familiar with the role of standardized tests in the identification of children with special needs, the requirements of Leave No Child Behind, and the New Hampshire State Assessments: NECAP. Students complete 50 hours of authentic assessment and practice in an early childhood classroom setting with children present. Students must be available during daytime hours. Students are responsible for their own transportation.  
Prerequisites: PSYC113, EDUC102

EDUC231

Math and Science in Early Childhood  
3 Semester Credit Hours  
The emphasis of this course is placed upon developing the teaching skills of inquiry and discovery-based learning in math and science concepts for young children. Students should develop a working knowledge of methods and materials, scope, and sequence of concepts through age eight; related curriculum standards articulated by NCTM, NSTA, and state curriculum frameworks; and assessment strategies. The mathematical concepts of number, geometry, problem solving, patterns, parts, and wholes, measurement, and graphing will be explored. The processes of science will be investigated and explored in the context of physical, life, and earth science. Students are taught how to incorporate goals and objectives and processes into an integrated curriculum unit based on a science topic.  
Prerequisites: PSYC113, EDUC102

EDUC246

Literacy and Language Arts in Early Childhood  
3 Semester Credit Hours  
In this course, students focus their attention on the development of language and communication skills in the child from birth through age eight. Students experience a variety of methods of language arts instruction (speaking, reading, writing, and listening) related to NCTE and IRA standards and state curriculum frameworks, and develop competency in each of these areas. Students are taught to identify the various developmental levels exhibited by children and then select and develop materials that enhance children's development.  
Prerequisites: PSYC113, EDUC102

EDUC250

Infant/Toddler Development, Curriculum and Programming  
3 Semester Credit Hours  
The purpose of this course is to develop an understanding of the cognitive, physical, and social-emotional development of children from birth to 36 months in order to implement appropriate care and environments. Students are taught to address the unique needs of infants and toddlers through planned environments, activities that are embedded in the daily routine, family-friendly and supportive policies, and development of resources to assist the practitioner. Students develop a philosophy of care that recognizes that infants and toddlers are a unique population unto themselves that requires specialized program design.  
Prerequisites: PSYC113, EDUC102

EDUC260

Child Guidance and Discipline  
3 Semester Credit Hours  
The purpose of this course is to develop students' understanding of effective classroom management through a linkage between positive guidance, knowledge, and application of child-development theory, teaching practices, and self-awareness. Through a proactive approach, students are taught how to manage settings that encourage democratic life skills, responsibility, and ownership in children. Students are taught how to use their observational skills to identify and assess problem situations in order to plan effective techniques to address the problem and teach more appropriate behavior. Students examine typical problem behaviors, issues of societal violence, and other stigmatizing topics that confront children in group settings on a daily basis.  
Prerequisites: PSYC113, EDUC102

EDUC275

Creative Experiences  
3 Semester Credit Hours  
This course will explore the foundations of creativity in young children, supporting the ability to encourage imagination, flexible thinking, problem solving, communication, and productivity. Students explore their own creativity in art, music, and creative movement in order to formulate connections with the processes that children employ in their creative expression. The course will focus on the creative process rather than the product of creativity. Students use this knowledge to choose and plan developmentally appropriate creative activities for children. Principles taught in this course are closely aligned with the National Standards for Arts.  
Prerequisites: PSYC113, EDUC102

EDUC297

Field Experience I  
4 Semester Credit Hours  
In this course, students complete 150 hours (16 weeks, both semester and term) in a classroom setting where they participate and begin to assume some responsibility for portions of the curriculum. Students are taught to become effective listeners and communicators with both the children in their care and the cooperating staff. Students continue to develop observational and recording skills through weekly journal entries and specific assignments. Students also participate in regularly scheduled seminars that cover topics not addressed in coursework and that build on the field experience.  
Prerequisite: Program Coordinator approval

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**EDUC298**  
Field Experience II  
4 Semester Credit Hours  
In this course, students complete 150 hours (16 weeks both semester and term) in a classroom setting where they not only participate in the operation of the classroom, but are responsible for a substantial portion of the curriculum. Students continue to develop those skills required in Field Experience I as able communicators and listeners with both the children in their care and the cooperating staff. Students continue to develop observational and recording skills through weekly journal entries and a culminating assignment. Students also develop a professional portfolio and participate in regularly scheduled seminars that cover topics not addressed in coursework and that are derived from the field experience itself.  
**Prerequisites:** EDUC297, Program Coordinator approval

**EDUC299**  
Field Experience Portfolio – The Pro Pack  
4 Semester Credit Hours  
This course is designed for the student who has successfully completed three (3) years of teaching as a lead or coteacher and is currently employed. It is an alternative method for students to document the skills and knowledge that would be otherwise demonstrated in Field Experience I. The Professional and Resource File is a collection of reference materials, lesson plans, and curriculum units, and essays that document skills and experience as an early childhood professional in a nontraditional way. Credit is granted on the basis of verifiable evidence of learning, knowledge, and skills, not for the experience itself. Students must have completed all ECED courses with an earned grade of B or better. Students must provide supporting documents in order to be considered for this process. Successful completion of the Portfolio will permit students to complete EDUC 298 Field Experience II.  
**Prerequisite:** Program Coordinator approval

**English**

**ENGL093**  
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

**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 taught 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 Communications  
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

**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 are taught to recognize and respond to basic literary techniques and devices. Critical analysis techniques and methods are introduced to and practiced by students.  
**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

**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.  
**Prerequisite:** ENGL101

**ENGL260**  
Film Studies  
3 Semester Credit Hours  
This course is an introduction to the study of film as an art. Students are taught 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:** ENGL101

**ENGL285**  
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 are taught 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.  
**Prerequisites:** ENGL101, word-processing skills

**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

**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.  
**Prerequisite:** ENGL102  
**This course satisfies the GNED 3XX Upper Seminar.**

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**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.  
**Prerequisite:** ENGL102  
 This course satisfies the GNEB 3XX Upper Seminar.

**General Education**  
**GNEB101**  
 Foundations of Learning  
 3 Semester Credit 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.  
**Prerequisite:** None

**GNEB201**  
 Critical Thinking Workshop  
 3 Semester Credit Hours  
 Based on the overarching theme of critical and logical thinking, this seminar prepares students to use the skills of critical inquiry to interpret experience and evaluate claims. As in Foundations of Learning, students continue to develop the key skills in reading, writing, listening, speaking, and numeracy. A major portion of this seminar is built on the theme of “taking sides,” and thus enables students to hone their critical thinking skills through examination of competing arguments in a variety of topical areas, and with the emphasis of mastering listening and speaking skills through classroom discussions and debates. Students advocate for, and argue against, a number of positions, and short research papers will be assigned in the course.  
**Prerequisite:** ENGL101

**GNEB 3XX**  
 Upper Seminar  
 3 Semester Credit Hours  
 The Upper Seminar enables students to demonstrate accomplishment in the key skills of the liberal arts in a discipline beyond their chosen field of study. Bachelor’s degree students are required to take an Upper Seminar in a field outside of their major. For example, a Criminal Justice major cannot use a CRJS course as the Upper Seminar. In addition, students may not use a course as an Upper Seminar if it is required in their major requirements. Psychology students may use SOCI courses, and any student may use GNEB 301.  
**Prerequisites:** GNEB 201 and any prerequisites required by the selected course

- Courses that satisfy GNEB3XX:**
- BADM341** Leadership and Organizational Change
  - BADM359** Global Issues – Business, Government, and Society
  - COMM362** Sociology of Commercial and Political Communication
  - CRJS363** Forensic Psychology
  - CRJS398** The Changing Faces and Context of Terrorism
  - ENGL350** Mystery Writing and the Detective Story
  - ENGL351** American Literature
  - GEOG350** World Regional Geography
  - GNEB301** Mysteries of the Mind
  - HIST350** Twentieth Century American History
  - HUMN300** America’s Argument Culture
  - HUMN344** Film and American Society
  - HUMN360** Ethics
  - PSYC300** Psychology and the Law
  - PSYC380** Group Dynamics
  - SOCI310** Social Change and Movements
  - SOCI350** Race, Gender, and Class
  - SOCI357** Victimology
  - SOCI360** Deviance in Society

**GNEB 301**  
 Mysteries of the Mind  
 3 Semester Credit Hours  
 This course covers a wide range of topics the area of the cognitive sciences. Cognition involves processes such as awareness and perception, memory, linguistics, thinking, intelligence, and problem-solving and therefore is of vital importance in our everyday lives. The course will begin by addressing the history of the field and then move into a discussion of the three main subfields: cognitive psychology, cognitive neuroscience, and the integration of the two, cognitive neuropsychology. Along the way, students will critically examine several complex issues and controversies such as, “What is consciousness?” “Is memory possible?” “Do animals other than humans think?” “Is eye witness testimony reliable?” “How did language evolve?” “Is the human mind/brain capable of understanding itself?” and, “Are recovered memories of child abuse real or false?” The course will also discuss the limits of current knowledge, examine promising new theories and technologies, and explore future frontiers of the mind.  
**Prerequisites:** PSYC 101, GNEB 201

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:** ENGL101  
 This course satisfies the GNEB 3XX Upper Seminar.

