

# Great Bay Community College

## CATALOG ADDENDUM 2017-2018

Updated as of 11/6/17

APRIL 2017

- Reactivation of course effective Fall 2017
  - FREN110G French I 4-0-4 A fully integrated introductory French course. The course is designed for beginning French students, with little or no prior knowledge of French. It is directed for students whose learning objectives and needs are in any of the following categories: for French language students, for business purposes as well as for travelers. The emphasis is to develop proficiency in basic communicative skills concentrating on the dynamic application of the living language taught through dialogue, phonetics, and vocabulary. A strong grammar foundation and other basic language skills are taught through actual phrases and sentences. These objectives will be achieved through the following approaches: speaking, listening, reading, writing, and cultural appreciation. (Fulfills Foreign Language requirement.)
- New courses effective Fall 2017
  - MOTR110G Product, PDI, and Dealer Experience 2-4-4 The purpose of this course is for students to be introduced to basic processes related to preparation and delivery of motorcycles, and to understand basic procedures involved in the set-up and delivery process. Students will learn and apply procedures, use reference materials, become familiar with shop practices relevant to set-up and delivery. In addition, students will be introduced to basic organizational practices and receive an overview of maintenance workflow from intake and service writing, set-up, and delivery. Prerequisite: Acceptance to program. Co-requisites: MOTR120G and MOTR130G.
  - MOTR120G Powertrains: Engine, Drivetrain, and Transmission 2-4-4 This course introduces students to internal combustion engines, transmissions, fuel systems, and provides students with opportunities to use and apply references information to understanding, diagnosing, and resolving basic powertrain problems. Students will learn, practice, and demonstrate mastery of making accurate measurements using precision tools, and work on all basic aspects of the drivetrain. Students will disassemble and reassemble drivetrain components to understand the function and potential problems with these components. Students will focus on shop safety, and review and practice professional communication skills throughout the course. Prerequisite: Acceptance to program. Co-requisites: MOTR110G and MOTR130G.

- MOTR130G Electrical Systems and Electrical Service Procedures 2-4-4 In this course, learn basic aspects of electrical system diagnosis and service, as well as relevant theoretical understanding of electrical system theory. In addition, students will learn, practice, explain, and demonstrate mastery of electrical service procedures. Prerequisite: Acceptance to program. Co-requisites: MOTR110G and MOTR120G.
  - MOTR140G Wheels, Tires, and Brakes 2-4-4 In this course, students will learn inspection procedures, service, and repair of wheels, tires, and brakes for various models of motorcycles. In addition, students will learn, practice, explain, and demonstrate mastery of the recommended service procedures and preventative maintenance of wheels, tires, and brakes at specified intervals. Prerequisites: Successful completion of MOTR110G, 120G, and 130G, or permission of program coordinator.
  - MOTR150G Capstone: Servicing Motorcycle Families 4-8-8 This course will focus on the procedures and knowledge required to service contemporary models of motorcycles, including: Sportster, Dyna, Softail, Street, FL, and Trike. Students will integrate and apply knowledge from previous courses to all aspects of each type of motorcycle. Areas of focus will include inspection and maintenance of powertrain elements, electrical systems, scheduled service procedures, wheels, tire, and brakes, preparing motorcycles for service, and delivering motorcycles when service is completed. Students will periodically observe professional technicians working in similar circumstances in the maintenance shop of the dealership. Prerequisites: Successful completion of MOTR 110G, 120G, and 130G, or permission of program coordinator. Co-requisite: MOTR140G.
- New program effective Fall 2017
  - Motorcycle Maintenance & Repair Technology 24 credits
  - MOTR110G 2-4-4
  - MOTR120G 2-4-4
  - MOTR130G 2-4-4
  - MOTR140G 2-4-4
  - MOTR150G 4-8-8

### **Motorcycle Maintenance and Repair Technology Certificate Program**

The 24-credit motorcycle technology program will prepare students for entry-level positions in service, repair, and maintenance of motorcycles. Topics will include pre-delivery inspection (PDI), tires, wheel bearings,

brakes, scheduled service, oil change, moving motorcycles, road tests, model theories, understanding and managing shop workflow, establishing a strong work ethic, conducting multi-point inspections, state inspections, obtaining a motorcycle license, and related lifelong learning. Note: The Motorcycle Maintenance and Repair Technology Certificate Program is pending financial aid approval.

Students will be able to:

The goal of the Motorcycle Technician program is to prepare the student to work in the increasingly sophisticated and complex field of motorcycle technology through a combination of classroom instruction and hands-on skill development. Technicians must be able to work with electronic diagnostic equipment, read and understand technical manuals, investigate to find the cause of a problem, and connect effectively with the customer. Students will use a variety of tools, including both manual and high tech equipment to assess, identify problems, and perform repairs.

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

- Demonstrate skills and knowledge required to assume the role of a qualified, entry-level motorcycle maintenance professional, include pre-delivery inspection (PDI), tires, wheel bearings, brakes, scheduled service, oil changes, moving motorcycles, road testing, shop workflow, multi-point inspections, and state inspections.
- Demonstrate safe and appropriate use and care of tools and equipment in the motorcycle maintenance lab.
- Diagnose, repair and document motorcycle systems including powertrains, electrical systems, wheels, tires, and brakes.
- Inspect a vehicle, use a diagnostic approach to determine cause of operating problems, and decide action to take; complete a NH State Motorcycle Inspection.
- Compare and contrast alternate actions to determine whether to repair or replace a part.
- Use appropriate software and digital equipment to retrieve information, diagnose and analyze problems, and report outcomes.
- Communicate effectively with coworkers and customers.

Technical Standards: The program includes work in a motorcycle lab and requires participants to physically perform functions that require the following:

- Normal vision for reading instructions and performing tasks, including inspecting parts for quality (corrective vision is acceptable).
- Mobility and strength for performing tasks that require reaching, walking, standing, and safely lifting and moving motorcycles of varying sizes and weights.
- Ability to hear sounds of equipment, for equipment operation and safety.

