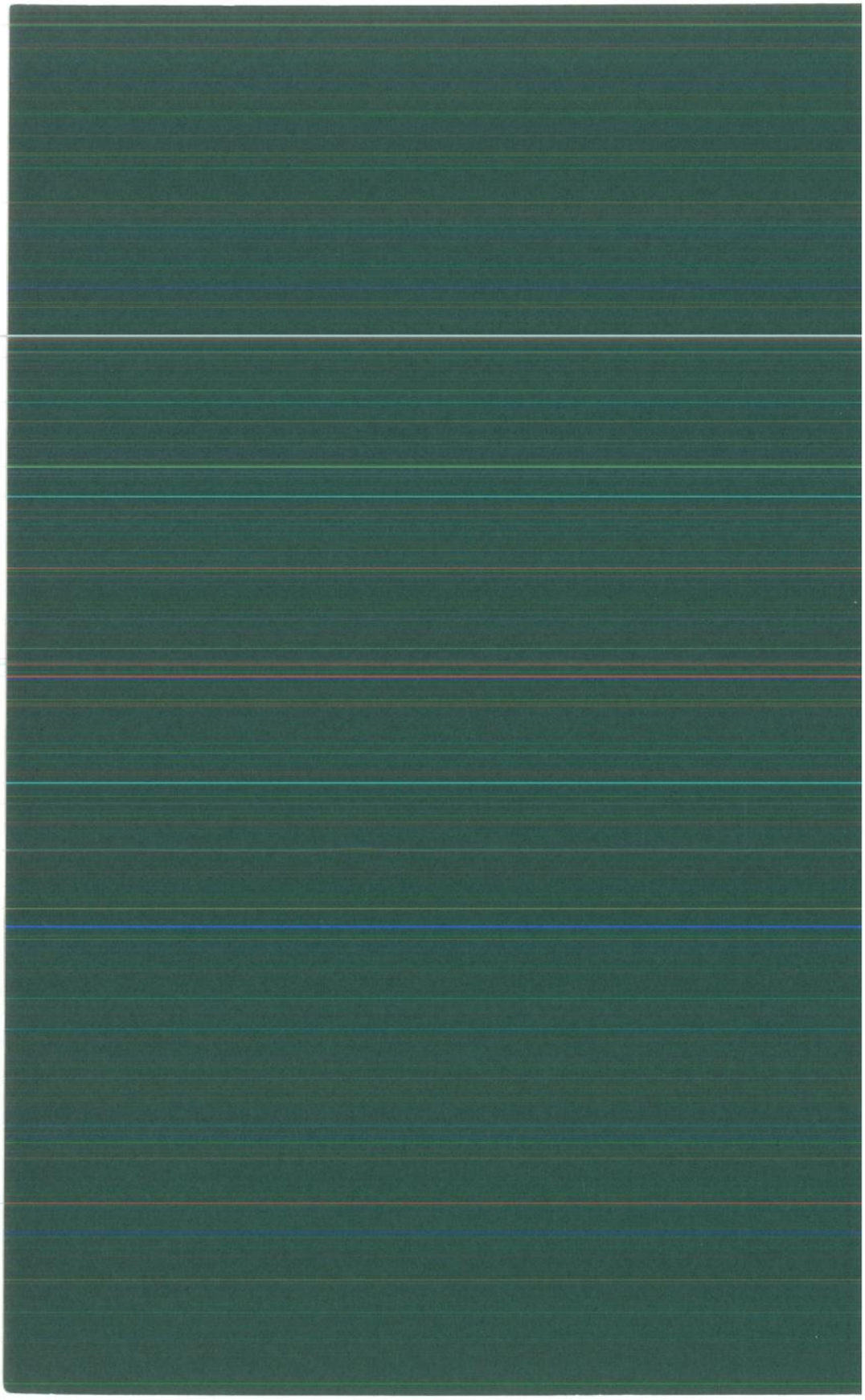
HUSSON

COLLEGE CATALOG 1998-2000



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HUSSON COLLEGE
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WWW.HUSSON.EDU

Husson College is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through college institutions offering post-graduate instruction.

The Husson/Eastern Maine Medical Center Baccalaureate Nursing program is accredited by the National League for Nursing and is approved by the Maine State Board of Nursing.

The Physical Therapy Program has been granted "Candidate for Accreditation" status by the Commission on Accreditation in Physical Therapy Education.

The Medical Assisting Program is accredited by The American Association of Medical Assistants.

Husson College is also approved by the Immigration and Naturalization Service for the training of international students.

TABLE OF CONTENTS

Husson College 5
The Campus 6
General Information -
Undergraduate:
Student Affairs 9
Admissions 13
Academic Policies 19
Financial Information 26
Financial Aid 29
General Education 34
Programs of Study 35
Graduate:
Academic Policies 37
Financial Information 39
School of Business
The Faculty 42
The Programs 43
The School 44
Master of Science in Business 45
Accounting 49
Business Administration 52
General Concentration 53
Family Business Management Concentration 54
Finance Concentration 55
International Business Concentration 56
Management Concentration 57
Marketing Concentration 58
Sports Management Concentration 59
Business and Technology 60
Business Studies 62
Business Technology Education 63
Computer Information Systems 65
Executive Administration 67
Hospitality Management 69
Medical Assisting 71
Paralegal Studies 72
Physical Education 74
Minors 76
School of Health
The Faculty 78
The Programs 79
The School 80
Programs in Nursing 81
Master of Science in Nursing 86
Master of Science in Occupational Therapy (See The Program) 79
Master of Science in Physical Therapy 92
School of Science and Humanities
The Faculty 96
The Programs 97
The School 98
Life Science 99
Life Science Teacher Education 100
Psychology 101
Science and Humanities 103
Broadcast Communications 104
Minors 105
Continuing Education
Program Sites 108

Continuing Education Division 109
Courses of Study
Undergraduate 111
Graduate 144
Academic Calendar 153
Board of Trustees 155
College Administration 156
Faculty Credentials 158
Index 161
Campus Map 168

Supplements to this Catalog

Husson College reserves the right to change, at any time without notice, the policies, procedures, tuition and fees, curriculum, program requirements and all other contents of this catalog. Because this catalog is offered only as information, it is the responsibility of persons relying on this catalog to confirm with the appropriate Husson College official that any provision herein is applicable.

Husson College operates its programs so that, when viewed as a whole, they are accessible to handicapped persons, and, if a reasonable accommodation can be made, Husson College prohibits the exclusion of otherwise qualified students from its courses of study.

Husson College complies with all nondiscrimination laws, but any concerns should be directed to: General Counsel and Human Resources Officer, Husson College, One College Circle, Bangor, Maine, 04401, Tel. 207-941-7790. Fax 207-941-7988.

HUSSON COLLEGE

Founded in 1898, Husson College has evolved from a small proprietary school to an accredited independent institution offering undergraduate programs in business, education, health, professional studies, science and humanities, and Master's programs in business, nursing, physical therapy, and occupational therapy. The student body has grown to over 900 full-time day students and over one thousand part-time and evening students on the campus in Bangor and at Continuing Education centers in South Portland, Lewiston, and Caribou. In addition the campus is home to international students who come to Husson from all parts of the world to study full time or attend the International Center for Language Studies on the Bangor campus. Husson graduates enjoy a high job placement rate and achieved success in a wide variety of professional positions in Maine and throughout the world.

While the College has grown in size and vision, its mission has continued to focus on providing a learning environment which supports the student in developing a solid foundation of professional and technical skills as well as a broader knowledge in liberal arts and sciences.

HUSSON COLLEGE MISSION STATEMENT

Husson College is a private institution of post secondary education offering undergraduate and graduate degrees in business, health, education, and professional studies. Husson seeks to serve motivated, career-oriented students through a curriculum which integrates liberal arts and sciences, professional and technical studies, and experiential learning outside the classroom.