**Graphic Design**  
**GRPH101**  
 Basics of Design  
 3 Semester Credit Hours  
 In this course, students will be introduced to the digital and traditional tools, language, and techniques of professional designers. Through the use of text, field observation, videos, and class discussions, students will be made aware of what constitutes good, effective design. A solid understanding will be gained of how visual images affect all aspects of our lives. Students should understand the basic elements and principles of graphic design and apply this understanding to selected design projects. Included is an introduction to the Mac, the lab, its rules, and applications. This course must be taken during the first term.  
**Prerequisite:** None

**GRPH110**  
 History of Graphic Design  
 3 Semester Credit Hours  
 This course will study who designers are and what they have done throughout history. Students explore the major innovations and movements of visual communication throughout the centuries and into the present. Through readings, research, videos, and projects, students recognize past and current designers and trade notables, their contributions, and importance. Connections will be made between the roots of visual messages, book making, the printed word, and today’s new media.  
**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 are taught 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 PC and Macintosh computers.  
**Prerequisites:** demonstrated computer proficiency, GRPH101

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**GRPH178**

Typography I

3 Semester Credit Hours

This course introduces 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 visual communication? These questions are answered through hands-on classroom exercises, lectures, and creative experimentation. Students should understand the basic anatomy and history of type, the visual and emotional impact produced by various fonts and techniques, and should produce and critique typographic designs in a professional manner. They are taught to use type as an effective communication tool and explore their psychological effects and design impact on a variety of media.

Prerequisite: GRPH101

**GRPH201**

Web Page Design and Development

3 Semester Credit Hours

This course provides an introduction to web page design and development. It offers an overall understanding of Web page design, including the variety of software used in creation of Web sites, digital images, multimedia, and Web animation. Students are introduced to correct usage of appropriate software, terminology, conceptual development and structure, interactivity, and design aesthetics.

Prerequisite: None

**GRPH205**

Illustration I

3 Semester Credit Hours

In this course, students are taught, through lecture, instruction, class discussion, videos, and assigned projects, about various illustrators, types of illustration, their roots, and their uses. Students create illustrations, experience a variety of drawing media, and are taught about ideas, thumbnails, roughs, and finals. Care will be given to proper preparation for reproduction, as well as client expectations. Presentation, assessment, and group critique sessions add professionalism to the creation of “drawings with a purpose.” Among the projects are cartoons, character design, the philosophy of yin and yang, children’s books, and more.

Prerequisite: None; ARTS101 or drawing skills recommended

**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: GRPH101, GRPH150, GRPH178

**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: GRPH101, GRPH150, GRPH178, GRPH216, GRPH270

**GRPH270**

Graphic Design I

3 Semester Credit Hours

In this course, students are taught 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: GRPH101, GRPH150, GRPH178, 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 hard copy 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. **A seminar/business trip may occasionally be offered for students who meet qualifications.**

Nonparticipating students will be assigned a replacement project. When enrolling in this course, students will have an additional seminar fee added to their Financial Aid package.

Prerequisites: All courses in the program, advisor approval. The **seminar/business trip** is part of this course for students who meet qualifications.

Nonparticipating students will be assigned a replacement project. When enrolling in this course, students will have an additional seminar fee added to their Financial Package.

**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

**HLSC280**

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 therapy assistant.

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

**History**

**HIST101**

Western Civilization I

3 Semester Credit Hours

This course introduces the history of ancient civilization, including Mesopotamia; the Greek, Roman, and Egyptian empires; and the world of medieval Europe and the early modern era, which laid the social, political, economic, and cultural foundation of Western society. Topics include medieval life, the Renaissance, the Reformation, and the Scientific Revolution. Upon successful completion of the course, students should be able to discuss the development of the major ideas and institutions of the periods covered and explain their relevance for today.

Prerequisite: None

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**HIST102**  
Western Civilization II  
3 Semester Credit Hours  
This course explores the changes that led to modernity. Topics of interest include the Enlightenment, the Scientific Revolution, the emergence of capitalism and the nation-state, industrialization, colonization and imperialism, the Russian Revolution, World Wars I and II, the Holocaust, and the cold war. Upon successful completion of the course, students should be able to discuss the development of the major ideas and institutions of the periods covered and explain their relevance for today.  
Prerequisite: None

**HIST105**  
United States History I  
3 Semester Credit Hours  
This course presents a survey of American history from the colonial period through the Civil War. Students will be introduced to the major social, political, cultural, and economic developments of the United States within this period, including daily life in the colonial era, the American Revolution, the Industrial Revolution, Native American history, antebellum reform, and slavery and abolitionism.  
Prerequisite: None

**HIST106**  
United States History II  
3 Semester Credit Hours  
This course presents a survey of American history from the Reconstruction era up to the present. Students will be introduced to the major social, political, cultural, and economic developments of the United States within this period, including American imperialism, immigration and industrialization, the Twenties and the Great Depression, World Wars I and II, the cold war, the civil rights movement, the Vietnam War, and the 1960s era of protest.  
Prerequisite: None

**HIST205**  
African American History  
3 Semester Credit Hours  
This course presents a survey of African American history from the colonial period through the Civil War. Students will be introduced to the major social, political, cultural, and economic development of African American life in the United States within this period, including the emergence of slavery, the definition and role of race in American history, the antislavery movements, the Civil War, the rise of segregation, the emergence of the civil rights movement, the history of notable African Americans, and the role of African American culture in American society and arts.  
Prerequisite: None

**HIST350**  
Twentieth-Century American History  
3 Semester Credit Hours  
This course is a political, social, and cultural history of the United States from 1900–2000. Topics for study include immigration, domestic reform, World Wars I and II, the Great Depression, the Cold War, Vietnam and the protest movements of the 1960s, as well as many other social and political changes of the last three decades of the century.  
**Prerequisite: Any HIST course**  
**This course satisfies the GNEd 3XX Upper Seminar.**

**Humanities**  
**HUMN101**  
Conflict Resolution  
3 Semester Credit Hours  
This is an introductory-level course that will explore a communication model, conflict principles, resolution strategies, and 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.  
Prerequisite: 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. Topics include proofs of God’s existence, the nature of evil, fate and free will, perception and reality, the relationship between mind and body, and the nature of morality.  
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  
**This course satisfies the GNEd 3XX Upper Seminar.**

**HUMN344**  
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: ENGL260**  
**This course satisfies the GNEd 3XX Upper Seminar.**

**HUMN350**  
Contemporary Global Issues  
3 Semester Credit Hours  
This course will recognize and evaluate major issues that concern people of the world. Students explore current issues in the world affecting such topics as natural resources, 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.  
Prerequisite: POSC101

**HUMN360**  
Ethics  
3 Semester Credit Hours  
This course is a study of the concepts and principles of traditional and contemporary ethical theory. Topics include cultural relativism, religion, ethical egoism, utilitarianism, Kantian ethics, social contract theory, and virtue-based ethics.  
Prerequisite: HUMN105  
**This course satisfies the GNEd 3XX Upper Seminar.**

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**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

**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

**INTD107**

**History of Architecture**

3 Semester Credit Hours

This course is a survey of architectural styles from prehistoric through contemporary times. The course explores the evolution of styles and the interrelationships between the periods. Prerequisite: None

**INTD160**

**Survey of Furniture and Interior Design**

3 Semester Credit Hours

This course is a study of the history of interior design and styles of furniture. Students are taught about the categories of furnishings and their materials as well as the furniture industry. Students create furniture plans using appropriate furniture and accessory styles.

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 are taught 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.

Prerequisites: INTD100, 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 taught to date and applying those elements in the organization of various indoor spaces. A capstone design project will also be required.

Prerequisites: INTD100, INTD210, ARTS101

**INTD225**

**Professional Practice**

3 Semester Credit Hours

This course is a study of the business practices of interior design firms. The methods that are employed by designers to facilitate business transactions are examined and various forms utilized. Accounting procedures and contract documents are also examined. In addition, students develop a portfolio that they can use to gain entrance into the field of interior design.

Prerequisites: INTD215, INTD220

**INTD250**

**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: Program Coordinator approval

**INTD260**

**Materials and Components**

3 Semester Credit Hours

This course introduces students to the nonstructural materials used in the field of interior design. It addresses environmental factors through the study of product manufacture and sustainability properties. Students are taught about surface preparation, installation procedures, and the proper use of materials and finishes. In addition, practices in specification writing, measuring, and contracting will be studied.

Prerequisite: None

**INTD265**

**Kitchen and Bath Design**

3 Semester Credit Hours

This course is an exploration of the design methodology of kitchen and bath design. Emphasis will be placed on what has taught to date relative to the fundamentals of design and apply those elements in kitchen and bath design. Students are also taught the different materials used in the industry of kitchen and bath design and how they can effect a design.

Prerequisite: INTD210

**INTD270**

**Life Safety Codes and Compliance**

3 Semester Credit Hours

This course is a study of the building and fire codes and other regulatory jurisdictions' guides that apply primarily to Interior Design. Accessibility, environmental, and sustainability issues will also be addressed while students solve design problem scenarios.

Prerequisite: INTD220

**INTD275**

**Lighting for Interiors**

3 Semester Credit Hours

This course is an in-depth study of how lighting works in an interior space. Students are taught both natural and artificial lighting and how they work together. Students are taught the technical aspects of lighting; for example, lumen calculations and light angles. They are also taught the aesthetic and functional values of lighting presented through lecture and projects.