Admissions Requirements:

- Complete an application for the program.
- Provide proof of high school completion or equivalent.
- Provide an official copy of prior college transcripts, if appropriate.
- Possess a valid NH motorcycle license.

## Health and Safety Considerations

The program includes work in an motorcycle technology lab where potentially hazardous equipment and materials are used. Students will be taught industry standards for safety and will be expected to follow all safety procedures. Personal protective equipment must be worn. Students will provide their own safety glasses, and boots or shoes.

Fall Semester	(12 weeks)	Cr
MOTR 110G	Product, PDI, and Dealer Experience	4
MOTR 120G	Powertrains: Engine, Drivetrain, and Transmission	4
MOTR 130G	Electrics Systems and Electrical Service Procedures	4
	Total	12
Spring Semester	(12 weeks)	
MOTR 140G	Wheels, Tires, and Brakes	4
MOTR 150G	Capstone: Servicing Motorcycle Families	8
	Total	12
Total credits	24	

MAY 2017

- Corrections
  - 2018 Calendar Spring Semester Classes Begin January 16 (not January 17)
  - Biological Science AA Degree Sub-Total Credits within the major are 20 (not 35) and Total Degree Credits are 61 (not 62)
  - Business Administration AS Degree's Math Elective does not need an asterisk
  - ACM256G Composites Repair Technician 1-3-2 (not 0-4-2)
  - AVTN160G Private Pilot II Ground Prerequisite is MATH150G/152G or higher (not AVTN150G/152G or higher)
  - HOS280G 0-9-3 This course is designed to enrich the student's academic learning experience by integrating classroom theory and on-the-job experience in the hospitality industry. With coordinator assistance, the student will self-place into an internship site at which practical experience related to the hospitality industry can be acquired. Students must work at least 100 hours and complete an internship portfolio as part of final requirements for this course. Prerequisites: HOS110G and HOS210G.

JUNE, 2017

Corrections - English AA Degree

\*ENGL Survey Course Electives choices are ENGL209G: American Literature through the Civil War, ENGL220G: American Literature after the Civil War, ENGL223G: British Literature to 1800, and ENGL224G: British Literature from 1800 to the present. (Catalog list cut off after ENGL209G)

First Year—Fall (includes both three 200 level English Electives and three ENGL Survey Course Electives, not six ENGL Survey Course Electives)

ENGL 110G: College Composition I	4
CRIT 150G: Critical Thinking	3
MATH Elective (145G or 147G*)	4
ENGL 1XXG: 100 Level English Elective (any except ENGL 117G)	3
TOTAL	14

First Year—Spring

ENGL 214G: Intro. to Creative Nonfiction	3
MATH Elective (225G, 215G, or 170G*)	4
ENGL 127G: Intro. to Literary Analysis	3
ENGL 2XXG: 200 Level Survey Elective	3
TOTAL	13

First Year—Summer

Social Science Elective	3
TOTAL	3

Second Year—Fall

ENGL 2XXG: 200 Level Survey Elective	3
ENGL 2XXG: 200 Level English Elective	3

Lab Science Elective	4
Social Science Elective	3
Foreign Lang./Hum./Fine Arts Elective	3
TOTAL	16
Second Year—Spring	
ENGL 2XXG: 200 Level Survey Elective	3
ENGL 2XXG: 200 Level English Elective	3
ENGL 2XXG: 200 Level English Elective	3
Social Science Elective	3
Lab Science Elective	4
TOTAL	16
TOTAL 62 credits	

AUGUST, 2017

#### TUITION RATES AND FEES (pages 24-25)

Great Bay Community College makes every effort to maintain an affordable tuition rate for our students. Since 2012, we have held tuition flat, and even lowered it for the 2014-15 academic year. The result has been five years without a tuition increase.

However, in order to continue to provide outstanding educational opportunities for our students, it is necessary to increase the rate of tuition for the upcoming academic year – again, the first increase since 2012. Tuition for the 2017-18 academic year is \$210 per credit (plus applicable fees) for in-state students.\* For students who have already registered and been billed at last year’s rate, Great Bay Community College will update the amount due in the Student Information System (SIS). Please log in to SIS and view your updated account. If you have questions, contact the Bursar’s Office at 603-427-7600 x7526 or [GBCCBusinessOffice@ccsnh.edu](mailto:GBCCBusinessOffice@ccsnh.edu) for more information.

\*New England Regional Student Program tuition rate: \$315/credit  
 Out-of-State/International tuition rate: \$478/credit

#### TUITION RATES AND FEES (pages 27-28)

Helicopter Program Aviation Flight Fees - All students in the Aviation Program are charged at the New Hampshire In-State tuition rate.	Effective Fall 2017
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Tuition and Fees below are for students using both the R22 and R44 helicopters. The VA only pays for the minimum flight hours.	
AVTN150G Private Pilot I Ground	\$1,462.00
AVTN151G Private Pilot I Flight	\$16,084.00
AVTN160G Private Pilot II Ground	\$1,462.00
AVTN161G Private Pilot II Flight	\$18,436.00
AVTN170G Instrument Pilot Ground	\$1,865.00
AVTN171G Instrument Pilot Flight	\$25,297.00
AVTN250G Commercial Pilot Ground	\$1,585.00
AVTN251G Commercial Pilot Flight	\$26,669.00
AVTN252G Certified Flight Instructor Ground	\$1,213.00
AVTN253G Certified Flight Instructor Flight	\$11,725.00
AVTN254G Certified Flight Instructor Instrument Ground	\$1,213.00
AVTN255G Certified Flight Instructor Instrument Flight	\$7,049.00
Helicopter Program Aviation Flight Fees - All students in the Aviation Program are charged at the New Hampshire In-State tuition rate. Tuition and Fees below are for students using the R44 helicopters only. The VA only pays for the minimum flight hours.	Effective Fall 2017
AVTN150G Private Pilot I Ground	\$1,462.00
AVTN151G Private Pilot I Flight	\$21,124.00
AVTN160G Private Pilot II Ground	\$1,462.00
AVTN161G Private Pilot II Flight	\$24,316.00
AVTN170G Instrument Pilot Ground	\$1,865.00
AVTN171G Instrument Pilot Flight	\$25,297.00
AVTN250G Commercial Pilot Ground	\$1,585.00
AVTN251G Commercial Pilot Flight	\$36,749.00
AVTN252G Certified Flight Instructor Ground	\$1,213.00
AVTN253G Certified Flight Instructor Flight	\$15,925.00
AVTN254G Certified Flight Instructor Instrument Ground	\$1,213.00
AVTN255G Certified Flight Instructor Instrument Flight	\$7,049.00
Helicopter - Other out-of-pocket expenses: Second-class Medical Certificate (required annually)	\$120.00
Helicopter - Other out-of-pocket expenses: Miscellaneous Expenses	\$3,000.00
Helicopter - Other out-of-pocket expenses: FAA Certification Exam Fees	\$3,990.00