Husson dedicates itself to excellence in teaching, to a personalized collegiate experience, to the development of individual self worth, to a curriculum which promotes clear thinking and communication skills, and to an environment which values the search for ethical truths in a changing world.

THE CAMPUS

Husson's 200-acre campus is situated on a wooded hillside that is only a short walk away from a shopping center and two miles from the business district of the city of Bangor, Maine (population 36,000). Most points in the city are accessible by public transportation from the campus, and Bangor is the home to the second largest public library in New England, and the oldest continuous community symphony orchestra in the country. The population of greater Bangor is 100,000.

Campus amenities include three modern residence halls with single and double rooms all equipped with telephone, cable, T.V. and the College computer internet system outlet; an attractive dining commons which offers flexible meal plans; science, networked microcomputer, and language labs; library and conference rooms; an arboretum; and an athletic complex with fitness equipment and an Olympic-size pool. Husson has its own campus radio station, WHSN, a recording and television production studio, and is home to the International Center for Language Studies (ICLS), which provides intensive English study to international students from around the world, the Richard E. Dyke Center for Family Business, and the New England School of Communications. Peabody Hall, the main administrative and classroom building, is built around an open quadrangle. Peabody offers a bookstore and a new campus center which houses an art gallery, chapel, and dining and performance areas for the Husson community. Bell Hall houses School of Health labs, learning center, and clinical settings.

Husson is located near some of the finest recreational opportunities in Maine. The Kenduskeag Stream is a five minute walk from campus. Excellent skiing and hiking trails are nearby, and the campus is only an hour away from the great Maine woods, Maine coast and Acadia National Park.

LIBRARY

The library provides services and resources to meet the study and research needs of undergraduates, graduates, and faculty. The focus of the collection is on materials that complement the degree programs and reflect the interests of the College; however, books and journals for recreational reading and for personal growth are also part of the collection. In addition to books and journals, the library maintains modest collections of federal and state documents, company annual reports, and pamphlets. Faculty place assigned and suggested course readings on reserve, which are obtained at the circulation desk.

Electronic databases are an important component of the library's resources. Some of these may be searched from computers located off campus that have access to the World Wide Web. The library's catalog is on-line, and may be reached on the Web by going to http://www.athena.husson.edu. Information resources available through the library include such full-text databases as Encyclopedia Britannica On-line, Westlaw's legal database, Stat-USA, and a federal taxation database. Citation databases include First Search, Medline, Wilson Business Abstracts, and numerous others. The library has links to the holdings of other academic, research, and public libraries in Maine and on-line catalog access to major world libraries.

We recognize that students enter Husson College with varied previous library experiences. Students may learn how to use the library's resources through class instruction or through individual instruction.

Students have access to local libraries, including Bangor Public Library, Parrot Health Science Library at Eastern Maine Medical Center, the Penobscot County Law Library, and Fogler Library of

the University of Maine. The library cooperates with these and other libraries nationwide to obtain materials that we do not own. The library is open seven days a week during the academic year and offers a quiet environment conducive to studying.

INFORMATION RESOURCES

The College has four complete labs in Bangor, two in South Portland, one in Caribou and one in Lewiston. All are Windows '97 compatible. Most are networked. All students have access to their own campus email address and may develop a personal home page. Public computer kiosks are available at two locations for access to the College net and all residence hall rooms have outlets for the internet. The College operates on networked labs 24-hours of each day for continuous access.

The Information Resources Department is responsible for designing, implementing and maintaining Husson's computer and technology systems. The Information Resources Department is also responsible for facilitating the use of these systems by the Husson Community. The computer labs, campus email, Husson's Ethernet network and our various pages on the World Wide Web are managed by the Information Resources Department.

THE INTERNATIONAL CENTER FOR LANGUAGE STUDIES

A unique academic presence at Husson College is the International Center for Language Studies (ICLS). ICLS is a full-time English-as-a-second-language program. International students enroll every four weeks, year round, for intensive English study. They reside in the residence halls and share meals
with other Husson students. Many remain at Husson to pursue a regular program of undergraduate or graduate study. ICLS students contribute to the international educational opportunities available at Husson, providing the chance to form friendships with future business leaders and professionals from many cultures and regions of the world.

NEW ENGLAND SCHOOL OF COMMUNICATIONS

The New England School of Communications (NESCom), a wholly-owned subsidiary of Husson College, is an independently incorporated institution located on the Husson College campus. NESCom is accredited by the Accrediting Commission for Career Schools and Colleges of Technology and offers associate degree programs in the communications arts and sciences. Its programs are described in a separate catalog available from NESCom upon request (207-947-6083). Graduates of NESCom may go on to earn a B.S. in Business Administration from Husson College through a formal articulation arrangement.

GENERAL INFORMATION -- *UNDERGRADUATE*

STUDENT AFFAIRS

NEW STUDENT ORIENTATION

Orientation sessions for incoming students are scheduled each year. The purpose of the sessions s to acquaint new students and their families with the College and to introduce them to some of the pportunities and challenges which college life presents.

RESIDENTIAL LIFE

All full-time undergraduate students are required to reside on campus. An exception to this policy nay be granted to students who are married or who live with a relative within an approximate ommuting distance of thirty (30) miles by submitting a written request to the Office for Residential ife.

Husson College has three residence halls for student housing with separate floors designated for nen and women. Most of the rooms are double occupancy. All rooms are furnished with a bed, bureau, vardrobe closet, desk, and chair. Each residence hall room is equipped with a telephone jack, cable T.V. utlet, and two data ports. Vending machines, public telephones, television and study lounges, itchenettes, and a centrally located laundry room are available for resident students.

The residence halls at Husson College provide opportunities for students to become a part of a liverse residential learning community that promotes personal growth and development. Residence all living is filled with the challenge and excitement of living and learning. The Office for Residential ife is responsible for the social, recreational, cultural, and educational programming, the management f the residence halls, and the enforcement of residential policies and procedures. A Resident Director nd upper-class Resident Assistants live in the residence halls to assist students.

DINING FACILITIES

Husson resident students dine at Dickerman Dining Commons, a centrally located modern facility. The College serves a wide variety of wholesome, nutritious foods to meet the needs and tastes of a liverse College community. The snack bar in the student center, located in the lower level of Peabody Hall, serves daily specials along with sandwiches, ice cream, coffee and is designed to serve commuting tudents, residents, and staff.

PLACEMENT TESTING

Entering students are placed in appropriate beginning mathematics and English courses according o placement test scores, SAT I scores, and evidence of high school achievement.

PERSONAL AND ACADEMIC COUNSELING

Counseling services promote student development and assist students with personal, physical, or cademic issues. Adjusting to college life, handling the stress of a busy academic schedule, balancing ersonal, academic, and extracurricular activities, and developing study and test-taking skills are xamples of some of the counseling services available to students.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students with a disability are entitled to reasonable accommodations that will allow them access to the College's programs, services, and activities. Students with a disability are encouraged to request accommodations that will help them and are encouraged to talk directly with the responsible faculty or staff member. The Office of Student Affairs is a resource for students with a disability.

PEER TUTORING

Upper-class student tutors are available in a variety of basic subjects. These peer tutors have a "B" average and have earned a grade of "B" or better in the subject they are tutoring. The Peer Tutor Room is a comfortable space in Peabody Hall where students meet their tutors for extra help.

WRITING CENTER

The Writing Center provides service to students seeking help with writing assignments. Trained peer and professional tutors assist students with all aspects of writing, from choosing a topic to developing a more sophisticated writing style.

STUDENT HEALTH

Health care for Husson students is provided through a facility located in Carlisle Hall. It is staffed by a full-time registered nurse and a physician on a part-time basis. This service is for all resident students. Commuting students may use the Student Health Service upon payment of a health service fee.