Prerequisites: INTD100, INTD210

**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

**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

**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

**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.  
**Prerequisite:** MRKT100

Mathematics  
**MATH099**  
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. This course is offered for institutional credit only.  
**Prerequisite:** academic assessment/faculty referral

**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:** MATH099 or placement by academic assessment

**MATH 199**  
Statistics 1  
3 Semester Credit Hours  
Math 199 addresses the organization, presentation, and interpretation of data as applied to situations in several subject areas including criminal justice, business, and psychology. Topics include graphical display of data, descriptive statistics (measures of center, spread, and position), and bivariate analysis (side-by-side plots, contingency tables, and an introduction to correlation and regression). An introduction to the idea of probability including discrete and continuous distributions will be covered. Additional topics may include sampling distributions and confidence intervals.  
**Prerequisite:** MATH110 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.  
**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, set theory, investments, and logical inference.  
**Prerequisite:** MATH110 or placement by academic assessment

**MATH280**  
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

**MATH 299**  
Statistics II  
3 Semester Credit Hours  
This application-oriented course concentrates on techniques used for drawing sound conclusions supported by data and statistical evidence. Topics include confidence intervals, hypothesis testing, constructing and validation statistical models as well as other selected mathematical tools, and techniques used for the analysis of business, psychology, and criminal justice-related problems.  
**Prerequisite:** MATH199

**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 taught. 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 are also taught how to accurately perform an electrocardiogram.  
**Prerequisites:** NSCI100, MDAS100, MDAS101

**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.  
**Prerequisites:** MDAS100, MDAS101, or Program Coordinator approval

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**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 health care 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.

Prerequisite: BCAP150 or Program Coordinator 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 health care provider acknowledges that 50% of students’ time will be spent in the administrative area and 50% in the clinical area.

Prerequisites: completion of MDAS100, Clinical I and II, and A&P I & II with C or better; hepatitis B series TB test; CPR for the Professional Rescuer with AED; and First Aid

**Massage Therapy**

**MSTH110**

Introduction to Body Systems

3 Semester Credit Hours

The knowledge of the anatomical structure and its physiological functioning is an essential requirement for the professional massage therapist. This class sets the basic fundamental foundation by studying the cell, chemical composition of the body, and basic functions of each body system. Also included to help set the foundation of the massage therapy student are basic pathology and medical terminology.

Prerequisite: None

**MSTH115**

Introduction to Touch

4.5 Semester Credit Hours

This introductory course is designed to give students an overview of the history of massage therapy as well as an understanding of basic massage techniques. Students are taught proper body mechanics, body awareness, sensory awareness, and energy exercises. This class will also explore boundaries, the therapeutic relationship, the massage therapy environment, and how to properly use massage therapy equipment. Upon completion of this course, students should be able to give a basic massage with proper oil application and draping techniques.

Prerequisite: None

**MSTH120**

Anatomy, Physiology, and Pathology – Visceral

2.5 Semester Credit Hours

This course is an in-depth study of the structure, function, and pathologies of the human body, with particular focus on the visceral body. This course will closely examine the structure and function of the following body systems with particular emphasis on the nervous, lymphatic, digestive, circulatory, respiratory, endocrine, urinary, and reproductive systems and their predominant pathologies.

Prerequisites: MSTH110, MSTH115

**MSTH125**

Massage and Energetic Modalities

4.5 Semester Credit Hours

This course provides students with instruction in the concepts of Western and Eastern medical paradigms, with emphasis on practical methods of integrating the modalities of shiatsu, acupressure, and reflexology with postural assessment and seated massage. Learning activities are organized around the lecture/lab feedback approach.

Prerequisites: MSTH110, MSTH115

**MSTH130**

Anatomy, Physiology, and Pathology – Structural

2.5 Semester Credit Hours

This course is an in-depth study of the structure, function, and pathologies of the human body, particularly the systems that define the movement and shape of the body. This course will closely examine the structure and function of the body’s systems with particular emphasis on the skeletal, muscular, and integumentary systems and their predominant pathologies.

Prerequisites: MSTH110, MSTH115

**MSTH140**

Swedish Massage Therapy

3.75 Semester Credit Hours

This course will give students the necessary information and hands-on techniques to perform a full-body Swedish massage to include active and passive range of motion. Basic stretching techniques will also be taught, as well as the effects of massage therapy on various systems of the body. Students are taught intermediate palpation skills and body mechanics, and how to perform an initial client consultation.

Prerequisites: MSTH110, MSTH115

**MSTH145**

Soft-Tissue Release

2.25 Semester Credit Hours

This course provides students with the knowledge and skills needed to provide muscle energy technique, positional release, deep-tissue sculpting, and other various methods of soft tissue release in the clinical massage setting. Learning activities are organized around the lecture/lab feedback approach.

Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140

**MSTH155**

Practice Management

3 Semester Credit Hours

This course is designed to provide students with an understanding of basic concepts, principles, and steps necessary to start up, manage, and market a successful massage therapy practice. Emphasis will be placed on setting goals for a practice, the steps necessary in establishing a practice, the day-to-day operations of running a practice, and the importance of marketing and referrals to a successful massage therapy practice. Upon successful completion of this course, the student should be able to write a basic business plan, identify target markets and write a basic marketing plan, generate referrals, understand basic bookkeeping and tax preparation, and demonstrate ethical behavior expected of a professional massage therapist.

Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140

**MSTH160**

Clinical Practice – 1

1.5 Semester Credit Hours

This course will provide students an opportunity to practice skills taught in a professional, traditional clinic setting. Students are taught to demonstrate professional attitude and good reception and client-interaction skills, and to maintain a clean and orderly clinic. Students will be required to keep proper documentation on each client while using intermediate hands-on massage therapy skills. Students treat clients with various physical complaints under the supervision of an instructor. Hours completed in the clinic will be applied to state requirements.

Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140

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<p><b>MSTH165</b> Sports Massage Therapy 2.25 Semester Credit Hours In this course, students will be introduced to advanced techniques to treat the athlete. Joint mobility; range of motion; pre-, post- and maintenance sport techniques; and an overview of athletic injuries will be discussed and demonstrated. Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140</p>	<p><b>MSTH190</b> Clinical Practice – 3 1.5 Semester Credit Hours This course will provide students an opportunity to practice skills taught in a traditional clinic setting. Students treat clients with various physical complaints under the supervision of an instructor. Hours completed in the clinic will be applied to state requirements Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140</p>	<p><b>NSCI101</b> General Earth Science 3 Semester Credit Hours In this course, topics are chosen from fundamentals of astronomy, geology, meteorology, and oceanography. Prerequisite: None</p>
<p><b>MSTH170</b> Kinesiology 2.25 Semester Credit Hours Kinesiology is the study of movement of the body. This course will cover the related muscles, tendons, and joints that make movement possible. Kinesiology is an important means for therapists to understand the mechanics of how we move our bodies, and how to apply these principles in helping clients with muscular imbalances. Students are also taught the relationship of muscle and connective tissue and basic muscle-testing concepts in order to assess clients. Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140</p>	<p><b>MSTH200</b> Career Capstone 1.5 Semester 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 include professional associations, how to implement a job search, how to write a resume and cover letter, and how to prepare for a job interview. As a result of this study, students should be able to implement a job search, write a resume and cover letter, prepare and successfully interview for a massage therapy job, and apply for membership to professional associations. Prerequisites: MSTH145, MSTH155, MSTH160, MSTH165, MSTH170, MSTH175, <b>MSTH180, MSTH185, MSTH190</b></p>	<p><b>NSCI103</b> 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</p>
<p><b>MSTH175</b> Clinical Practice – 2 1.5 Semester Credit Hours This course will provide students an opportunity to practice skills taught in a traditional clinic setting. Students treat clients with various physical complaints under the supervision of an instructor. Hours completed in the clinic will be applied to state requirements. Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140</p>	<p><b>MSTH210</b> Advanced Tissue Techniques 4.5 Semester Credit Hours This course is designed to teach students neuromuscular therapy and to take all techniques taught to date and incorporate them into an in-depth treatment plan. Students are also taught advanced postural assessment and are taught how to take the postural assessment findings and incorporate them into a long-term treatment plan. Prerequisites: MSTH145, MSTH155, MSTH160, MSTH165, MSTH170, MSTH175, <b>MSTH180, MSTH185, MSTH190</b></p>	<p><b>NSCI115</b> 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</p>
<p><b>MSTH180</b> Self-Care 2.25 Semester Credit Hours This course will take a look at how massage therapists take care of themselves in order to have long and healthy careers. The students examine their personal food plan and determine which food groups they need to correct in order to maintain a healthy body. Students examine the various roles that vitamins, minerals, and water play in a healthy lifestyle. Meditation, yoga, self-stretching and alternative stress-reducing methods will be presented. Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140</p>	<p><b>MSTH215</b> Advanced Clinical Practice .75 Semester Credit Hours Geared for the advanced-level massage therapy student, this course will provide the student with further opportunities to treat clients with various physical complaints under the supervision of an instructor. Students will be expected to develop detailed treatment plans and keep SOAP notes with advanced-level proficiency. Prerequisites: MSTH145, MSTH155, MSTH160, MSTH165, MSTH170, MSTH175, <b>MSTH180, MSTH185, MSTH190</b></p>	<p><b>NSCI150</b> 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. Prerequisite: None</p>
<p><b>MSTH185</b> Spa/Current Trends 2.25 Semester Credit Hours This course will provide students with an understanding of the spa industry and how massage therapy is an integral part. Students are taught to use wraps, muds, hot stone, aromatherapy, and other techniques specific to spas. Students are also taught about current trends in the field of massage therapy. Prerequisites: MSTH120, MSTH125, MSTH130, MSTH140</p>	<p><b>Natural Science</b> <b>NSCI100</b> 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</p>	<p><b>NSCI200</b> 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</p>
		<p><b>NSCI203</b> 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</p>
		<p><b>NSCI250</b> 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</p>

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**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: junior 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: junior 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.  
Prerequisite: None

**POSC105**

**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.  
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.  
Prerequisite: None

**Paralegal**

**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.  
**Prerequisite: PRLG101 required; ENGL101 recommended**

**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, kidnaping, 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 are taught 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 required; 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 intestate 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 required; 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 required; PRLG103 recommended**