TUITION RATES AND FEES (page 28)

Add Motorcycle fees

MOTR110G Motorcycle Program Materials Fee.....	\$750.00
MOTR120G Motorcycle Program Materials Fee.....	\$750.00
MOTR130G Motorcycle Program Materials Fee.....	\$750.00
MOTR140G Motorcycle Program Materials Fee.....	\$750.00
MOTR150G Motorcycle Program Materials Fee.....	\$1,500.00

## BUSINESS & TRAINING CENTER (page 65)

Replace first paragraph with the following:

The Business & Training Center is focused on building the skills and aptitudes needed by employers of the Seacoast region. Programs provide short term training solutions for entry level positions as well as professional development for mid and upper management. The Business & Training Center faculty and consultants bring a depth and breadth of experience and expertise to evaluate needs and deliver training solutions to improve productivity and performance. Customized delivery of both credit and non-credit programming can be offered on-site and on campus.

Add as first program listed under BUSINESS heading before INSURANCE INDUSTRY PROGRAM: (page 65)

### COMMUNITY LEADERSHIP AND NONPROFIT MANAGEMENT

Designed for board members, directors, staff and volunteers who wish to increase knowledge, improve skills and explore opportunities to get involved through paid or volunteer work. This program focuses on strategies and techniques that increase organizational effectiveness and help individuals to develop valuable relationships in their communities.

NCBU 172G      Grant Writing

NCBU 173G      Leadership in Nonprofit Organizations

## MICROSOFT® OFFICE (page 65)

Replace description with the following:

Proficiency in Microsoft Office is essential in today's business and industry. Interactive, short-term courses from beginner to advanced are designed to strengthen participants' skills and make their jobs easier.

Replace NCBU with NCCP:

NCBU121G = NCCP121G Introduction to Excel      Non-Credit

NCBU122G = NCCP122G Intermediate Excel      Non-Credit

NCBU123G = NCCP123G Advanced Excel      Non-Credit

## SUPERVISION (page 66)

Replace description with the following:

Skill development in interactive courses for new and seasoned supervisors, as well as those aspiring to a supervisory position.

## TECHNOLOGY TRAINING (page 66)

### COMPUTER NUMERICAL CONTROL (CNC) PRODUCTION TECHNOLOGY CERTIFICATE

Replace description with the following:

Prepare to enter a career in the manufacturing industry by becoming an in-demand, skilled CNC operator. Gain in-depth knowledge and understanding of the machine tool trade and learn marketable skills for employment in manufacturing. This is a full-time, 240-hours six week course.

#### HEALTHCARE (page 67)

##### MEDICAL ASSISTANT TRAINING PROGRAM

Replace description with the following:

This program is a twelve-week Medical Assistant program, which includes 320 hours of classroom instruction, hands-on lab experiences and a 160-hour practicum performed at local medical offices. This Classroom instruction will prepare you to assist physicians by performing functions related to the administrative and clinical responsibilities of a medical office. This program is designed to meet standards set by the Affordable Care Act, the skills sets required by regional employers and preparation for the Certified Clinical Medical Assistant (CCMA) national credentialing exam.

##### MEDICAL OFFICE SPECIALIST TRAINING PROGRAM

Replace description with the following:

This program is a twelve-week Medical Office Specialists program, which includes 240 hours of classroom instruction focusing on medical secretarial duties using specific knowledge of anatomy, medical ethics, medical terminology, electronic medical records, and integrated administrative procedures used in a medical office, clinic, or hospital settings. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. This program is designed to meet standards set by the Affordable Care Act, the skills sets required by regional employers and preparation for the Certified Medical Administrative Assistant (CMAA) national credentialing exam.

#### AVIATION TECHNOLOGY HELICOPTER (page 87)

Update Admissions Requirement #3 to MATH080G

3. Take placement test in reading, writing, computers, and math; place into MATH080G or higher.

Update charts (pages 89-90)

<b>HELICOPTER RATES FOR STUDENTS – BOTH R22 AND SOME R44</b>	
Rates for students using both R22 and some required R44. R22 for students 220 lb. and under. The VA only pays for the minimum flight hours.	

Course	Sem	R22 Dual Instruction \$325.00/hr	R22 Solo Flight \$300.00/hr	R44 Dual Instruction \$475.00/hr Required	Flight Simulator \$80.00/hr	Pre/Post Briefings \$50.00/hr	Ground School \$50.00/hr	FAA Exam Flight Fee	Admin Fee	= Total
AVTN150G Private Pilot I Ground	1									\$1,462.00
AVTN151G Private Pilot I Flight	1	27 hrs (27X325=\$8,775)	3 hrs (3X300=\$900)		10 hrs (10X80=\$800)	20 hrs (20X50=\$1,000)			\$4,609	\$16,084.00
AVTN160G Private Pilot II Ground	2									\$1,462.00
AVTN161G Private Pilot II Flight	2	28 hrs (28X325=\$9,100)	7 hrs (7X300=\$2,100)		10 hrs (10X80=\$800)	20 hrs (20X50=\$1,000)		\$600	\$4,836	\$18,436.00
AVTN170G Instrument Pilot Ground	3						20 hrs (20X50=\$1,000)		\$865	\$1,865.00
AVTN171G Instrument Pilot Flight (Note: R44 required)	3			40 hrs (40X475=\$19,000)	10 hrs (10X80=\$800)	20 hrs (20X50=\$1,000)		\$900	\$3,597	\$25,297.00
AVTN250G Commercial Pilot Ground	4						15 hrs (15X50=\$750)		\$835	\$1,585.00
AVTN251G Commercial Pilot Flight	4	50 hrs (50X325=\$16,250)	10 hrs (10X300=\$3,000)		10 hrs (10X80=\$800)	40 hrs (40X50=\$2,000)		\$600	\$4,019	\$26,669.00
AVTN252G Certified Flight Instructor Ground	5						15 hrs (15X50=\$750)		\$463	\$1,213.00
AVTN253G Certified Flight Instructor Flight	5	25 hrs (25X325=\$8,125)				20 hrs (20X50=\$1,000)		\$900	\$1,700	\$11,725.00
AVTN254G Certified Flight Instructor Instrument Ground	5						15 hrs (15X50=\$750)		\$463	\$1,213.00
AVTN255G Certified Flight Instructor Instrument Flight	5			10 hrs (10X475=\$4,750)		10 hrs (10X50=\$500)		\$600	\$1,199	\$7,049.00