IMMUNIZATION

Maine State Law (22 MRSA § 6359) requires all full-time and degree seeking part-time post-secondary school students born after December 31, 1956, to show proof of immunization against measles, rubella, mumps, tetanus, and diphtheria. Specific programs may require more extensive health documentation.

STUDENT ACCIDENT AND SICKNESS INSURANCE

All full-time undergraduate students are required to have some form of accident and sickness insurance coverage. Husson College makes available to its full-time undergraduates a plan of accident and sickness insurance. A student, covered by other insurance, may waive this plan with proof of other coverage.

CAMPUS SUBSTANCE ABUSE SERVICES

Husson offers a substance abuse program for students. Services include prevention, early intervention, assessment, education, individual and group counseling, and referral. Services are offered to students who are concerned about their own alcohol or other drug use and to any student concerned about the use of chemicals by someone in their lives.

STUDENT ACTIVITIES AND ORGANIZATIONS

A variety of organizations exist on the Husson College campus which are run by and for students and which provide numerous opportunities for service, cultural, recreational, religious, and social affiliations. All of these organizations afford students the opportunity to participate in the Husson community and several provide students with a direct voice in the issues and decision-making process which affect daily student life. Among them are the Student Senate, College Yearbook, College Newspaper, Husson Players, the International Club, Social Committee, Ski/Outing Club, Cheerleaders, Phi Beta Lambda, the Presidential Guides, the Multicultural Club, Greek organizations, and many others.

There are clubs designated in each major area of study that strive to further the students' education. The Accounting Society, the Organization of Student Nurses, the Organization of Student Medical Assistants, the Paralegal Club, the Data Processing Management Association, and the Organization of Physical Therapy Students are all very active.

The Husson College Cultural Committee sponsors a variety of campus activities including lectures, dance and theatrical performances, or provides access to cultural events in the Bangor area.

Students serve as representatives on many college committees, including the Cultural Committee, the Judicial Board, the Food Committee, and various other functional organizations in the College. The President of the Student Senate is also a member of the Husson College Board of Trustees.

ATHLETICS AND RECREATION

The Newman Athletic Complex houses a wide variety of athletic facilities for Husson students including basketball and tennis courts; an Olympic-size swimming pool; weight lifting and mat rooms; and the Webber Health and Fitness Center. Intercollegiate and intramural sports, as well as regularly scheduled exercise programs, are also available.

The College offers an extensive intramural, recreational and intercollegiate sports program for both men and women. The men's and women's intercollegiate programs conform to and hold memberships in the National Collegiate Athletic Association, Division III (NCAA) (provisional), the National Association of Intercollegiate Athletics (NAIA), and the Maine Athletic Conference (MAC). The women's program also conforms to and holds membership in the Maine Association of Intercollegiate Athletics for Women. Men's varsity competition includes soccer, basketball, baseball, golf, and lacrosse at the club level. Women's competition includes volleyball, soccer, basketball, softball, and field hockey.

Intramural sports play a large part in satisfying the recreational needs of the College community. Students may compete in swimming, volleyball, tennis, softball, soccer, and flag football, to name a few of the activities offered. Husson campus facilities also provide many opportunities for informal recreation.

BOOKSTORE

The Mary McDonald Bookstore is located in George F. Peabody Hall. It stocks books required in all programs of study at the College. It also carries a wide variety of school supplies, reference books, greeting cards, gifts, beverages, snacks and clothing.

CAREER DEVELOPMENT

The College offers a broad range of career development services including workshops on resume preparation and interviewing techniques. Students are encouraged to use the resources of the Office for Career Development from their first year at Husson and on a continuing basis through their senior year and after graduation as alumni. The College encourages interaction between the students and the business community by sponsoring dinners and career symposia.

To keep students informed of career developments, the Office for Career Development publishes *Career News Update*, a newsletter of general career hints. A resource center of current career information is available to students. Services include the maintenance of a credential file for each student or alumnus/a registered with the office. Credentials are mailed to potential employers as they call in job opportunities. Day, CED, and Graduate students may register.

Day students are encouraged to take advantage of the on-campus recruiting program. Representatives from government, business, and industry visit Husson annually to interview candidates. Once a year, Husson College participates in a job fair consortium consisting of all Maine colleges.

STUDENT EMPLOYMENT

The Office for Career Development administers a student employment program to help students meet their college expenses with part-time work. Available jobs are located both on campus and in the local community. A student who wishes to participate in the program should register with the Office for Career Development.

JUDICIAL AFFAIRS

By virtue of attendance, Husson College students agree to the duly published regulations of the College. Regulations are published in the current issue of the Student Handbook. Failure to conform to these regulations may result in suspension or dismissal from the College. The judicial system is a participatory one including members of the faculty, administration, and the student body.

CAMPUS MINISTRY

Husson College recognizes that its primary mission of providing an excellent educational program impacts the total life experience of its students. An integral part of that life experience is a person's spirituality. Husson is committed to addressing the spiritual needs of its students by providing the Office of the Chaplain.

The Chaplain is available to students for spiritual counseling on a one-to-one basis by appointment. Additionally, the Office of the Chaplain is responsible for establishing a campus ministry program which is open to all students. The types of programs vary but may include activities such as Bible study, focus groups and spirituality development groups.

CAMPUS SAFETY AND SECURITY

The Department of Security is responsible for campus safety and security. Husson College Security issues parking permits and maintains the registrations of vehicles authorized to park on campus. Husson College is committed to achieving campus safety and security through a cooperative effort.

VEHICLE REGULATIONS

Students are allowed to keep motor vehicles on campus provided that such vehicles are duly licensed and registered by a state and that the vehicle is registered and issued a parking permit by Husson College Security. Proof of state registration and a small fee are required before the privilege of bringing a vehicle on campus is granted.

ADMISSIONS

Husson College believes all individuals who have the desire to further their education and have the potential to succeed should have the opportunity to develop college-level competence. Candidates approved for admission prior to the completion of the academic year are accepted contingent upon successful completion of all academic work and the receipt of a final transcript of grades.

The College reserves the right to refuse the acceptance of a degree candidate if the applicant fails to achieve academic success in course work. Admission to the College or to particular programs may be refused to applicants considered incapable of making reasonable academic progress.

Husson College invites applications from secondary school graduates or students having received a General Equivalency Diploma (GED) and qualified international students without regard to age, color, religion, sex, national origin, level of family income, or physical ability.

When a student begins study at the College leading to a degree, he or she must meet the curriculum requirements in effect at that time. Should the curriculum requirements change, the student may choose to meet the new requirements instead of those in effect at the beginning of his or her enrollment. However, without prior notice, the College may at any time replace or update curricula and courses. All courses may not be offered during a given academic year. If a student should drop out of school for a calendar year (12-month period), he or she is obligated to meet any new curriculum requirements imposed by the College subsequent to the student's initial enrollment. Nonattendance in summer school sessions does not constitute a break in enrollment.

Applicants for admission to Husson may receive guidance and assistance by writing to the Admissions Office on the Husson campus. The Admissions Office provides materials and newsletters to help applicants learn more about the College. They also invite applicants for personal interviews and campus tours.

APPLICATION AND INFORMATION

Husson College's rolling admission program allows applications to be reviewed as soon as they are complete. Applications are accepted for consideration for either the September or January semester. There is a $25 application fee. There is no January admission in the Physical Therapy Program and application for September admission to Physical Therapy should be submitted by January 15. All applicants should have copies of their transcripts sent to the Admissions Office as soon as possible after applying for admission.

Admission is competitive and applicants to the first year of college study are admitted on the strength of their secondary school curriculum, grade-point average, class rank, counselor recommendations, and SAT I or ACT scores in relation to their intended major. Completion of college preparatory courses at the secondary level with a "C" or better, or its equivalent, is recommended. This includes four years of English, two years of math, preferably Algebra and geometry, two sciences, social studies, and other elective college preparatory courses.