**PRLG285**

**Administrative Law**  
3 Semester Credit Hours  
This course will introduce Paralegal students to the field of administrative law, an area that has become a growing opportunity for participation by the paralegal. Students should become knowledgeable in the concept of administrative law, the derivation of administrative law, where the area of administrative law falls within the spectrum of legal procedure, and the limits and obligations within administrative law.  
Prerequisite: PRLG101

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**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, **Program Coordinator** approval

**Psychology**

**PSYC101**  
**Introduction to Psychology**  
**3 Semester Credit Hours**  
 This course provides an introductory exposure to the major fields in psychology. Such areas covered may include, but are not limited to, the biological, developmental, cognitive, clinical, and social aspects of psychology. Major theories within each area covered are highlighted. Additionally, topics such as motivation, memory, brain function, and abnormality may be covered.  
 Prerequisite: None

**PSYC105**  
**Introduction to Human Services Methods**  
**3 Semester Credit Hours**  
 This course is an introduction to the role of community organizations in human service practice and how agencies interact with and influence local communities. Methods covered may include but are not limited to the structure of a human service organization, interviewing, group facilitation, and basic case management.  
 Prerequisite: None

**PSYC113**  
**Child and Adolescent Growth and Development**  
**3 Semester Credit Hours**  
 This course focuses on the biological, cognitive, social, and emotional development from the prenatal period through adolescence. Attention is paid to relevant theory and research. It considers development and social contexts such as family and community. Similarities and variations in development are examined.  
 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 late adulthood and on to death. It examines the developmental tasks, transitions, and events of adulthood in social and cultural contexts. It considers aspects of growth and decline as well as dynamics associated with growing older.  
 Prerequisite: None

**PSYC211**  
**Interviewing Skills and Case Management**  
**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: PSYC101, PSYC105 or **Program Coordinator** approval

**PSYC220**  
**Developmental Disabilities**  
**3 Semester Credit Hours**  
 This course is an introduction to the nature of the various handicapping conditions that some people may face as they grow. Methods of facilitating the entry of developmentally disabled adults into the community are examined.  
 Prerequisite: PSYC101 or **Program Coordinator** approval

**PSYC225**  
**Psychology of Women**  
**3 Semester Credit Hours**  
 Psychology of Women is a survey course that will address a variety of topics, including gender identity development, sex/gender differences, gender roles and stereotypes, sexuality and relationships, education, work, family life, violence against women, and women's physical and mental health. Throughout the semester, we will discuss broad issues concerning how gender is understood, including the societal contexts that shape women's experiences.  
 Prerequisite: PSYC101 or **Program Coordinator** approval

**PSYC230**  
**Growth and Development Life Span**  
**3 Semester Credit Hours**  
 This course focuses on the normal physical, cognitive, social, linguistic, and emotional development of the human being from conception to death. Prominent theories at each stage of life are examined. Researchers such as Erikson, Freud, Piaget, Maslow, Skinner, and Bowlby are examined.  
 Prerequisite: PSYC101 or **Program Coordinator** approval

**PSYC245**  
**Research Methods**  
**3 Semester Credit Hours**  
 This course examines research methods used in the field of psychology. It assists the student in becoming a good consumer of research information as applied to their every day lives. The course focuses on the process involved with developing research questions and designs to test research questions.  
 Prerequisites: PSYC101 and sophomore standing, or **Program Coordinator** approval

**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 depression, anxiety, and schizophrenia), theories and research related to these disorders are examined. A scientific perspective will be emphasized. Ethical, philosophical, and legal aspects of abnormal psychology will also be examined.  
 Prerequisite: PSYC101 or **Program Coordinator** approval

**PSYC270**  
**Personality Theories**  
**3 Semester Credit Hours**  
 This course examines the theories that try to explain human behavior through personality. A clinical or research perspective may be used. Theoretical approaches examined may include, but are not limited to, behaviorism, psychoanalysis, and humanism. Students also consider the individual interacting with the social environment and some aspects for personality assessment.  
 Prerequisite: PSYC101 or **Program Coordinator** approval

**PSYC280**  
**Human Sexuality**  
**3 Semester Credit Hours**  
 This course examines the psychological, biological, and social aspects of sexuality. It examines theory, research, and current issues. Topics covered can include, but are not limited to, sexual development, sexual orientation, gender roles, interpersonal relationships, emotional involvement, sexual attitude, sexual difficulties, and sexual failures. Various therapies associated with human sexuality are considered.  
 Prerequisite: PSYC 101 or **Program Coordinator** approval

**PSYC300**  
**Psychology and the Law**  
**3 Semester Credit Hours**  
 This course examines the relationship between psychology and the law. Topics covered include, but are not limited to, professional testimony, clinical issues, eyewitness testimony, and jury selection are considered. It examines the ethical and legal role of various participants in the legal system.  
 Prerequisite: PSYC101 or **Program Coordinator** approval  
**This course satisfies the GNED 3XX Upper Seminar.**

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**PSYC301**  
 Statistics and Measurement in Psychology  
 3 Semester Credit Hours  
 This course is designed to expose students to more advanced statistical methods and show them how they are used in the field of psychology. Correlational statistics and hypothesis testing are reviewed. Analysis of variance is introduced. Students are guided through one-way designs, between and within designs, and factorial designs. Some nonparametric statistics are introduced. Emphasis is placed on interpretation and communication of findings.  
 Prerequisites: PSYC101, PSYC245, and **MATH199**, or **Program Coordinator** approval, junior standing

**PSYC305**  
 Cognitive Theory  
 3 Semester Credit Hours  
 This course examines theoretical and empirical work in the area of human cognition. The practical application of cognitive theory to every day life will be examined. Topics in cognition may include, but are not limited to, perception, attention, memory, creativity, problem solving, reasoning, and decision making.  
 Prerequisites: PSYC101 or **Program Coordinator** approval, junior standing

**PSYC311**  
 Psychology of Learning  
 3 Semester Credit Hours  
 This course will introduce students to the basic principles of behaviorism. Topics examined will include, but are not limited to, classical and operant conditioning, reinforcement and punishment, reinforcement schedules, and habituation.  
 Prerequisites: PSYC101 or **Program Coordinator** approval, junior standing

**PSYC315**  
 Psychobiology  
 3 Semester Credit Hours  
 This course focuses on the biological aspect of psychological phenomena in humans and animals. It examines the relationship between genetic and environmental factors contributing to behavior. Topics covered may include, but are not limited to, development, brain plasticity, attention, motor coordination, emotion, sleep, stress, substance abuse, and disorders.  
 Prerequisites: PSYC101 or **Program Coordinator** approval, junior standing

**PSYC320**  
 Social Psychology  
 3 Semester Credit Hours  
 In this course, students are exposed to theories that propose explanations for the major social influences on individual behavior and on groups. They may address areas as attitudes, persuasion, group process, aggression, liking and attraction, close relationships, and conformity. Theoretical and applied issues are also considered.  
 Prerequisites: PSYC101 or **Program Coordinator** approval, junior standing

**PSYC365**  
 Tests and Measurements  
 3 Semester Credit Hours  
 Specific techniques and methods in test selection, test administration, and psychological report writing that are currently used will be introduced and understood. Selected specific tests selected from general categories of types of tests will be studied. Students learn appropriate use of psychometric techniques in the selection, administration, and reporting of test information.  
 Prerequisites: PSYC101 or **Program Coordinator** approval, junior standing

**PSYC 371**  
 Theories of Counseling  
 3 Semester Credit Hours  
 This course examines the theory underlying the application of therapy. Topics such as genetics, social relationships, and institutional and cultural factors that contribute to shaping abnormal behavior will be reviewed. Theories for providing therapy to children, adolescents, and adults will be examined. Prevention and intervention care such as psychotherapy and pharmacological therapy for children and current treatments are discussed.  
 Prerequisites: PSYC101, PSYC260, or **Program Coordinator** approval, junior standing

**PSYC377**  
 Addictive 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 and their associated behavioral manifestations. It considers the process of dependence on and the development of tolerance to addictive substances. Risks associated with addiction and the process of withdrawal is also addressed.  
 Prerequisites: PSYC101, junior standing or **Program Coordinator** approval

**PSYC380**  
 Group Dynamics  
 3 Semester Credit Hours  
 This course examines the formation of, maintenance of, and dissolution of groups. Various theories will be examined that try to explain the dynamics occurring within groups of people. Topics covered include, but are not limited to, how groups are studied, individuals within the group, joining and leaving a group, structure, cohesiveness, influence, conflict, and leadership. Students are taught to apply group dynamics to the real world.  
 Prerequisite: PSYC101 or **Program Coordinator** approval  
**This course satisfies the GNEC 3XX Upper Seminar.**

**PSYC398**  
 Externship Practicum  
 3 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 materials studied in prior coursework. Students may repeat this class once for credit.  
 Prerequisite: **Program Coordinator** approval

**PSYC401**  
 History and Systems in Psychology  
 3 Semester Credit Hours  
 The purpose of this course is to expose students to the history of the field of psychology and the major psychological theories that have served to mold the field of psychology. The course covers philosophical perspectives dating from ancient Greece, through the philosophies of the Middle Ages, and into the origins of psychology as a field in its own right. Differences between the philosophies and theoretical perspectives will be discussed and examined in light of present-day issues.  
 Prerequisites: PSYC101, PSYC301, senior standing or **Program Coordinator** approval

**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 textbooks, scholarly books, research articles, or any combinations 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 Junior Standing, or **Program Coordinator** approval

**PSYC420**  
 Professional Ethics in Social Science  
 3 Semester Credit Hours  
 This course focuses on ethical issues and guidelines critical for engaging in responsibilities and appropriate conduct for entry-level employees in human service organizations and persons engaged in psychological research. Students examine and discuss the values, beliefs, and appropriate roles of clinicians, researchers, patients, and institutions. Issues covered include, but are not limited to, confidentiality, risk-benefit analysis, informed consent, and scientific and practitioner integrity. Ethical concerns involving diverse or special populations are also examined.  
 Prerequisites: PSYC101, PSYC301, senior standing or **Program Coordinator** approval

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**PSYC480**

Psychology Capstone  
3 Semester Credit Hours

This course is the capstone course in the psychology program. Students typically take this course in their senior year. Students engage in a major project that can promote them toward their career goals or toward further education and professional development. The project may either be a theoretical paper, an empirical paper, or some other substantial project related to their career path. Students are directly mentored by the course instructor and will present their project to the class as well as faculty readers.