### HELICOPTER RATES FOR STUDENTS – USING ONLY R44

Rates for students using only R44. For students over 220 lb. – 300 lb. The VA only pays for the minimum flight hours.

Course	Sem	R44 Dual Instructi on \$475.00/ hr	R44 Solo Flight \$450.00 /hr	Flight Simula tor \$80.00 /hr	Pre/Pos t Briefing s \$50.00/ hr	Ground School \$50.00 /hr	FAA Exam Flight Fee	Admin Fee	= Total
AVTN150G Private Pilot I Ground	1								\$1,462.00
AVTN151G Private Pilot I Flight	1	27 hrs (27X475= \$12,825)	3 hrs (3X450= \$1,350)	10 hrs (10X80 =\$800)	20 hrs (20X50= \$1,000)			\$5,149	\$21,124.00
AVTN160G Private Pilot II Ground	2								\$1,462.00
AVTN161G Private Pilot II Flight	2	28 hrs (28X475= \$13,300)	7 hrs (7X450= \$3,150)	10 hrs (10X80 =\$800)	20 hrs (20X50= \$1,000)		\$600	\$5,466	\$24,316.00
AVTN170G Instrument Pilot Ground	3					20 hrs (20X50 =\$1,000)		\$865	\$1865.00
AVTN171G Instrument Pilot Flight	3	40 hrs (40X475= \$19,000)		10 hrs (10X80 =\$800)	20 hrs (20X50= \$1,000)		\$900	\$3,597	\$25,297.00
AVTN250G Commercial Pilot Ground	4					15 hrs (15X50 =\$750)		\$835	\$1,585.00
AVTN251G Commercial Pilot Flight	4	50 hrs (50X475= \$23,750)	10 hrs (10X450 =\$4,500)	10 hrs (10X80 =\$800)	40 hrs (40X50= \$2,000)		\$600	\$5,099	\$36,749.00
AVTN252G Certified Flight Instructor Ground	5					15 hrs (15X50 =\$750)		\$463	\$1,213.00
AVTN253G Certified Flight Instructor Flight	5	25 hrs (25X475= \$11,875)			20 hrs (20X50= \$1,000)		\$900	\$2,150	\$15,925.00
AVTN254G Certified Flight Instructor Instrument Ground	5					15 hrs (15X50 =\$750)		\$463	\$1,213.00
AVTN255G Certified Flight Instructor Instrument Flight	5	10 hrs (10X475= \$4,750)			10 hrs (10X50= \$500)		\$600	\$1,199	\$7,049.00

## ENVIRONMENTAL SCIENCE (page 153)

### ASSOCIATE in SCIENCE

Replace the first paragraph and Expected Student Outcomes with the following:

The Environmental Science Degree is intended for students who wish to transfer to a four-year institution, to pursue a degree in environmental studies, environmental policy, environmental science, ecology, natural resources management, or related fields. It is configured as a diverse environmental science foundation and is designed to provide solid scientific and social scientific substance for students with a broad range of interests related to the environment. The degree of Associate in Science with a major in Environmental Science will be awarded upon completion of all requirements.

## Expected Student Outcomes

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

### HOSPITALITY MANAGEMENT (page 163)

Add 'G' to MKTG201 = MKTG201G Business Relationship Management

Add 'G' to HOS255 = HOS255G Catering Sales & Event Management

Add 'G' to MATH215 = MATH215G (appears in CIS110G/CIS156G description)

### HOSPITALITY MANAGEMENT (page 164)

Add 'G' to HOS275 = HOS275G Professional Development (appears twice)

### MEDICAL OFFICE ADMINISTRATIVE ASSISTANT (page 177)

Update Program Outcomes

Students completing the program are prepared for work for doctors, hospitals and other healthcare facilities. They will develop skills in medical software, medical terminology, medical insurance form preparations, and other related administrative office procedures. Successful completion of this Certificate will prepare students to take the Certified Medical Administrative Assistant (CMMA) credentialing exam through NHA / ATI. This is an independent national certification exam and the cost is not included in the fees associated with the college.

### COURSE DESCRIPTION (page 221)

Correction:

CHEM115G General Chemistry I 3-3-4 The objective of the chemistry course is to introduce the student to the principles of chemistry included in the first semester of a two-semester chemistry course. The course will include topics such as components of matter, stoichiometry, chemical reactions, gas and kinetic- molecular theory, thermochemistry, quantum theory and atomic structure, chemical periodicity, chemical bonding, and molecular geometry. Principles taught in lectures will be reinforced in laboratory experiments. Prerequisite: CHEM043G or High School Chemistry (or CHEM110G). Co-requisite: MATH145G/147G or MATH150G/MATH152G or higher.

### COURSE DESCRIPTION (page 229)

Correction:

DGMT115G Introduction to Graphic Design 2-2-3 This design course will explore design and layout considerations for various production media. Students will study principles of design including color theory, line, texture, pattern, balance, space and movement. Students will be introduced to computer graphics creation using industry standard applications. Students will also experience hands-on drawing and design lessons to develop their own senses, learn how to use paths, manipulate basic shapes and text, apply color and gradients implement styles, work in multiple layers, trace, and scale. Students will be able to use these design applications for future study in Web Design and Multimedia Production. Prereq: CIS110G or CIS107G.