Students whose high school transcripts show limited academic performance may be accepted on a conditional basis if they have a favorable recommendation from a high school guidance counselor or principal and show evidence of potential for success.

Transfer students are welcome and must present transcripts of their high school and college records. Transfer applicants should be in good academic standing and generally need a grade-point average of at least 2.0 to be considered for admission.

To be considered for admission, an applicant should do the following:

1. Complete and return the application form
2. Submit an official high school transcript or GED scores
3. Forward SAT I or ACT scores (students entering a four-year program).
4. Forward to the Admissions Office official transcript(s) from any college(s) which the applicant attended.

Nursing applicants should see additional admissions information on page 82; Physical Therapy applicants, page 92.

When the file is complete and all credentials are received, the Director of Admissions will notify the applicant by letter regarding her/his admissions status.

All incoming first year and transfer students are required to submit a $125 tuition deposit within 30 days of their notification of acceptance by the Director of Admissions. This deposit is refundable until May 1 for those entering in September. Requests for the refund must be addressed to the Director of Admissions and be postmarked no later than May 1. Deposits received after May 1 are nonrefundable. The deposit will be applied to first term tuition charges.

Candidates for the spring term must also submit a $125 tuition deposit upon notification of acceptance to the College. The spring term deposit is nonrefundable. The deposit will be applied to first term tuition charges.

Applicants are encouraged to get to know Husson College. Campus tours and open house programs provide candidates with an opportunity to visit the College and experience campus life. Prospective students may also visit at other times, and personal interviews are recommended.

All correspondence concerning undergraduate admission should be addressed to the Admissions Office, Husson College, One College Circle, Bangor, ME 04401.

Telephone:	207-941-7100 or 800-448-7766 (toll-free)
Email:	admit@husson.edu
World Wide Web:	www.husson.edu

READMISSION - Day Division

Students who desire readmission must fill out and submit an Application for Readmission which can be obtained from the Admissions Office.

The Director of Admissions will consider the application for readmission on the basis of space availability, program availability and past academic performance. Upon review of the student's request and examination of the required data, the student will be notified by letter of the decision regarding his/her readmission to the College.

VETERANS

Admissions criteria for veterans include graduation from an approved senior high school or a high school equivalency certificate recognized by the applicant's State Department of Education. The College also accepts a General Educational Development Certificate administered under the United

States Armed Forces Institute and subsequently recognized by the applicant's State Department of Education. Veterans Administration paperwork for new students requires four to six weeks for processing. Veterans who enroll for courses should be prepared to pay the tuition down payment if the V.A. checks have not arrived in advance of formal registration.

INTERNATIONAL STUDENTS

Husson College enrolls international students who meet the criteria of eligibility established by the College and by the Immigration and Naturalization Service. Enrollment is made by a letter of admission and a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (INS Form I-20).

The above-named document will be issued only if the student meets the following INS requirements:

1. bona-fide student status
2. full-time student status
3. ability to meet financial obligations
4. intention to return to his/her country upon graduation

and the following College requirements:

1. academic admissibility
2. financial admissibility
3. full-time day student status

CED international students may be issued I-20 forms if attending full time.

International applicants are expected to submit the same credentials as other students, including transcripts or courses taken and examination results. If the documents are not in English, they must be accompanied by an English translation certified by the same issuing authority or by a reputable translation service.

Applicants whose native language is not English must demonstrate proficiency in reading, writing, speaking and understanding English. However, students who do not meet the English language requirements may be issued a conditional acceptance contingent upon successful completion of Level 9 at the International Center for Language Studies located at Husson or its equivalent.

A score of 500 or higher on the Test of English as a Foreign Language (TOEFL) will be accepted in lieu of completion of the ICLS program.

STUDENT CLASSIFICATION

1. *Degree Status*
   Students in this category are those enrolled in master, bachelor or associate degree programs. Degree status students are eligible for financial aid. Degree students may defer their declaration of a major until the end of the first year. See page 18.
2. *Nondegree Status*
   Students in this category hold a baccalaureate degree and are pursuing courses for personal enrichment. Nondegree status students are not eligible for financial aid.
3. *Special Status*
   Students in this category may have specific academic needs and may not meet the College admissions requirements. They will be assigned an advisor who will monitor their progress. Special students in good academic standing may apply for admission to a degree program. It should be noted that students taking courses without regard to a future academic major may take

courses that are not transferable for degree credit. It is to a student's advantage to declare a degree objective as soon as practical. As a guideline, a decision should be made after (24) credit hours have been successfully completed. Special status students are not eligible for financial aid.

4. *Conditional Status*
   Students in this category are those diagnosed as having academic deficiencies, for whom a longer time may be required than is shown in the catalog to complete degree requirements. For those students a prescriptive academic plan may include a reduced course load. Conditional status students are eligible for financial aid.

ADVANCED STANDING - TEST PROGRAMS

CLEP/CEEB

Entering students may be awarded advanced standing to a maximum of thirty (30) credit hours on the basis of advanced placement examinations. There are two examination programs through which students usually earn college credit: the College Level Examination Program (CLEP) and the College Entrance Examination Board (CEEB).

Six (6) credit hours per subject area may be awarded for the American Council on Education recommended passing scores attained on the College Level Examination Program (CLEP) administered by ETS.

Six (6) credit hours per subject area may be awarded for the American Council on Education recommended passing scores attained on the CEEB's College Level General Examination. Areas covered include mathematics, English, social science, history, accounting, and business administration.

Other recognized college-credit granting programs may also provide a student advanced standing at Husson. Students are encouraged to present earned credit for evaluation when applying for admission.

ASAP

Husson College recognizes the desire of high school students to take college courses for credit in order to enter college with advanced standing, thereby bypassing selected introductory level courses. In order to address this need, Husson College has created the Advanced Standing Academic Program. Contact the Admissions Office for information.

PROFICIENCY EXAM

Proficiency examinations developed by departments and divisions within the College are also used to assess attained competencies and provide for advanced standing. These examinations are used to measure student attainment of specific learning normally provided through regular Husson courses. Successful performance results in the awarding of credit for specified courses. The departments and schools of the College designate the courses for which proficiency examinations are available to students.

Proficiency examinations are intended for the purpose of recognizing the already attained skills and knowledge of persons who are enrolled at Husson. Students may challenge any course at Husson with the following exceptions:

a. If a course has a prerequisite, the student must have met the prerequisite requirement before challenging the course;
b. Those courses restricted by catalog statements on eligibility or otherwise not approved by the separate college departments or divisions;

c. The most advanced-level course in a sequence of courses where skills and knowledge attained are closely related to potential job performance; and
d. Graduate courses. Note: Some graduate nursing courses are open to challenge by examination. For information, contact the Office of the Dean of the School of Health.

Students may not take a proficiency exam in any course for which credit has already been accepted in transfer by Husson College. Proficiency credits from other colleges and universities which are regionally accredited will be accepted by Husson. A student must be registered in a degree program at Husson College to be eligible to take a proficiency exam (with the exception of high school students enrolled in the ASAP).

If the student's proficiency examination score meets the minimum standard required for "C" work in the course, credit for the course will be entered on the student's permanent record by the College Registrar. Such credit will be shown as "credit by proficiency." No grade will be recorded, and the credits will not be included in the computation of the student's grade-point average. If the student's examination does not meet the standard required for "C" work, no credit shall be granted. A student may take a proficiency examination for a given course only once.

Candidates for advanced standing who wish to enroll in a degree program must complete their last thirty (30) credit hours at Husson.