Prerequisites: all other required Psychology courses completed or **Program Coordinator** approval

**PSYC490**

Independent Study in Psychology  
3 Semester Credit Hours

This course permits the student to explore a topic in psychology not covered by existing courses. It may also be used to permit the student to acquire direct research experience in psychology. The student is required to read relevant scholarly work in the specified area, attend meetings and discussions on the topic, engage in research activities (when applicable), and produce a written work on the topic. This written work could be a significant term paper or contribution to a poster or paper to be presented at a conference. This is not the same as a learning contract.

Prerequisites: PSYC101 and Junior Standing, or **Program Coordinator** approval

**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 health care, as well as an overview of the education, function, and skills of the physical therapist and the physical therapy 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 health care system are presented. Medical terminology for use in accurate documentation and the writing of SOAP notes are also introduced.

Prerequisite: None

**PTAS200**

Physical Therapy 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 therapy assistant in the clinical setting.

Prerequisite: None

**PTAS203**

Physical Therapy 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 are taught indications, contraindications, and safety precautions for the use of these modalities. Technical competence will be emphasized.

Prerequisites: NSCI100, NSCI103, PTAS101, PTAS200

**PTAS250**

Introduction to Clinical Education  
1 Semester Credit Hour

This course offers 15 hours of classroom instruction in preparation for the first clinical education experience. The goal of this course is to provide students with the opportunity to meet all the policy and procedural prerequisites for their upcoming clinical affiliations.

Prerequisite: None

**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 Therapy 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 health care 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, 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, approval of PTA Program Director

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**Sociology**

**SOCI101**

Introduction to Sociology  
3 Semester Credit Hours

This course is a study of the organization of social behaviors and the relationships 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. Social phenomena are considered within the context of family, work, and other social contexts. The purpose of this course is to help the student understand the social forces at work in the social environment.

Prerequisite: None

**SOCI110**

Contemporary Social Problems  
3 Semester Credit Hours

This course addresses the pertinent issues facing society today. Such issues include juvenile delinquency, crime violence, overpopulation, urban development, ecology, poverty, mental health, substance abuse, prejudice, and discrimination. Students examine social issues in light of three sociological perspectives (functionalism, conflict theory, and symbolic interactionism).

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. Emphasis is placed on abused and illegal substances. Discussions will also include the ramifications of abusing legally prescribed drugs and drugs commonly found in everyday life such as nicotine, alcohol, and caffeine.

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 maltreatment of children. Responsibilities for reporting abuse and neglect to authorities are also discussed.

Prerequisite: SOCI101 or PSYC101 or **Program Coordinator** approval

**SOCI258**

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 family and its role of its members in the past are explored, as well as trends and forecasts for the future.

Prerequisite: SOCI101 or PSYC101 or **Program Coordinator** approval

**SOCI310**

Social Change and Movements  
3 Semester Credit Hours

In this course, students examine the major social and economic trends that have affected social change. This course should assist students in asking and answering questions about the processes of social change and the tensions that often accompany social change. Social movements are associated with social change and are also examined in this course. Here, emphasis is on participation, emergence, and outcomes.

Prerequisites: SOCI101 and junior standing, or **Program Coordinator** approval

**This course satisfies the GNEED 3XX Upper Seminar.**

**SOCI320**

Social Conflict  
3 Semester Credit Hours

This course examines the social conditions associated with the major forms of conflict management in human societies: discipline, rebellion, vengeance, negotiation, mediation, law, therapy, supernaturalism, and avoidance.

Prerequisites: SOCI101 and junior standing, or **Program Coordinator** 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 as reinforced by other social circumstances and institutions are also discussed.

Prerequisites: SOCI101 and junior standing, or **Program Coordinator** approval

**This course satisfies the GNEED 3XX Upper Seminar.**

**SOCI357**

Victimology  
3 Semester Credit Hours

This course examines crime from the victim's perspective and addresses the following issues: (a) the victim's role in the offender-victim dyad and related theories, (b) various categories of victimization, (c) the criminal justice system's responses, and (d) prevention.

Prerequisites: SOCI101 and junior standing, or **Program Coordinator** approval

**This course satisfies the GNEED 3XX Upper Seminar.**

**SOCI360**

Deviance in Society  
3 Semester Credit Hours

In this course, the study of deviant behavior is presented from a community perspective. How individual deviance develops, how they impact social relations in formal and informal settings are examined. Topics include, but are not limited to, forms of neurosis and psychosis, sexual deviations, and addictions.

Prerequisites: SOCI101 and junior standing, or **Program Coordinator** approval

**This course satisfies the GNEED 3XX Upper Seminar.**

# Hesser College

Effective 9/1/09

This addendum replaces the Administration, Staff, and Faculty section in the current catalog found on pages 98–103.

## Administration

Dr. Harold R. Griffin  
President  
PhD, Capella University  
MBA, Capella University  
MA, Webster University  
BS, Southern Illinois University

Dr. William Nevius  
Vice President for Academic Affairs  
PhD, Southern Illinois University  
MA, Southern Illinois University  
BS, Southern Illinois University

Carol DeWalt  
Assistant to the President  
Human Resources Coordinator  
AA, Delaware County Community College

Matthew W. Goody  
Registrar  
BA, Notre Dame College

Kim Kellan  
Director of Admissions  
BA, University of New Hampshire  
AS, Florida Culinary Institute

Ada Kemp  
Director of Library Services  
MLS, Syracuse University  
BA, University of Northern Iowa  
MCSE, MCSA

Dr. Chiaki Kotori  
Director of Institutional Research  
EdD, University of Massachusetts Amherst  
MEd, University of Massachusetts Amherst  
BA, Sophia University

Katherine Lang  
Director of Career Services  
BA, University of New Hampshire

Dr. Francis Lessard, CSC  
Student Advocate  
PhD, Boston College  
MA, Boston College  
BA, Notre Dame College

Tana Perezcastaneda  
Business Manager  
MBA, University of Phoenix  
BA, University of Massachusetts Lowell

Shaman Quinn  
Director of Financial Aid  
BA, State University of New York–College at Cortland

Eric Silberzweig  
Executive Director, Finance  
MBA, Boston University  
BS, North Adams State College

Todd Slover  
Director of Accreditation and Assessment  
MAT, University of New Hampshire  
BA, Syracuse University

Mary E. Wells  
Dean for Faculty Affairs and Development  
MEd, University of Southern Maine  
BS, University of Southern Maine  
AS, Springfield Technical Community College

Major Wheelock  
Associate Dean of Academic Advising  
MBA Franklin Pierce University  
BS, Keene State College

Tina Underwood  
Disabilities Officer  
Director, Academic Skills Center  
MBA, Kaplan University  
BS, Hesser College  
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## Board of Trustees

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Senior Vice President, Administration  
Kaplan Higher Education Corporation

## Division Directors

Nancy DeAngelis  
Division Director, Legal Studies  
Assistant Professor, Legal Studies  
JD, Northeastern University School of Law  
BA, Cornell University

Dr. Marc Wilson  
Division Director, Arts & Sciences (interim)  
Associate Professor, Psychology  
PhD, Boston College  
MA, Boston College  
BA, University of Massachusetts Lowell

## Program Coordinators

Jeffrey Czarnec  
Program Coordinator, Criminal Justice (interim)  
Assistant Professor, Criminal Justice  
PhD, Breyer State University  
MS, Springfield College  
BS, Saint Anselm College  
AS, Farmingdale University

Dr. Tomas Flores  
Program Coordinator, Medical Assistant  
Assistant Professor, Medical Assistant  
MD, University of Santo Domingo  
BS, Don Bosco College

Dr. Veronica Hupper  
Program Coordinator, Liberal Studies  
Assistant Professor, Mathematics  
PhD, University of New Hampshire  
MS, University of New Hampshire  
BA, Caldwell College

Sloan Kelly  
Program Coordinator, Graphic Design  
Assistant Professor, Graphic Design  
MFA, Boston University  
BA, Rollins College

Christine Kiely  
Program Coordinator, Massage Therapy  
Assistant Professor, Massage Therapy  
Certificate, Massage Therapy, DoveStar  
Schools of Holistic Technology

Amy McWeeney  
Program Coordinator, Physical Therapist Assistant  
Assistant Professor, Physical Therapist Assistant  
MS, University of Rhode Island  
BS, Rutgers University

Dr. William Strader  
Program Coordinator, Early Childhood Education  
Professor, Early Childhood Education  
EdD, University of Massachusetts Amherst  
MEd, William Paterson College  
BA, Hope College

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Jan Wyatt  
 Program Coordinator, Business  
 Administration (interim)  
 Assistant Professor,  
 Business Administration  
 PhD (ABD), Capella University  
 MBA, Southern New Hampshire University  
 BS, Florida International University

**Faculty (Full-Time)**

Dr. Robert Anzalone  
 Assistant Professor, Natural Sciences  
 DC, New York Chiropractic College  
 MS, University of Nebraska  
 BA, Manhattanville College