COURSE DESCRIPTION (page 232)

Correction:

DGMT264G Expressive Web Animation 2-2-3 Learn to use web based tools and applications to create interactive web sites, games, and applications. Building upon the skills learned in DGMT125G Introduction to Animation, students will learn advanced drawing, animation, and interactivity techniques. Students will also learn the fundamentals of Action Script and how to manipulate information, objects, text, and sound to create a fully interactive application. Prerequisites: CIS112G, CIS124G, and DGMT125G.

COURSE DESCRIPTION (pages 244-245)

Correction:

HOS225G Hospitality Law 3-0-3 This course provides a basic understanding of the legal principles and precedents related to hospitality industries with a concentration on hospitality management. Topics include employee relations, compliance with the American Disabilities Act, contracts, liability, negligence, health and safety issues, discrimination, questions of jurisdiction, competition and anti-trust issues and international relations. Case studies will be examined, and the concept of ethics within the industry will be explored. (Spring semester)

SEPTEMBER, 2017

AUTOMOTIVE TECHNOLOGY (page 85)

The program is financial aid approved. Remove:

*"Note: the Automotive Technology Certificate Program is pending financial aid approval."*

AUTOMOTIVE TECHNOLOGY (page 85)

Replace Health and Safety Considerations with:

Health and Safety Considerations

The program includes work in an automotive technology lab where potentially hazardous equipment and materials are used. Students will be taught industry standards for safety and will be expected to follow all safety procedures. Personal protective equipment must be worn. Students will provide their own safety glasses, and boots or shoes before the first class begins.

AUTOMOTIVE TECHNOLOGY (page 86)

Add both new heading and new chart after the list of classes:

Miscellaneous Expenses required before the third semester begins (out of pocket)

Students will need to purchase (out of pocket) on their own the following tools before the third semester classes AUTO140G Braking Systems and AUTO150G Suspension and Steering begin. Vendor option is Cornwell Quality Tools. Students may choose other vendors.

Terms		P.O. Number		Ship Via		Quote Valid Until	
Line	Qty	Part #	Description		List	Unit Price	Ext. Price
1	1	PRIC3FR250F	1/2" Dr Fx Hd Split Beam Wr		\$250.00	\$138.13	\$138.13
2	1	PRIC2FR100F	3/8" Dr Flx Hd Split Beam Wr		\$185.00	\$102.21	\$102.21
3	1	BPW19MST	19pc Metric B.P. Wr Set		\$299.95	\$165.72	\$165.72
4	1	CL808W	8" Chrome Adj. Wr.		\$25.78	\$13.15	\$13.15
5	1	STM328	1/2" 6pt 8pc M Skt Set		\$182.77	\$82.25	\$82.25
6	1	STM3210	1/2" 6pt 10pc M Skt Set		\$190.46	\$85.71	\$85.71
7	1	A32	1/2"-3/8" Adaptor (@)		\$22.03	\$9.91	\$9.91
8	1	E310	1/2" x 10" Extension		\$41.99	\$18.90	\$18.90
9	1	E35	1/2" x 5" Extension		\$31.12	\$14.00	\$14.00
10	1	CBPI3LM	1/2"15pc Dp Pow MM Skt Set		\$172.95	\$95.55	\$95.55
11	1	UPJ3S	1/2" Imp. Short Un. Jt.		\$53.91	\$24.26	\$24.26
12	1	SR50	1/2" Dr. Ratchet Chrome		\$131.50	\$59.17	\$59.17
13	1	CBP2M	3/8" 13pc MM Skt Set		\$68.95	\$38.09	\$38.09
14	1	E23	3/8" x 3" Extension		\$21.36	\$9.61	\$9.61
15	1	E26	3/8" x 6" Extension		\$27.73	\$12.48	\$12.48
16	1	E212	3/8" x 12" Extension		\$35.29	\$15.88	\$15.88
17	1	A20	3/8" -1/4" Adaptor (@)		\$15.03	\$6.76	\$6.76
18	1	UPJ2SB	3/8" Imp Sht Univ Jnt w/ball		\$46.57	\$20.96	\$20.96
19	1	JR72	3/8" Fine Tooth Ratchet		\$96.75	\$43.54	\$43.54
20	1	CBP1M	1/4"13pc MM Skt Set		\$58.95	\$32.57	\$32.57
21	1	CBP1LM	1/4" 13pc Dp MM Skt Set		\$67.95	\$37.54	\$37.54
22	1	TR72	1/4"Dr 72 Tooth Ratchet		\$77.57	\$34.91	\$34.91
23	1	E02	1/4" x 2" Extension		\$13.68	\$6.16	\$6.16
24	1	E06	1/4" x 6" Extension		\$18.28	\$8.23	\$8.23
25	1	UJ0	1/4" Univ. Joint		\$40.50	\$18.22	\$18.22
26	1	CBSM702S	7pc 1/4"&3/8" Hx Bt Skt St M		\$39.95	\$20.37	\$20.37