ıDVANCED STANDING - TRANSFER CREDIT

Students who have attended other accredited institutions and who wish to transfer to Husson are dmitted to advanced standing on the quality of their credentials. Such transfer students should have ıe institution(s) attended send official transcripts of the course work completed to the Husson ıdmissions Office for evaluation. This should be done as part of the process of applying for admission ɔ the College. Invitations are extended to all transfer students to arrange interviews with the ıdmissions Office.

Transfer students should follow the regular admission procedure outlined in this catalog. It is :commended that application be made at least one month before the semester in which the student ·ishes to enter Husson.

The essence of the transfer policy is an evaluation of the individual's complete official transcript(s) ·om the institution(s) previously attended. It is the transferee's responsibility to have these transcripts ɔrwarded to the Husson Admissions Office. Upon admission to the College, a copy of the evaluation f transfer credit is forwarded to the transferee.

A transfer student who is admitted to Husson from an accredited institution is granted academic :edit for acceptable transfer courses with the following guidelines:

1. The transfer student with an associate degree is granted advanced standing, i.e., junior status with sixty (60) credit hours accepted from the transcript. The student must be aware that more than two additional academic years at Husson may be necessary to complete the degree requirements for a specific Bachelor of Science degree program. The length of time may be shortened by earning degree credits in the summer sessions at Husson.
2. The transfer student, after becoming a resident student at Husson, cannot transfer additional credits from any other institution into a Husson degree or certificate program.

3. A transfer student without an associate degree is granted academic credit for courses in which a "C-" or better grade had been attained, or demonstrates academic performance which is acceptable to the Chief Academic Officer and Director of Admissions.

Students who transfer into Husson College must complete their final 30 credit hours at Husson College.

Students who wish to transfer credit into Husson College after having been admitted must follow the policy on pg. 20.

ENGLISH PLACEMENT POLICY

Eh 111--Composition, and Eh 112--Literature and Research: All students placed in Eh 111 are required to take Eh 111 Composition and Eh 112 Literature and Research in their first year at Husson College.

Students placed in Eh 091 or Eh 092 must take this course in their first semester at Husson followed by Eh 111 in the next semester, and Eh 112 in the following semester.

Students who fail to earn a grade of "C-" or better in Eh 091, Eh 092, or Eh 111, must repeat the course(s) in the next semester offered.

UNDECLARED MAJOR

Most Husson students declare their intended major when applying for admission to the College. Students may, however, choose to defer their declaration of a major until the end of the first year of study. For those students, the College provides a basic first-year curriculum composed of general education and foundation courses. The student develops a schedule in conjunction with an academic advisor from the School of Science and Humanities. Subsequent approval of first-year courses for transfer into a degree program rests with the School or academic department offering the degree.

ACADEMIC POLICIES

SEMESTER HOUR DEFINED AND STUDENT COURSE LOAD

A semester hour, the unit in which courses are measured, is defined as one hour per week of lecture, or not less than two hours per week of laboratory work throughout a semester. A full-time Husson student normally enrolls for 15 credit hours of course work. Exceptions may include the following conditions: (1) a student on probation is required to carry a reduced load of 12 credit hours; or (2) a conditionally accepted student is required to carry a reduced load. Full-time attendance is defined as a course load of 12 or more semester hours.

CHANGE OF ACADEMIC PROGRAM

Students applying for a change of academic program must obtain the approval of the chairs of the departments involved. All program changes become effective at the beginning of the following semester.

COURSE CHANGE AND COURSE WITHDRAWALS

During the first week of classes in the semester, students are given the opportunity to adjust their course schedules by adding and dropping courses. Verbal notice to the instructor or failure to attend class is not sufficient notice. Written approval must be obtained from the faculty advisor. Students who drop courses should realize that completion of graduation requirements may be delayed, that class status may be affected, and that eligibility for financial assistance may be changed.

The policy with respect to withdrawing from a course is as follows:

1. A student who withdraws from a course after the Add/Drop period may not usually be registered or admitted to another course.
2. A student who withdraws from a course up to the midterm of classes will receive a grade of "W."
3. If a student withdraws after the midterm, a grade of WP or WF will appear on the student's official transcript indicating:
   WP (Withdrew Passing)--The student withdrew from the course having completed all work and assignments up to the time of the withdrawal and/or having participated in the course to the academic expectation of the professor.
   WF (Withdrew Failing)--The student withdrew from the course not having completed the work and the assignments up to the time of withdrawal and/or had not participated in the course to the academic expectation of the professor.
4. The grade of WP or WF will be determined by the professor of the course and submitted to the Registrar at the time the student withdraws from the course, on an official withdrawal form.
5. The grade of WP, although included on the student's transcript, is not computed into the grade-point average or the cumulative average. The grade of WF is computed into the grade-point average and the cumulative average.
6. No course withdrawal can be initiated after the last day of classes in the semester or term in which the course is taken.

ATTENDANCE

Students are expected to attend all scheduled class sessions for courses in which they are enrolled. The only recognized absences are those that are the consequence of family or personal emergencies or extended illness requiring confinement or hospitalization. Proof of the validity of a particular class

absence may be required of a student by an instructor. The decision as to whether or not a student may make up classwork, quizzes or examinations missed while absent is exclusively that of the course instructor.

Instructors keep class attendance records for all courses they teach, and they may file a request with the Chief Academic Officer to deny course credit to any student who has been absent for more than 15 percent of scheduled class time, including laboratory sessions.

LEAVE OF ABSENCE FROM THE CAMPUS

A written leave of absence request submitted to the Dean of the College allows the student to bypass the more lengthy college admissions process and return to school.

DIRECTED COURSE STUDY

In a Directed Study, an individual student and a faculty member cover the content of a course in the Husson College curriculum but do not meet in a regular class section with other students. Normally, a directed study is only approved for those students with fifteen or fewer credit hours remaining in their program of study. Final evaluation of a student includes an assessment of learning outcomes by the faculty member.

Only six (6) semester hours of directed study may be applied to the requirements for a bachelor's degree. Only three (3) semester hours of directed study may be applied to the requirements for an associate's degree.

INDEPENDENT STUDY

In an Independent Study, an individual student and faculty member study subject matter not covered by an established Husson College course. Independent Study courses may be available to students who meet the following criteria:

1. Junior or senior status
2. An overall average of 3.0 or
3. A 3.0 average in the previous semester

A plan of study is developed by the faculty member and submitted to the department chair or dean for approval.

TRANSFER CREDIT POLICY FOR DEGREE CANDIDATES

A student at Husson who is a degree candidate and has not transferred any credit hours from another college or university may transfer twelve (12) credits to be applied toward a bachelor's degree program or six (6) credits to apply toward an associate degree program. However, students are not permitted to transfer in any part of the last year's work in their program [usually thirty (30) semester hours]. A transfer student who becomes a Husson degree candidate cannot transfer in additional credit beyond what was accepted in transfer at the time of admission to Husson College.

SPECIAL SCHEDULE OPTIONS

Husson College offers a May Term and from time to time may offer Quarter Courses and other special formats in which classes meet on a more intensive schedule than in semester length courses.

SUMMER SESSIONS

Summer sessions are offered to allow students early entry into a college program, to accelerate their graduation date, or to make up academic deficiencies. Summer workshops and special educational programs approved by the State Department of Education and Cultural Services and the Veterans Administration are also offered for professional growth or recertification.

;RADING SYSTEM

The system of evaluating a student's achievement at Husson is by letter grade, with grade-point alues based upon an earned three-hour credit unit as follows:

	Grade-Point Average	Quality Points	
A	4.0	12.0	95-100
A-	3.7	11.1	90-94
B+	3.3	9.9	87-89
B	3.0	9.0	83-86
B-	2.7	8.1	80-82
C+	2.3	6.9	77-79
C	2.0	6.0	73-76
C-	1.7	5.1	70-72
D+	1.3	3.9	67-69
D	1.0	3.0	63-66
D-	0.7	2.1	60-62
F	0		Below 60
+P	C level work or higher		Passed
+NG	No grade submitted (temporary grade)		
W	Withdrawal up to midterm		
+WP	Withdrew passing		
WF	Withdrew failing		
X	Credit denied because of excessive absence		
+WA	Administrative withdrawal		
+I	Incomplete (temporary grade)		
++Q	Audit, no credit earned		
+L	Student enrolled but never attended course, no withdrawal on file.		