Dr. Linda Banks  
 Associate Professor, English  
 EdD, Boston University  
 MEd, Boston University

George Bortnick  
 Associate Professor, Medical Assistant  
 MS, Springfield College  
 BA, New England College

Dr. Sharon Kehl Califano  
 Assistant Professor, English  
 PhD, University of New Hampshire  
 MA, University of New Hampshire  
 BA, Plymouth State College

Dr. Peter Cassino  
 Assistant Professor, Legal Studies  
 PhD, Northeastern University  
 MA, University of Massachusetts Lowell  
 BA, Plymouth State University

Donna Catanzaro  
 Assistant Professor, Graphic Design  
 MFA, Goddard College  
 BPS, Empire State College

Elizabeth Cavanaugh  
 Assistant Professor, Medical Assistant  
 BS, University of New Hampshire

Lynn Desantis  
 Associate Professor, Mathematics  
 MS, University of New Hampshire  
 MA, University of Michigan Gateway  
 BS, Fairleigh Dickinson University

Dr. Barbara Desautels  
 Assistant Professor, Business Administration  
 DM, University of Phoenix  
 MS, Southern New Hampshire University  
 MBA, New Hampshire College  
 BS, Union College

Dr. Elizabeth Doppler-Bourassa  
 Assistant Professor, Psychology  
 PhD, Suffolk University  
 BA, Washington College

Daphne Gillispie  
 Associate Professor, English  
 MA, University of Rochester  
 BA, Alderson-Broadbudd College

Dr. Joe Girard  
 Assistant Professor, Physical Therapist  
 Assistant  
 DPT, Franklin Pierce University  
 BA, University of Massachusetts Amherst

Robert Harrington  
 Assistant Professor, Criminal Justice  
 JD, Massachusetts School of Law  
 MA, Anna Maria College  
 BS, University of Massachusetts at Lowell

Kim Hashem-Dugal  
 Assistant Professor, Medical Assistant  
 MBA, Daniel Webster College  
 BS, Daniel Webster College  
 AS, McIntosh College

Jonathan Juneau  
 Assistant Professor, Interior Design  
 MS, Norwich University  
 BS, Norwich University

Sandra Lakin  
 Professor, Business Administration  
 MBA, Southern New Hampshire University  
 BS, University of Massachusetts Lowell

Phyllis Lurvey  
 Program Coordinator, Psychology  
 Professor, Psychology  
 PhD (ABD), Fielding Graduate University  
 MA, Harvard University  
 BA, Drew University

Dr. Ali Mustafa,  
 Assistant Professor, Medical Assistant  
 MD, Baghdad University, College of  
 Medicine

Dr. William Rogers  
 Associate Professor, Psychology  
 PhD, Texas A&M University  
 MA, Southern Methodist University  
 BS, University of Houston–Clear Lake

Dr. Jessica Palmer Roy  
 Assistant Professor, Physical Therapist  
 Assistant  
 DPT, Franklin Pierce College  
 MPT, Franklin Pierce College  
 BS, University of New Hampshire

Dr. Santosh Sambare  
 Associate Professor, Business Administration  
 PhD, University of Illinois  
 MBA, Case Western Reserve University  
 MS, Polytechnic Institute of Brooklyn  
 BTech, Indian Institute of Technology

Dr. Jill Silos  
 Assistant Professor, History  
 PhD, University of New Hampshire  
 MA, University of Colorado  
 BS, University of Connecticut

Candice Spaulding  
 Assistant Professor, Medical Assistant  
 BS, Southern New Hampshire University  
 Certificate, Medical Assistant, Northeast  
 Career School

Dr. Mary Ann Sullivan  
 Associate Professor, English  
 DA, Franklin Pierce University  
 MFA, Norwich University  
 BA, Framingham State College

Dr. Darren Tapp  
 Assistant Professor, Mathematics  
 PhD, Purdue University  
 MA, University of Kentucky  
 BS, University of Kentucky

Dr. Bruce Thakur  
 Assistant Professor, Business Administration  
 DBA, University of Sarasota  
 MBA, Rensselaer Polytechnic Institute  
 MS, Rensselaer Polytechnic Institute  
 BS, Post College

Barbara Villandry  
 Professor, Communications  
 MS, Simmons College  
 BS, Simmons College

Dr. Gloria Walker  
 Associate Professor, Business  
 DBA, University of Sarasota  
 MBA, Central Michigan University

**Faculty (Part-Time)**

MaryLouise Annicchiarco  
 Instructor  
 BS, Bentley College

Kenneth Arndt  
 Instructor  
 DMin, Gordon-Conwell Theological Seminary  
 MAR, Gordon-Conwell Theological Seminary  
 ThM, Gordon-Conwell Theological Seminary  
 MA, University of New Hampshire  
 BA, Gordon College

Kenneth Atkins  
 Instructor  
 MEd, Bridgewater State College  
 BS, Worcester State College

Timothy Auger  
 Instructor  
 MBA, Rivier College  
 BA, Notre Dame College  
 AS, Hesser College

Marc Beaudoin  
 Instructor  
 MA, Rivier College  
 BA, Saint Anselm College

Holly Campbell  
 Instructor  
 MEd, Rivier College  
 BA, Rivier College

Robert Christensen  
 Instructor  
 MAR, Liberty University  
 BS, Liberty University

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Timothy Connell Instructor MS, Western New England College BS, College of Lifelong Learning	Joseph Forest Instructor MS, Rivier College BA, Assumption College	Robert Karcz Instructor MBA, University of Utah BA, University of Massachusetts
Angelo Constantino Instructor MS, Southern New Hampshire University BS, Southern New Hampshire University	Carmen Frederico Instructor MBA, Bentley College BS, University of Massachusetts Lowell	Ann Kelley Instructor BFA, New Hampshire Institute of Art AS, Hesser College
Deborah D'Antilio Instructor MEd, University of New Hampshire BA, Suffolk University	Michael Gaffney Instructor MA, Assumption College BS, University of New Hampshire AS, New Hampshire Vocational Technical College	Thomas Kinney Instructor MBA, Southern New Hampshire University BS, Saint Edward's University
John Davidson Instructor MEd, Cambridge College BS, Lowell Technological Institute	Jonathan Gallo Instructor JD, Franklin Pierce College BS, Rutgers, The State University of New Jersey	Joseph Korowski Instructor BS, Salem State College CSS, Harvard University
Charles Davis Instructor MS, United States Naval Academy	Carla Gamari Instructor BS, University of New Hampshire	Dr. Suzanne Kuchel Instructor PhD, McGill University MEd, McGill University BA, McGill University
Jennifer Depino Instructor MA, Clark University BA, University of California–Santa Cruz	Rachel Goguen Instructor MA, University of Massachusetts Lowell BS, University of Massachusetts Lowell	Joseph Lachance Instructor MS, Southern New Hampshire University BS, Hesser College
Francis Difonzo Instructor MBA, Southern New Hampshire University MS, Southern New Hampshire University BS, University of Massachusetts Lowell	Brian Goodchild Instructor JD, Suffolk University BA, Northeastern University	Maryann Lambert Instructor JD, Massachusetts School of Law BA, Hesser College
James Doig Instructor CAGS, Plymouth State College MEd, Adelphi University BA, Queens College	Robert Harrington Instructor JD, Massachusetts School of Law MA, Anna Maria College BS, University of Massachusetts Lowell	Michelle Lenzi Instructor BS, University of Massachusetts Lowell
James Downes Instructor MS, Western New England College BS, University of Massachusetts Lowell	Michael Hastings Instructor MBA, Anna Maria College BS, Massachusetts College of Liberal Arts	Mark Lorden Instructor MBA, Franklin Pierce College BS, Franklin Pierce College
John Eckert Instructor MBA, New Hampshire College BS, State University of New York	Francis Holland Instructor JD, Boston University BA, Williams College	Mark Lutz Instructor MBA, Rivier College BS, Plymouth State University
Margaret Farrell Instructor MS, Springfield College BS, University of Massachusetts Lowell	Mark Higginbottom Instructor MS, Western New England College BS, Western New England College AS, Northern Essex Community College	Helen Mahoney Instructor MS, University of Connecticut BS, New England College
Richard Farrell Instructor MFA, Norwich University BA, University of Massachusetts Lowell	Maria Ivers Instructor MEd, University of New Hampshire BA, University of New Hampshire	Cheryl Marcotte Instructor MS, Capella University BS, Granite State College AS, New Hampshire Technical Institute
Domenic Feroce Instructor MBE, Southern New Hampshire University BS, Franklin Pierce College	William Ivers Instructor MA, Rivier College BA, University of Massachusetts Lowell	Joseph Massa Instructor MA, Northeastern University BA, Northeastern University
Martin Ferwerda Instructor BA, Rutgers, The State University of New Jersey	Brian Jackson Instructor MA, Notre Dame College BA, Salem State College	Kevin McMahon Instructor MS, University of New Haven BS, University of New Haven

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# Addendum to College Catalog