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS,

Line	Qty	Part #	Decription	List	Unit Price	Ext. Price
27	1	CBSTXI2202S	22pc Star Bit&Inv Star Skt St	\$136.95	\$69.84	\$69.84
28	1	T2220SPA	3/8" x 5/8" S.P. Socket	\$36.14	\$16.26	\$16.26
29	1	T2226SP	3/8" x 13/16" Sp Plg Skt. (@)	\$38.27	\$17.22	\$17.22
30	1	T2218SP	Ford 9/16" Spark Plug Skt	\$41.50	\$18.67	\$18.67
31	1	HR976	8pc 12 Point Axle Skt St	\$149.95	\$84.98	\$84.98
32	1	ZZCCL4S	4 pc. Plier Set	\$104.80	\$53.45	\$53.45
33	1	CSD8S	8 pc Scrdvr Set	\$104.95	\$53.52	\$53.52
34	1	VG10WR	10 Crvd Jw Lckng Plrs w/cttr	\$18.03	\$10.22	\$10.22
35	1	VBTC2012	12 oz. Ball Pein Hammer	\$15.95	\$9.04	\$9.04
36	1	CTHTC2G	26oz Dead Blow Hmnr-G	\$34.95	\$17.82	\$17.82
37	1	VBTC432	32 oz. Ball Pein Hammer	\$24.95	\$14.14	\$14.14
38	1	KD82260	Soft face Hammer	\$24.95	\$23.95	\$23.95
39	1	FM885/AKIT	88V Auto Meter Combo Kt	\$824.95	\$490.85	\$490.85
40	1	TE27	H.D. 6 & 12V Circuit Tester	\$14.95	\$7.62	\$7.62
41	1	TE22900	Jumper Twins Test Leads	\$6.45	\$3.66	\$3.66
42	1	TH490	Electrical Backprobe Kit	\$29.99	\$17.00	\$17.00
43	1	UET220/3	1-3/4" Dial Thermometer	\$10.84	\$6.45	\$6.45
44	1	CTB5DSTNGE	5Dr Sliding Top Cart Neon Grn	\$1,295.00	\$669.52	\$669.52
45	1	LS52000	Razor Blade Scraper	\$11.95	\$6.09	\$6.09
46	1	RBF35A	Full-Range Feeler Gauge	\$12.95	\$6.60	\$6.60
47	1	CE6514	6" Pocket Rule	\$4.95	\$2.95	\$2.95
48	1	PL17519	20-120 PSI Tire Gauge	\$6.13	\$3.13	\$3.13
49	1	MTS444	Valve Core Tool	\$3.85	\$2.29	\$2.29
50	1	SGL12831014	Sfty Gls 283 Clr/Bk Fm	\$6.91	\$4.11	\$4.11
51	1	CAT231	1/2" Impact Wrench	\$154.95	\$92.20	\$92.20
52	2	PL12225	Nipple 1/4" MNPT	\$1.31	\$0.67	\$1.34
53	1	PBH18C	18" Pry Bar w/Hndl	\$52.42	\$23.59	\$23.59
54	1	CRMFC	Magnetic Fender Cover	\$24.88	\$14.10	\$14.10
55	1	PL12125	Nipple 1/4" MNPT	\$1.32	\$0.67	\$0.67
56	1	ULK2	Insp. Mirror 2-1/8" x 3-1/2"	\$7.68	\$4.35	\$4.35
57	1	PL17351	Chuck-Ball Foot	\$2.42	\$1.23	\$1.23
58	1	AD52125	Tape Measure	\$14.94	\$8.95	\$8.95
59	1	ULHT5BL	Neon Blue Mag Pick Up Tl	\$6.92	\$3.92	\$3.92
60	1	SA6105	Hearing Protector	\$11.36	\$7.95	\$7.95
61	1	BSSL28G	360 LED Cordless Light	\$68.99	\$41.05	\$41.05

<b>SubTotal</b>	\$2,923.01
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$2,923.01</b>

AUTOMOTIVE TECHNOLOGY (page 86)

Gainful Employment disclosure information. Replace "Pending approval" with:

<http://greatbay.edu/sites/default/files/GE/automotive/47.0604-Gedt.html>

COMPUTER NUMERIC CONTROL (CNC) (page 113)

The program is financial aid approved. Remove:

*"Note: the Computer Numeric Control Certificate Program is pending financial aid approval."*

COMPUTER NUMERIC CONTROL (CNC) (page 114)

Gainful Employment disclosure information. Replace "Pending approval" with:

<http://greatbay.edu/sites/default/files/GE/comp-num-control/48.0510-Gedt.html>

DATA – PRACTICAL DATA SCIENCE (page 128)

Add Gainful Employment disclosure information after Transfer Credit Policy:

<http://greatbay.edu/sites/default/files/GE/prac-data/30.0801-Gedt.html>

NONDESTRUCTIVE TESTING (page 180)

Add new heading after Admissions Requirements:

Health and Safety Considerations

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

NONDESTRUCTIVE TESTING (page 180)

Add Gainful Employment disclosure information after Curriculum Recommendations:

<http://greatbay.edu/sites/default/files/GE/nondes-testing/15.0799-Gedt.html>

MOTORCYCLE TECHNOLOGY (Addendum page 296)

Replace Health and Safety Considerations with:

Health and Safety Considerations

The program includes work in a motorcycle technology lab where potentially hazardous equipment and materials are used. Students will be taught industry standards for safety and will be expected to follow all

safety procedures. Personal protective equipment must be worn. Students will provide their own safety glasses and boots or shoes before the first class begins.

#### MOTORCYLCE TECHNOLOGY (Addendum page 295)

Replace Admissions Requirements with:

##### Admissions Requirements

- Complete an application for the program.
- Provide proof of high school completion or equivalent.
- Provide an official copy of prior college transcripts, if appropriate.
- Possess a valid motorcycle operator's license.

#### MOTORCYLCE TECHNOLOGY (Addendum page 296)

Add new heading, information, and chart after the list of classes:

##### Miscellaneous Expenses required before the first class begins (out of pocket)

Students will need to purchase (out of pocket) on their own the approved uniform shirt before the first class begins. Vendor option is Dickies. Students may choose other vendors. \$33.00

Students will need to purchase (out of pocket) on their own the following tools before the first class begins. Vendor option is Cornwell Quality Tools. Students may choose other vendors.