+ Grade does not affect GPA

++ Audit Courses: Students who wish to audit a course (enroll for noncredit) must follow the usual registration procedure and will be charged according to the regular tuition schedule.

The Registrar's Office does not report grades upon a verbal request to do so. Only written requests ›y authorized personnel are acknowledged.

\CADEMIC INTEGRITY

Academic honesty is expected of all students. A student's education is the result of individual nitiative and industry. Students should understand, therefore, that to submit work which is not their ›wn is not only a transgression of College policy, but a violation of personal integrity. The academic ommunity does not tolerate any form of cheating or plagiarism.

The penalty for cheating or plagiarism may be failure in the course. Other academic sanctions may lso be taken by the College authorities, including dismissal from the College.

;TUDENT APPEAL OF A COURSE GRADE

If a student believes he or she has received an improper grade for a course, he or she must present he case to the instructor before midterm of the next regular semester (e.g., fall, spring.) If the student ; not satisfied with the result of that consultation, he or she may refer the matter to the Dean of the ;chool offering the course. The Dean will consider only issues of procedure and fair treatment and will ıot review the academic judgement used in determining a grade. If the complaint remains unresolved, he student may submit a written appeal to the Chief Academic Officer, who will refer the case to the

Deans' Council. The Deans' Council will also only consider issues of procedure and fair treatment. All appeals must be initiated before the end of the semester or term following the one in which the disputed grade was awarded.

If the Deans' Council comes to a conclusion different from that of the faculty member and further consultation does not resolve the issue, the Chief Academic Officer will appoint a review committee of faculty peers, one peer selected by the faculty member who awarded the disputed grade, who will make a final determination.

PASS/FAIL

The option to take a course on a pass/fail basis may not be available in all courses. When it is available, the students must declare choice of the option before the end of the add/drop period.

INCOMPLETE GRADES

In exceptional circumstances students may be given an I (Incomplete) grade. Criteria for granting Incompletes include illness or accident, death or critical illness in the family, emotional disturbance requiring special guidance, and similar difficulties. Incompletes must be concluded and earned grades recorded by midpoint of the semester following the assignment of the incomplete grades.

An Incomplete automatically becomes an "F" if the Registrar's Office is not notified by the instructor that another grade has been awarded.

ACADEMIC WARNING, PROBATION AND DISMISSAL

Degree and Special students who do not achieve the minimum cumulative grade-point average listed below receive warnings or are placed on Probation as indicated:

On the completion of:	
9-29 Credit Hours	
1.00 1.49 GPA	Academic Probation
1.50-1.99 GPA	Academic Warning
30 and over Credit Hours	
Below 1.90 GPA	Academic Probation
1.90-1.99 GPA	Academic Warning

First-year students who do not achieve a 1.0 grade-point average for the first semester of attendance may be academically dismissed. However, they may be offered the option to forfeit their entire first semester of course work and retain their enrollment for a second semester if there is a high probability that they can improve their academic performance. Students who are offered this option and accept it must return to school for the following semester.

Academic Warning alerts students that their achievement is below the standard required for normal progress toward graduation. As a result, reduction in student credit-hour course loads may be imposed as well as restrictions on extracurricular activities. Grade deficiencies should be removed during the subsequent semester or during summer terms when possible.

Academic Probation signifies that students are in serious academic jeopardy. Students on probation must remove grade deficiencies during the subsequent semester or during summer sessions. Failure to do so may result in academic dismissal from the College. Students on Probation are required to carry a reduced class load and are restricted on extracurricular activities.

Extended Probation may be granted at the discretion of the Chief Academic Officer if the student does not remove the deficiencies in his/her cumulative grade-point average after the completion of the subsequent semester, but has attained a minimum of 2.0 grade-point average in the subsequent semester.

When a full-time day student is dismissed for academic reasons, the student will not be allowed to register for Husson CED courses while the dismissal is in force.

REPEATING A COURSE

Students may elect to repeat courses in which they have received a grade of "C-" or below. The newly-earned grade will replace the original grade in the calculation of a student's cumulative grade-point average; however, the former grade is retained as originally recorded in the student's transcript. Students cannot repeat a course which has been removed from the curriculum unless another course has been designated as an approved alternative for the deleted course.

When a student receives a failing grade (X, F, or WF) in a 299 or 499 course with unique content and seeks to repeat the course, the Dean of the School in which the course was offered may authorize a comparable course to be taken as a substitute. The grade in the designated substitute course will replace the failing grade in calculating the cumulative grade-point average.

Students are required to repeat some courses in which they have earned a grade below a "C-". The courses to which this policy applies are the following:

Eh 091 Essential College Writing Skills
Eh 092 Essential College Writing Skills for International Students
Eh 111 Composition

A student required to repeat a course will be charged full tuition for the course.

CLASS IDENTIFICATION

A student is usually identified as a first-year student, sophomore, junior or senior. Such a classification is applicable to the four years of regular college attendance. However, an increase in hours earned during one or more semesters or enrollment in summer sessions may result in an accelerated program. Thus, it is more accurate to designate class standing in accordance with semester hours earned.

The following schedule of hours earned plus current enrollment is used to establish class standing:

0-23	First-year Student
24-53	Sophomore
54-83	Junior
84	Senior

The schedule above has no necessary relationship to the cumulative hours and required grade- point average necessary for continuing enrollment.

GRADUATION REQUIREMENTS

Course requirements for Bachelor of Science and Associate in Science degrees are listed in the sections of this catalog devoted to each School. When the degree candidate successfully completes the curriculum for a selected program of study, he or she is recommended for a degree. Students may complete more than one concentration of study within a degree area.

Candidates for a Bachelor of Science degree are required to complete a minimum of 120 semester credit hours maintaining a minimum 2.0 overall cumulative grade-point average and 2.0 in the professional requirements of the concentration, with at least 15 credit hours in their concentration completed at Husson College. Some programs extend into the fifth year and require substantially more than 120 semester hours to complete. Some programs may have more rigorous grade-point average requirements.

A student who seeks a second or additional bachelor's degree must complete a minimum of 30 additional semester hours at Husson beyond the requirements for the first degree and complete all requirements in the second degree area.

Candidates for an Associate in Science degree are required to complete a minimum of 60 semester credit hours maintaining a 2.0 or better cumulative grade-point average, and a 2.0 in the professional requirements of the concentration, with at least 15 credit hours in their concentration completed at Husson College.

A degree candidate is required to spend at least one academic year (or its equivalent) in residence as an enrolled student. Students must take their final thirty (30) credit hours at Husson College.

Students are given one copy of their transcript at no charge. A minimum charge of $3 is made for subsequent copies upon written request. No transcript is issued until the student's financial account has been paid in full.

Degrees are conferred at Spring Commencement exercises held in May. Students are encouraged to be present at Spring Commencement. Students who complete degree requirements in August or December will, upon request, receive a letter stating that they have completed all of the degree requirements.

No diploma is issued until the student's financial account has been paid in full.

HONORS

A student carrying a full course of 12 semester hours is placed on the Dean's List when a grade-point average of 3.4 or better is maintained for the semester.

Husson makes several awards annually in recognition of the accomplishments of members of the graduating class. Gold honor cords are worn by all graduates who participate in commencement ceremonies and have achieved a cumulative grade-point average of 3.4 or better. Special recognition is also given to outstanding men and women of the graduating class in both the Bachelor of Science and Associate in Science degrees. These honors are determined by cumulative grade-point averages earned at the end of the penultimate term in a student's program of study.