Calendar Year 2009–2011

David Messier Instructor CAGS, Fitchburg State College MEd, Fitchburg State College BA, Saint Anselm College	Shannon Richmond Instructor MA, Andover Newton Theology Seminary BA, Wake Forest University	John Voto Instructor MA, Anna Maria College BA, Fitchburg State College
Michael Militello Instructor MA, Rivier College BA, Suffolk University	Christopher Richter Instructor MBA, Southern New Hampshire University BA, Catholic University	Paul Walker Instructor MA, University of Massachusetts BA, Plymouth State University
Robert Mission Instructor MBA, Southern New Hampshire University BS, University of Massachusetts Lowell	Jaymie Rines Instructor MA, University of New Hampshire BA, Fitchburg State College	Dr. Susan Watson Instructor DC, Palmer College of Chiropractic BS, Fitchburg State College
William Modis Instructor MBA, Rivier College BS, New Hampshire College	Heather Rocray Instructor BA, Empire State College	Sean Wright Instructor MA, Walden University BA, University of New Hampshire
Kevin Moquin Instructor JD, Suffolk University Law School BA, Northeastern University	Carol Rodrigues Instructor MEd, Notre Dame College BA, Notre Dame College	Karen Young Instructor MA, Lesley University BA, Salem State College
Thomas Mungovan Instructor BS, Franklin Pierce College	Sara Rondeau Instructor CAGS, Rivier College MA, University of Massachusetts BA, Nichols College	<b>Hesser College</b> <b>Instructional Sites</b>
Cindy Naiditch Instructor JD, Franklin Pierce College MBA, City University BS, City University	Keith Sabella Instructor MA, Duquesne University MA, University of Chicago BA, Bethany College	<b>Manchester</b> Tiffany Arel Academic Advisor MA, St. Lawrence University BA, St. Lawrence University
Brian Newbury Instructor MA, Notre Dame College BA, Notre Dame College	Terry Shahin Instructor MS, New England College BS, New England College	Jeffrey L. Barry Campus Life Coordinator BS, Southern New Hampshire University
Jeffrey Page Instructor PhD, University of Tennessee BA, Brown University	Virginia Shannon Instructor MEd, University of New Hampshire BA, Rutgers, The State University of New Jersey	Connie Bartlett Admissions Representative BA, Boston University AS, Southern New Hampshire University
Brian Pattullo Instructor MS, Western New England College BS, Merrimack College	Bernie Sparks Instructor MPA, University of New Hampshire BS, Franklin Pearce College	Heather Barton Technology Support Analyst AS, Hesser College
Christopher Pingree Instructor MPA, University of New Hampshire BA, University of New Hampshire	Jilian Stogniew Instructor DC, Cleveland Chiropractic College BA, University of New Hampshire	Mary Berce Admissions Representative AB, Bryn Mawr
Andrea Poirier Instructor MS, New England College BA, Notre Dame College	Sean Sullivan Instructor AS, Hesser College	Sherry Bergeron Academic Operations Administrator BS, University of New Hampshire
Timothy Pomerleau Instructor MA, Anna Maria College BS, Northeastern University	Andrew Theriault Instructor MHSA, Antioch New England Graduate School BS, University of New Haven	Kate Bickerdike Assistant Academic Coordinator BS, Hesser College
Andreas Reif Instructor MDiv, Gordon College	Gail Tremblay Instructor MS, Southern New Hampshire University BA, Notre Dame College	Frank Bitetto Financial Aid Representative BS, Plymouth State University
		Robert Borelli Financial Aid Counselor BA, Eastern University
		John Brady Admissions Representative BA, University of New Hampshire

*This Addendum is not intended to alter any section of the Catalog or prior Addenda that is not specifically addressed herein, and such sections shall remain in full force and effect until further notice.*

# Addendum to College Catalog

Calendar Year 2009–2011

Roberta Branca Librarian MS, Simmons College BA, University of Iowa	Laura Frechette Financial Aid Receptionist BS, Kaplan University AS, Hesser College	Kathleen Moore Admissions Representative BS, New Hampshire College
Tara Buretta Assistant Director, Financial Aid	Betty Graham Librarian MS, Simmons College BA, University of Rhode Island	Tami Negm Assistant Director Financial Aid AS, McIntosh College
Martha Cate Receptionist Certificate, Hesser College	Abby Haegele Perkins Load Administrator And Default Prevention Manager BA, Johnson State College	Jeffrey Nelsen High School Admissions Representative BS, Keene State College
Sue Cate Assistant Director of Admissions AS, Mount Ida College	Ian Harmon Resident Director BS, St. Joseph's College	Jennifer O'Neil Admissions Representative BA, Emerson College
Louise Chalmers Admissions Representative	Jaclyn Harrod Financial Aid Counselor BA, University of Massachusetts Lowell	Megan Owen High School Admissions Representative BS, MSCJ Husson University AS, Andover College
Samantha Chase Financial Aid Counselor MBA, Plymouth State University	Lisa Houck Admissions Coordinator AS, Hesser College	Erin Pas Financial Aid Processor MBA, Kaplan University
Catherine Chevalier Externship Coordinator, Medical Assistant AS, Hesser College Certified Medical Assistant	Michelle Jones Receptionist BA, Bridgewater State College	Kim Perry Student Accounts Representative
Amanda Clark Financial Aid Counselor BA, Emmanuel College	Jerred Kenney Safety Officer BS, Hesser College	Julie Podrogni Financial Aid Alternative Loans & Stipends AS, Old Dominion University
Walter Cochrane Purchasing Manager	Erica Knolhoff Athletic Director BS, Green Mountain College	Justin Rosamilio Financial Aid Counselor BA, Plymouth State College
Ryan Connell Admissions Representative BA, University of Maine at Presque Isle	Matthew Lavigne Academic Advisor MBA, Plymouth State University BS, Saint Joseph's College	Tracy Smith Assistant Registrar AA, Hesser College
Maurice Couturier Maintenance	Jaime Lang Assistant Director, Career Services AA, Hesser College Raymond Levasseur Assistant Textbook Manager	Debra Suanet Exit Loan Counselor
David Dionne Academic Advisor MBA, Southern New Hampshire University BS, Boston University	Joseph Luszc Financial Aid Counselor BS, Salem State College	Mike Teasdale Assistant Director of Admissions BS, University of Southern Maine
Virginia Dole Externship Coordinator, Medical Assistant AS, Hesser College CMA, American Association of Medical Assistants	Timmy Martin Assistant Registrar AB, Hesser College	Brandi Threlfall Financial Aid Counselor AS, Hesser College
Stacy Dumont High School Presenter BS, Notre Dame College	Barbara Mazzoni Externship Administrator AS, Middlesex Community College	Ralph Tremblay Maintenance Supervisor
Michelle Eusebio Senior High School Presenter BS, Southern New Hampshire University	Maureen McCarty Admissions Appointment Coordinator BS, Saint Anselm College	Judy True High School Presenter
Jennifer Everly Financial Aid Counselor	Tamara Meeks Payroll and Reporting Specialist MS, Leningrad Hydrometeorological Institute	Elaine Veilleux Financial Aid Work Study Coordinator
Jaime Flaig Academic Advisor MEd, University of Maine BA, University of Southern Maine		Henry Voros Financial Aid Counselor BA, State University of New York, College at Oswego
		Terence Walker Admissions Representative BA, Mount Union College BA, Plymouth State College

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# Addendum to College Catalog

Calendar Year 2009–2011

Sarah White  
High School Admissions Representative  
BS, University of Massachusetts Amherst

Beth Zaccardi  
Admissions Representative

## Concord

Christine Zerillo  
Campus Dean  
MFA, Goddard College  
BS, Granite State College

Candice Okereke  
Assistant Director of Financial Aid  
BS, Hesser College

Pamela Boyer  
Career Services Advisor  
MS, Antioch University  
BS, Lemoyne College

Patricia Berkins  
Student Accounts Representative

John Grogan  
Admissions Representative  
Certificate, Massage Therapy

Arlie Hatch  
Administrative Assistant  
ABS, New Hampshire Technical Institute

Dawn Knorr  
Academic Advisor  
MS, Southern New Hampshire University  
BS, Fairfield University

Christian Leary  
Safety Officer

Deanna Lewis  
Student Accounts Representative

Emily Paquette  
Financial Aid Counselor  
BS, Virginia Wesleyan College

Paul Parisi  
Admissions Representative  
BA, Plymouth State University

Amanda Seibel  
Academic Advisor  
BS, Plymouth State University

Krista Tesseyman  
Admissions Representative  
BS Florida Gulf Coast University

Caitlin Ward  
Administrative Assistant  
BA, George Washington University

## Nashua

Maureen Znoj  
Campus Dean  
CAGS, Plymouth State University  
MEd, Plymouth State University

Nerissa Kulling  
Director of Admissions  
AS, West Moreland Community College

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Financial Aid Processor  
BS, University of Massachusetts

Ashley Burton  
Financial Aid Counselor  
BS, Plymouth State University

Suzanne Coker  
Administrative Assistant

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Lead Student Accounts Representative  
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BS, Becker College

Alicia Dungey  
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AS, Hesser College

Autumn Earnshaw  
Academic Advisor  
BS, Missouri Southern State University

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Jennifer Lefebvre  
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Career Services Advisor  
MBA, Franklin Pierce University  
MS, Springfield College

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BS, Hesser College

Susan Provencher  
Academic Advisor  
BS, University of Massachusetts

Matthew Schoolcraft  
BS, University of Massachusetts  
Admissions Representative

Elizabeth Takacs  
Assistant Director of Admissions  
AS, Burdett College

## Portsmouth

Connie Jakubcin  
Dean  
MA, Argosy University  
BA, Florida State University

Stephen Emberley  
Director of Admissions  
BS, University of Massachusetts

Randall Bolduc  
Admissions Representative  
BS, Hesser College

John Carroll  
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BA, Miami University

Olga Comeau  
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AS, McIntosh College

Lauren Crossman  
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BA, University of Massachusetts Lowell

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Derrick Craigie  
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BA, Fitchburg State College

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Steve Althouse  
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BS, Millersville University

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Admissions Representative  
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Jessica Swanson  
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AS, Salem State College

**Matthew Penney**  
Admissions Representative  
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BS, Southern New Hampshire University

Karen Plourde  
Financial Aid Counselor  
BS, Hesser College

Jody Shaw  
Financial Aid Counselor  
BS, Suffolk University

**Laura Kalinowski**  
Financial Aid Counselor  
AS, Hesser College

Bethany Veilleux  
Student Accounts Representative  
AS, Hesser College

Debra Willan  
Administrative Assistant  
BS, Florida State University

**Elisa Espinal**  
Administrative Assistant  
BS, Hesser College

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Community Relations  
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Kathy Chouinard  
Coordinator  
LifeShare, Inc.