Terms		P.O. Number	Ship Via	Quote Valid Until		
Line	Qty	Part #	Description	List	Unit Price	Ext. Price
1	1	PRIC3FR250F	1/2" Dr Fx Hd Split Beam Wr	\$250.00	\$138.13	\$138.13
2	1	PRIC2FR100F	3/8" Dr Flx Hd Split Beam Wr	\$185.00	\$102.21	\$102.21
3	1	BPW19MST	19pc Metric B.P. Wr Set	\$299.95	\$165.72	\$165.72
4	1	CL808W	8" Chrome Adj. Wr.	\$25.78	\$13.15	\$13.15
5	1	STM328	1/2" 6pt 8pc M Skt Set	\$182.77	\$82.25	\$82.25
6	1	STM3210	1/2" 6pt 10pc M Skt Set	\$190.46	\$85.71	\$85.71
7	1	A32	1/2"-3/8" Adaptor (@)	\$22.03	\$9.91	\$9.91
8	1	E310	1/2" x 10" Extension	\$41.99	\$18.90	\$18.90
9	1	E35	1/2" x 5" Extension	\$31.12	\$14.00	\$14.00
10	1	CBPI3LM	1/2"15pc Dp Pow MM Skt Set	\$172.95	\$95.55	\$95.55
11	1	UPJ3S	1/2" Imp. Short Un. Jt.	\$53.91	\$24.26	\$24.26
12	1	SR50	1/2" Dr. Ratchet Chrome	\$131.50	\$59.17	\$59.17
13	1	CBP2M	3/8" 13pc MM Skt Set	\$68.95	\$38.09	\$38.09
14	1	E23	3/8" x 3" Extension	\$21.36	\$9.61	\$9.61
15	1	E26	3/8" x 6" Extension	\$27.73	\$12.48	\$12.48
16	1	E212	3/8" x 12" Extension	\$35.29	\$15.88	\$15.88
17	1	A20	3/8" -1/4" Adaptor (@)	\$15.03	\$6.76	\$6.76
18	1	UPJ2SB	3/8" Imp Sht Univ Jnt w/ball	\$46.57	\$20.96	\$20.96
19	1	JR72	3/8" Fine Tooth Ratchet	\$96.75	\$43.54	\$43.54
20	1	CBP1M	1/4"13pc MM Skt Set	\$58.95	\$32.57	\$32.57
21	1	CBP1LM	1/4" 13pc Dp MM Skt Set	\$67.95	\$37.54	\$37.54
22	1	TR72	1/4"Dr 72 Tooth Ratchet	\$77.57	\$34.91	\$34.91
23	1	E02	1/4" x 2" Extension	\$13.68	\$6.16	\$6.16
24	1	E06	1/4" x 6" Extension	\$18.28	\$8.23	\$8.23
25	1	UJ0	1/4" Univ. Joint	\$40.50	\$18.22	\$18.22
26	1	CBSM702S	7pc 1/4"&3/8" Hx Bt Skt St M	\$39.95	\$20.37	\$20.37

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45	1	LS52000	Razor Blade Scraper	\$11.95	\$6.09	\$6.09
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<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$2,923.01</b>

MOTORCYCLE TECHNOLOGY (Addendum page 296)

Add Gainful Employment disclosure information after Miscellaneous Expenses:

<http://greatbay.edu/sites/default/files/GE/motorcycle/47.0611-Gedt.html>

OCTOBER, 2017

TECHNOLOGY TRAINING (page 66)

Replace COMPUTER NUMERICAL CONTROL (CNC) PRODUCTION CERTIFICATE's paragraph and two courses with the following paragraph and one course:

Prepare to enter a career in the manufacturing industry by becoming an in-demand, skilled CNC operator. Gain in-depth knowledge and understanding of the machine tool trade and learn marketable skills for employment in manufacturing. This is a full-time, 240-hour, six-week boot camp.

NCAM300G	Computer Numerical Control Production Technology	Non-Credit
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CYBER SECURITY INFRASTRUCTURE (pages 125-126)

Replace all course listing charts and footnotes with:

**GENERAL EDUCATION CORE COURSES**

ENGL110G	College Composition I	4
ENGL214G or ENGL215G	Intro to Creative Nonfiction or Writing Technical Documents	3
MATH170G	Discrete Math	4
BIOL101 or BIOL106	Human Disease or Human Body	4
Political Science Elective		3
PHIL240G	Ethics	3
MATH145G or MATH147G	Topics in Applied College Math or Topics in Applied College Math Plus	4 or 5
MATH215G or MATH225G	Finite Math or Probability & Statistics	4

**CYBER SECURITY MAJOR COURSES**

CIS177G	Introduction to Python	3
IST122G	Introduction to Networks	3
IST123G	Routing and Switching Essentials	3
IST142G	Virtualization Essentials	3
CIS148G or CIS158G	Introduction to Java or Introduction to C++	3
IST222G	Scaling Networks	3
IST223G	Connecting Networks	3
IST262G	Advanced Network Security	3
IST264G	Configuration Security Appliance	3
IST275G	Network Protocols and Services	3
CIS248G or CIS258G	Advanced Java Programming or Advanced C++	3
IST266G	Security+	3

## DEGREE PROGRAM - FIRST YEAR

### Fall Semester

ENGL110G	College Composition I	4
MATH145 or MATH147	Topics in Applied College Math or Topics in Applied College Math Plus	4 or 5
IST122G	Introduction to Networks	3
IST123G	Routing and Switching Essentials	3
<i>Total</i>		14-15

### Spring Semester

MATH170G	Discrete Math	4
IST142G	Virtualization Essentials	3
IST222G	Scaling Networks	3
IST223G	Connecting Networks	3
CIS177G	Introduction to Python	3
<i>Total</i>		16

### Summer Semester

IST266G	Security+	3
First Year Total Credits		33-34

## DEGREE PROGRAM - SECOND YEAR

### Fall Semester

Political Science Elective		3
Computer Elective <sup>1</sup>		3
ENGL214G or ENGL215G	Intro to Creative Nonfiction or Writing Technical Documents	3
PHIL240G	Ethics	3
IST264G	Configuration Security Appliance	3
<i>Total</i>		15

### Spring Semester

Lab Science Elective <sup>2</sup>		4
Computer Elective <sup>3</sup>		3
Math Elective <sup>4</sup>		4
IST262G	Advanced Network Security	3
<i>Total</i>		14

### Summer Semester

IST275G	Network Protocols and Services	3
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Second Year Total Credits 32

**Total Degree Credits 65-66**

<sup>1</sup> CIS148G Introduction to Java Programming or CIS158G Introduction to C++ only