Graduation honors are as follows:

Highest Distinction	3.8-4.00 GPA
High Distinction	3.6-3.79 GPA
Distinction	3.4-3.59 GPA

VALEDICTORIAN/SALUTATORIAN

To be eligible for the award of Valedictorian or Salutatorian a student must complete a minimum of 90 credit hours at Husson, take a minimum of 12 credit hours per semester for at least six semesters, and complete degree requirements within five years of matriculation.

The valedictorian will be the graduating senior with the highest grade-point average. The salutatorian will be the graduating senior with the second highest grade-point average. The winner of the Outstanding Academic Achievement Award will be the graduating senior with the highest grade-point average who does not meet the eligibility requirements for valedictorian or salutatorian.

Valedictorian, salutatorian, and outstanding academic achievement awards are determined based on grades received through the eighth or final semester in a student's program of study.

CONFIDENTIALITY OF STUDENT RECORDS

All students and alumni are authorized access, upon presentation of written requests, to records of their attendance, performance, and scholastic achievement maintained by the College. In accordance with the Family Educational Rights and Privacy Act of 1974 as amended, regulations setting forth the procedures by which access may be obtained, the person or persons responsible for custody of records, and the persons authorized to have access to student records have been published. These regulations are available to interested persons upon request. Records are maintained in accordance with federal and state regulations. In general, after seven years beyond termination or graduation, only transcripts of Husson courses are retained in the Registrar's Office.

CONTRACT FOR DEGREE

Normally, the final thirty credit hours of a student's program of study must be completed at Husson College. Under certain circumstances, a Contract for Degree option will be available for active duty military personnel and other students who are forced to leave the region before completing their studies because of a work assignment.

The student must be able to complete a minimum of thirty of the last sixty credit hours at Husson, fifteen of which must be in the major. Some major courses may not be acceptable as transfer courses. To qualify for the Contract for Degree option, a student must be in good academic standing.

The Dean responsible for the student's major area must give permission to develop a Contract for Degree. The Contract is to be developed with the academic advisor and the Chair of the major program, and must stipulate the specific courses to be completed at another institution.

The Contract process must be initiated while the student is in residence at Husson. The specific courses to be taken at another institution should be approved by the Chair of the major before the student registers. The student must file a written progress report annually with the Chair of the major area, and all work on the degree should be completed within five years of the time the Contract is written.

COMPLIANCE

It is the responsibility of the student to be familiar with and abide by all academic regulations, including requirements for completing the major and degree, prerequisites to be met for enrolling in certain courses, restrictions on enrollment in certain courses, and withdrawal from and repeating of courses. Failure to comply with all regulations could adversely affect the student's status and graduation.

FINANCIAL INFORMATION

ANNUAL CHARGES (Day Division)

The standard day division tuition rate for the 1998-99 academic year is $299 per credit hour. The tuition for a normal thirty (30) hour academic load is $8,970. The standard room and board charge for a resident student will be $4,880 for the academic year.

Upperclass students (third, fourth and fifth years) enrolled in the Physical Therapy Program will be assessed a flat tuition fee of $11,070 for the academic year. The flat fee will include all instructional lab fees and required summer internships.

The annual charges for a student taking the normal fifteen (15) credit hours per semester would be:

	Commuting Student	Resident Student	Upperclass Commuting PT Student	Upperclass Resident PT Student
Tuition (10 courses x $897)	$8,970	$8,970	$11,070	$11,070
Room and Board	N/A	4,880	N/A	4,880
Comprehensive Fee (See Below)	100	100	100	100
Total:	$9,070	$13,950	$11,170	$16,050

NOTE: The Board of Trustees reserves the right, with reasonable notice, to adjust tuition and room and board fees in accordance with changing costs of operation.

TEXTBOOKS

Textbooks may not be charged to a student's tuition account.

FEES

Individual course lab fees will not be assessed starting in 1998-99.

A student's Accident and Sickness Plan is compulsory for all Husson students unless proof of alternate coverage is provided by signing a waiver form. The insurance plan provides limited coverage for certain medical, surgical, nursing, and hospital expenses. A brochure describing the insurance and premium rate is available at the Office of Student Affairs upon request.

An annual professional liability insurance fee is required for Physical Therapy students.

The College collects from all students taking 9 credit hours or more per semester a comprehensive fee for the support of student activities. The fee is currently $50 per semester.

The room and board rates are for double occupancy in the residence halls. Depending upon availability, students may request a single room. Students occupying single rooms will be assessed an additional $300 per semester. Contact the Residential Life Office for more details.

Room and board charges include only meals served while the College is in session. Additional charges will be assessed to those students remaining on campus during vacation periods.

Students are given one copy of their transcript at no charge. A $3 charge is made for subsequent copies. Transcripts will not be issued to students with an unpaid financial obligation to the College.

A graduation fee of $75 is assessed to all graduating students. The charge is to cover the cost of nvitations, diploma and cap and gown. The fee is payable regardless of graduation ceremony .ttendance.

NEW STUDENTS

All charges and fees must be paid or satisfactory financial arrangements made before a student is llowed to attend classes or enter the residence halls.

RETURNING AND READMITTED STUDENTS

Students are not allowed to begin a semester until all previous College charges have been paid in ull, unless a bank loan has been authorized and is pending (it will be considered in the readmitting rocess), or satisfactory arrangements for payment of charges for the current semester have been pproved by the Business Office.

PAYMENT PLANS

Husson offers both a protected pay-by-the-month plan and a deferred payment plan. Details about oth plans are available in the Business Office.

Under the protected pay-by-the-month plan, the total charges for the academic year, net of financial id, are divided into ten to twelve equal monthly installments. Normally the payments begin as early s May for the following academic year. Interest will be charged only when payments become delinquent.

Under the deferred payment plan, the total charges per semester, net of financial aid, are divided into three or four consecutive monthly installments to be paid during the semester. Interest will be assessed each month on the unpaid balance.

TUITION REFUND POLICY

Students are enrolled for the entire semester, not for a period of attendance; AND the fact that fees are sometimes paid in installments does not constitute a fractional contract. A student who withdraws from school prior to the completion of his/her program of study, either during a semester or between semesters, must file an official form of withdrawal with the Registrar's Office.

Tuition refund credits are computed from the official date of withdrawal. Nonattendance of classes does not constitute an official withdrawal.

For program withdrawals during the regular academic year, refund credits will be prorated on the balance of tuition and other charges, after deducting the tuition deposit and other nonrefundable fees, using the following schedule:

	15-Week Term	12-Week Term	10-Week Term
During the First Week	90%	88%	85%
During the Second Week	80%	76%	70%
During the Third Week	70%	64%	55%
During the Fourth Week	60%	52%	40%
During the Fifth Week	50%	40%	25%
During the Sixth Week	40%	30%	10%
During the Seventh Week	30%	20%	0%
During the Eighth Week	20%	10%	0%
During the Ninth Week	10%	0%	0%
After the Ninth Week	0%	0%	0%

Summer Session charges will be prorated using the following schedule:

	10-Week Term	5-Week Term
During the First Week	85%	75%
During the Second Week	70%	50%
During the Third Week	55%	25%
During the Fourth Week	40%	0%
During the Fifth Week	25%	
During the Sixth Week	10%	
After the Sixth Week	0%	

Students who are academically or administratively dismissed will receive a refund in accordance with the above schedule.

Financial aid will be proportionately charged back in accordance with government regulations.

Full tuition credits will be given for individual course withdrawals during the standard add/drop period each term. For individual course withdrawals after the standard add/drop period, tuition and fees will not be adjusted.