Amber Duclos  
Medical Social Worker

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Executive Director  
Helping Hands Outreach Center

John Hayes  
School Psychologist  
Timberlane Regional School District

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CASA of New Hampshire

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Southern New Hampshire Services, Inc.

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Moore Center Services

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Raka Creative, LLC

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Sean Owen  
President/CEO  
wedü Design

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Jharna Madan  
Designer  
Creative Office Pavilion

Kim Swadel  
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Creative Office Pavilion

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Vickie Duguay, LPN, BS  
Office Manager  
The Orthopedic Center

Lois Estell, LPN  
Speare Memorial Hospital

Julie Hansen  
Senior Practice Manager  
Foundation Medical Partners

Dr. Alan Kaplan, MD  
Elliot Senior Center/Medical Advisor  
Hesser College Medical Assistant Program

Emilie Kaplan, RN  
Former Office Manager  
Dr. Alan Kaplan

Susan Kinney, RN, BSN  
External Education Coordinator  
Catholic Medical Center

Heather Lalla  
Human Resources Recruiter  
Dartmouth Hitchcock Medical Center

Cindy Piper, RN  
Nurse Manager  
Mid-State Health Center

Linda Plante  
Practice Manager  
Webster Street Internal Medicine and Family  
Physicians of Manchester

Barbara Quealy  
Southern Hew Hampshire Internal Medicine

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Sport & Spine Physical Therapy

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Franklin Pierce University  
Physical Therapy Program

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Coppola Physical Therapy

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Mainley Kidz PT

Elaine Deschambeault, PTA  
The Monarch School

Michele Ellis, PTA  
The Oxford

Nicole Feinhauer, PTA, ATC  
Merrimack Valley PT

Dan Fleury, PTA  
Owner/ Practicing Clinician  
Pinnacle Rehabilitation Network LLC

Dr. Joseph A. Gallo, DSc, ATC, PT  
Salem State College  
Athletic Education Training

Laura Hall, PTA  
Apple Therapy Services

Darlene Heffernan, PTA  
Salem Sports & Rehab

Dawn Heinrich, PTA  
Huggins Hospital  
Scott Plourde, PT, ATC, CSCS

Robert Scaccia, PT, CSCS  
Scaccia Physical Therapy and Sports  
Conditioning

Stacy Thrall, PTA  
Here on Earth Adult Day Services  
Lisa Troy, PT  
New England Pediatric Care

Robert Worden, MBA, CAGS, PTA  
Pinnacle Physical Therapy

# Hesser College

Effective 5/20/09

This addendum replaces the Medical Assistant verbiage in the current catalog found on page 70.

## Medical Assistant

Associate of Science Degree/Diploma

### Program Overview

The objective of the Medical Assistant program prepares students with the knowledge, technical skills, and work habits required to pursue entry-level positions in the medical field. This program concentrates on helping students acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures. The associate's degree program provides a broad education that helps prepare the student to develop advanced technical and communication skills. Job duties for graduates of this program may include performing routine laboratory tests, such as blood work, venipuncture, urinalysis, and electrocardiograms. They may also assist the doctor in patient preparation, examination, and other patient relations. Competence in the field also requires that a medical assistant display professionalism, communicate professionally, and provide instruction to patients.

This program is designed, among other things, to prepare students to take various certification exams. However, the school 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 school 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. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

Upon successful completion of the program, graduates will be awarded an Associate of Science degree or Diploma.

### Program Outcomes

The Medical Assistant program is designed to prepare graduates to meet the following outcomes:

1. Demonstrate competencies in all aspects of medical assisting clinical practice
2. Exhibit proficiency in the clerical and administrative functions required of a medical assistant
3. Employ professional, ethical, and legal standards in health care practice
4. Integrate knowledge from behavioral and biological sciences as a basis for allied health practices
5. Embody professional behaviors as defined by the discipline of allied health

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, a blood pressure cuff, and identification pins prior to entering the clinical procedures.

Note: Students are required to have the hepatitis B series vaccination, as well as MMR, two-step TB, and varicella zoster documentation, a physical exam, and a tetanus shot within the last 10 years before doing the 160-hour externship.

Note: **STUDENTS ARE REQUIRED TO COMPLETE CPR/FIRST AID/AED TRAINING BEFORE BEGINNING THEIR EXTERNSHIP.**

This program is designed to prepare graduates to pursue entry-level employment in the field, or 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 of the jobs described, or placed at all.

Career Courses		Degree	Diploma
Course Number	Course Name	Credit Hours	Credit Hours
BADM100	Principles of Management	3	N/A
BCAP275	Management of Office Systems	3	N/A
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

### General Education Courses

GNED101	Foundations of Learning	3	N/A
GNED201	Critical Thinking Workshop	3	N/A
BCAP150	Information Processing (D)	3	3
ENGL101	English Composition I	3	N/A
ENGL102	English Composition II	3	N/A
ENGL105	Oral Communications 3	N/A	
HUMN	Elective	3	N/A
MATH110	Introductory Algebra (or higher)	3	N/A
NSCI250	Nutrition (D)	3	3
PSYC101	Introduction to Psychology (D)	3	3
PSYC230	Growth and Development: Life Span	3	N/A
Total Credit Hours (D) Diploma Program		66	33

\*All Medical Assistant 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 Medical Assistant program.

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## Hesser College

Effective 5/20/09

This addendum is applicable to the EMTR097 course in the current catalog on pages 71 and 87.

The following course is no longer offered at Hesser College:

### **Emergency Medical Training**

EMTR097

CPR/First Aid/AED

0 Semester Credit Hour

This course is designed to be major-specific according to emergency medical needs most likely to occur in students' respective career environments. Students are taught 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

# Hesser College

Effective 3/26/09

This addendum is applicable to the two summer 8-week day terms whose dates are listed below.

May 11, 2009 to July 4, 2009 (5S0905)

July 6, 2009 to August 29, 2009 (1S0907)

## 8-WEEK SUMMER DAY TERM

Tuition (per course) (3 credits)	\$879.00
Tuition per credit	\$293.00
Enrollment Fee*	\$20.00
Health Insurance (Spring/Summer starts only)	\$275.00
Graduation Fee (due w/senior year tuition)	\$80.00
Nonsingle Room (summer 8-week day terms)	\$950.00
Single Room (summer 8-week day terms)	\$1,200.00
Meal Plan (summer 8-week day terms)	\$880.00
Late Enrollment Fee	\$100.00
Returned Check Charge bank charges	\$30.00 plus
Transcript Fee (official student transcript)	\$5.00
Tuition Deposit (Diploma and Associate's Degree Programs)	\$75.00
Tuition Deposit (Bachelor's Degree Programs)	\$95.00
Residence Hall Reservation Fee (room reservation – nonrefundable)	\$125.00
<u>Liability Insurance</u> (required for Medical Assistant, PTA)	
Early Childhood Education Majors (per year)	\$30.00
Books/Supplies	Varies

\*A nonrefundable \$20.00 enrollment fee is due at the time the application or enrollment agreement is completed.

NOTE: Tuition for program delivered in summer 8-week day terms

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# Hesser College

Effective 3/10/09

This addendum replaces the Refund Policy in the current catalog found on pages 37–39.

## 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

## 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 three-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. Determine 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.
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 that 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 student 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 that must be paid within 180 days of the student's withdrawal.

If a student plans to withdraw from school, the student should notify the Business/Registrar's Office and their Academic Advisor, 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.

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All refunds due will be made within 30 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 Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent PLUS Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant (ACG)  
(degree programs only)
7. National SMART Grant  
(specially identified degree programs only)
8. Federal Supplemental Educational  
Opportunity Grant
9. Other Title IV Assistance
10. Other State Funds (unless otherwise mandated by the state)
11. Private and Institutional Aid
12. 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.

<u>Students Withdrawing – Term Programs</u>	<u>Refund</u>
Prior to the first day of the term	100% Tuition
During the first six 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

<u>Students Withdrawing – Nonterm Programs</u>	<u>Refund</u>
Prior to the first day of the academic year	100% Tuition
During the first six scheduled calendar days of the academic year (first-time students only)	100% Tuition
After the sixth 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

**Sell, Assign, or Transfer of Student Enrollment Agreement:** Should the college choose to sell, assign, or transfer my Student Enrollment Agreement, or if applicable, my Promissory Note, to a third party, I hereby agree to and provide my authorization to Hesser College to sell, assign, or transfer my Student Enrollment Agreement, or Promissory Note, as it sees fit. I also understand and agree to, that while attending Hesser College the college’s refund policy will continue to apply to my Student Enrollment Agreement, Promissory Note, if sold, assigned, or transferred to a third party.

*This Addendum is not intended to alter any section of the Catalog or prior Addenda that is not specifically addressed herein, and such sections shall remain in full force and effect until further notice.*

## Hesser College

Effective 2/13/09

This addendum replaces a portion of the Accrediting Agencies, Approvals, and Memberships policy in the current catalog found on page 14.

### 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

- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (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
- Approved by the New Hampshire Postsecondary Education Commission
- **Programs are approved for the education and training of eligible veterans and dependants under 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)

### Memberships

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

- American Association of Collegiate Registrars and Admissions Officers
- Northern New England Small College Conference

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