<sup>2</sup> BIOL101G Human Disease or BIOL106G Human Body only

<sup>3</sup> CIS248G Advanced Java Programming or CIS258G Advanced C++ only

<sup>4</sup> MATH215G Finite Math or MATH225G Probability and Statistics only

## DIGITAL MEDIA COMMUNICATIONS (page 130)

- Change to existing program effective Spring 2018

Add the following course as the first in the list of ELECTIVE COURSES, all others remain the same:

Course		TH	LAB	CR
CIS111G	Computer Technologies	2	2	3

## DIGITAL DESIGN & ANIMATION (page 132)

- Change to existing program effective Spring 2018

Add the following course as the first in the list of Electives, all others remain the same:

CIS111G	Computer Technologies	2	2	3
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## COURSE DESCRIPTIONS (pages 229-232)

- Changes to existing courses effective Spring 2018
  - **DGMT115G Introduction to Graphic Design 2-2-3** This design course will explore design and layout considerations for various production media. Students will study principles of design including color theory, line, texture, pattern, balance, space and movement. Students will be introduced to computer graphics creation using industry standard software packages. Students will also experience hands on drawing and design lessons to develop their own sense of design, learn how to use paths, manipulate basic shapes and text, apply color and gradients implement styles, work in multiple layers, trace, and scale. Students will be able to use these design applications for future study in Web Design and Multimedia Production. Prerequisite: CIS110G or CIS107G. Co-requisite: CIS111G.
  - **DGMT120G Intro to Digital Photography 2-2-3** This course serves as an introduction to digital photographic processes, in which technical aspects of cameras and equipment are reviewed. Basic photographic principles such as using aperture and shutter speed to control exposure, metering, depth of field, lenses, and flashes are explained, through which students can gain an understanding of compositional techniques used to create professional-quality exposed photographs. This course also focuses on the history of photography and reviews techniques utilized by photographic masters. Students must supply their own digital SLR camera. Prerequisite: DGMT115G.
  - **DGMT125G Introduction to Animation 2-2-3** Learn how to apply the principles of animation and gain a full understanding of the animation process from conception to completion. Topics to be covered include storyboarding, creating production artwork, setting key frames, tweening and interpolation, creating and animating characters, materials manipulation and lighting. Hands-on experience using 2D and 3D animation tools and software application programs is a core component of this course. Students will gain a working knowledge of 2D and 3D Animation applications that will be expanded upon in DGMT264G. Prerequisite: DGMT115G.
  - **DGMT135G Introduction to Photoshop 2-2-3** Adobe PhotoShop brings the art and science of photo manipulation to the Web and other computer applications. An overview of the PhotoShop environment, color processes and channels, image modes, scanning, compositing, adjustment layers, masks, layer

masks, type manipulation, filters, actions, file formats, and web/Multimedia considerations are among the many topics covered in this course. Prerequisite: CIS111G.

- **DGMT142G Publication Design 2-4-4** This hands-on course introduces students to the basic hardware and software components of publication design as well as the skills needed to produce attractive and effective printed materials. Students will learn to produce page layouts while fulfilling service learning objectives; creating business cards, brochures, display ads, newsletters, menus, logos and announcements, for community partners. Prerequisite: DGMT115G. This is a Service Learning Course (SL).
- **DGMT165G Introduction to Video Production 2-2-3** This course introduces students to the fundamentals of video production. Through individual video projects and course work, students will learn technical and esthetic basics for creating videos. This includes introductions to shooting, editing, lighting and sound and the associated equipment required for these individual disciplines. Prerequisite: CIS110G or CIS107G.
- **DGMT175G Adobe Illustrator 2-2-3** In this course, students will establish a firm foundation in Illustrator by mastering the primary tools and techniques necessary to create complex and attractive illustrations and text effects. Students will learn to use Illustrator's foundational tools and techniques such as paths, fills, strokes, pathfinder, drawing, painting, gradient mesh, filters, and masks to create artwork and illustrations that could be used for integration with multimedia, for vector animation, or on the World Wide Web. Prerequisite: DGMT115G.
- **DGMT205G Advanced Photoshop 2-2-3** This course will expand student's knowledge of Photoshop through the exploration of more advanced tools and techniques for both print and the web. In-depth work on photo editing, masks, gradient masks and channels, color correction, image blending, digital images, clipping paths, filters and plug-ins, and the creation of 3 dimensional effects through the digital manipulation of lighting and shadow, will be covered. Students will be encouraged to take their own creative ideas from sketch pad to completion. Many professional tips and tricks from publications written by industry experts will be covered. Prerequisite: DGMT135G.
- **DGMT225G Introduction to Print Production 2-2-3** This course is an examination of different print mediums, the benefits of various technologies, and general application requirements for successful output. This course will rely on classroom discussion with emphasis placed on real-life examples of cost-effective decisions, requiring the student to remain current on industry news and trends. Utilizing Adobe InDesign, students will prepare files for print and perform preflight steps. Prerequisites: DGMT115G, DGMT135G, DGMT175G.
- **DGMT264G Expressive Web Animation 2-2-3** This course will teach students to design scalable, key framed based animations for the web as well as games. Students will learn to use industry standard applications to provide responsive design solutions for mobile platforms and desktop browsers. Prerequisites: DGMT125G, CIS112G, CIS124G.
- **DGMT265G 3D Design and Animation 2-2-3** Students will learn the fundamental principles that form the basis of effective 3D development. Topics will include scene and character development and animation, use of color and lighting, inverse kinematics and modeling using primitive shapes, NURBS and polygons. Hands-on experience using 3D animation tools and software application programs is a core component of this course. Prerequisite: DGMT125G.

OCTOBER, 2017

COURSE DESCRIPTIONS (page 248)

- New course effective Spring 2018
  - **IST163G Legal Issues in Information Security 3-0-3** This course provides an in-depth study of the legal issues affecting the selection, design, and implementation of internal security controls in business and government organizations. Students will study security policies, standards, procedures, guidelines, laws, regulations, industry best practices, and related concepts in order to apply this information for selecting the proper security control framework to meet business and government objectives. An understanding of the legal issues affecting internal control is critical to understanding appropriate security measures used to meet business and government objectives.