RESIDENCE REFUND POLICY

Students who withdraw from the College or are academically or administratively dismissed, must complete and sign a Residence Withdrawal form and turn in his or her room key and student ID card to the Director of Residential Life.

A refund credit will be prorated on the residence charges in accordance with the same schedule as is used for tuition refunds (see Tuition Refund Policy above).

FINANCIAL AID

Students attending Husson College annually receive financial aid funds totaling in excess of $3 million from federal, state, community, and campus-based sources. Aid resources are made available to students on the basis of financial need determined by the submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA is the only application required for need-based financial aid consideration at Husson.

The FAFSA collects income and asset information about parents and students. This information is analyzed by the College Scholarship Service and provided to financial aid agencies and institutions. The FAFSA should be completed as soon after January 1 as possible to ensure equitable consideration for existing aid resources. Aid applicants should contact a high school guidance counselor or the Husson College Financial Aid Office to be sure the proper procedure is followed.

Financial aid is renewed annually based upon continued financial need as demonstrated through the annual filing and the requirement that the student meet the stipulations of the Satisfactory Academic Progress policy.

FINANCIAL AID SOURCES

The following is a list of aid sources available to Husson College students. Applicants are encouraged to research the possibility of assistance from other sources such as local fraternal and social organizations and special service groups. Often, high school guidance counselor is the best resource for this type of financial aid information.

FEDERAL SOURCES
Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (SEOG)
Federal Perkins Loan Program
Federal College Work Study Program (CWSP)
Federal Family Education Loan Program (subject to a separate application at a local lending institution)

STATE SOURCES
Maine Student Incentive Scholarship Program (MSISP)
Non-Maine students should apply to the state grant program in their state of residence

FOR TEACHER EDUCATION STUDENTS
Blaine House Scholarship
Robert C. Byrd Honors Scholarship Program
Paul Douglas Teacher Scholarship Program

COMMUNITY SOURCES
Many communities support student efforts to attend institutions of higher education. Information regarding local aid programs is available through guidance counselors at local high schools.

NON-NEED SOURCES
Husson College payment plans described on page 27
Parent Loan for Undergraduate Students

Unsubsidized Stafford Loan
Maine Educational Loan Authority Supplemental Loan
Alternative Loans

INSTITUTIONAL GRANTS

Husson annually offers a limited amount of grant assistance to students with demonstrated financial need.

ACADEMIC GRANTS

Academic Honors Scholarship: Ten $1,000 scholarships are awarded annually to entering freshmen students in two- or four-year programs who have achieved academic excellence in high school. These awards are renewed annually so long as the recipient maintains Dean's List grades (3.4 GPA). Applications may be obtained from guidance counselors or by contacting the Office of the Chief Academic Officer at Husson. Application deadline is March 1.

Betterment Fund Scholarship: Awards made annually to deserving students, preferably from Oxford County and the Western mountains of Maine.

Business Technology Education Scholarship: Two $1,000 scholarships are awarded annually to entering first-year students in the field of Business Technology Education who have achieved academic excellence in high school. Renewal and application procedures are the same as for the Academic Honors Scholarships.

Campus Community Scholarship: Awarded to students from under-represented groups who can enrich the College community through diversity.

Leadership Scholarship is awarded to entering students who have displayed meritorious academic and/or leadership qualities during their high school years. Each recipient will be reviewed on an individual basis. SAT I/GPA and rank in class, as well as potential community and/or high school activities, serve as guidelines for this award. This scholarship is renewable based upon full-time continuous enrollment and a GPA of 2.5 starting in the second semester.

Scholar Incentive Awards: Starting with the first semester of the Sophomore year, awards of $250 or $150 per semester are granted to students who have attained a semester grade-point average of 3.6 (or better) or 3.4 (or better) respectively after the completion of at least thirty (30) credit hours at Husson. The value of these awards is increased by $50 per semester in each succeeding semester. To be eligible the recipient must attain (and maintain) the requisite semester grade-point average during a semester in which he or she is carrying a 15 credit hour or greater course load. Payment of this award is applied toward tuition in the subsequent regular semester of enrollment. Please note that students eligible for renewal of either the Honors Scholarship or the Business Technology Education Scholarship are not eligible for this award.

George I. Alden Trust Scholarship: This trust, headquartered in Massachusetts, provides annual assistance to needy undergraduate students.

Col. Hazel E. Benn Scholarship: Awards made annually to financially deserving students from Aroostook County.

Leland R. Bennett Memorial Scholarship: An award made annually from the fund to an incoming adult learner nursing student who demonstrates financial need.

Douglas H. and Ana M. Brown Scholarship: One-half the awards made annually from the fund shall be to outstanding students majoring in a business field offered by Husson and one-half to outstanding students majoring in nursing.

Frank M. Carter Memorial Scholarship: Established by friends and colleagues in the memory of Frank M. Carter, this scholarship is awarded by the Scholarship Committee to a junior- or senior-level baccalaureate accounting student from the State of Maine who demonstrates both financial need and academic excellence.

Frank M. Carter Merit Scholarship: Awarded annually by the Board of Trustees to a full-time first-year student who ranks in the top quarter of his or her graduating high school class.

Casco Northern Corporation Scholarship: An award made annually from the fund to a deserving Maine student.

Roger Castonguay Memorial Scholarship: A $1000 scholarship established by Fleet Bank in the memory of Roger J. Castonguay, a Husson alumnus and former president and CEO of Fleet Bank of Maine. This scholarship is awarded annually on the basis of financial need to a business or accounting major from northern Maine.

Wilfred E. Cobb Memorial Scholarship: Named in honor of a former Husson administrator, this $500 need-based scholarship is awarded annually to a student who best typifies the kind of student Bill tried to help when he was with the College. Selection is made jointly by the Business Office and the Financial Aid Office.

Woodrow W. Cross Agency Scholarship: This $500 award is granted annually by the Director of Financial Aid to a student of financial need from Central Maine entering Husson College as an accounting or business administration major.

Leslie Dickerman Scholarship: Two $2,000 grants awarded annually to entering first-year students from Bangor High School. One recipient selected by the Principal and the Chairman of the Business Department and one recipient selected by the Principal and the high school's Scholarship Committee.

Fred R. Dingley Scholarship: An award made annually from the fund to a student from the Lee area (Lee, Winn, Springfield, Webster Plantation, Prentiss Plantation, Carroll Plantation, Topsfield, Macwahoc, Reed Plantation, Drew Plantation, and the unorganized territories of Kingman and Brookton) who is in need of financial aid to attend or continue to attend Husson.

William H. Donahue Memorial Scholarship: The William H. Donahue Memorial Scholarship of $250 is awarded annually to an upper-class student in the Department of Accounting.

Lawrence Eaton Memorial Scholarship: An award from the fund to an upper-class accounting major.

Russell C. and Veronica D. Eustice Scholarship: Awarded each year to a student, selected by the Business Administration Department, majoring in Business Administration and who demonstrates both financial need and the ability to succeed in a business program.

Fleet Bank Scholarship: An award from a fund established to assist deserving Husson students.

Arthur D. Fuller Scholarship: An award made annually based on financial need to a full-time undergraduate student from Western Maine.

Katheryn Ann Hainer Memorial Scholarship: Awarded annually to a student with financial need. Preference will be given to students who are single parents.

Fred V. Hart Scholarship: Two $2,000 grants awarded annually to entering first-year students from Brewer High School. One recipient selected by the Principal and the Chairman of the Business Department and one recipient selected by the Principal and the high school's Scholarship Committee.

Robert N. Haskell Scholarship: In memory of Robert N. Haskell of Bangor, Maine, Governor of the State of Maine, Bank Executive, Chairman of the Board and President of Bangor Hydro Electric Company, Educator, and Civic leader, this scholarship is awarded by the Director of Financial Aid on the basis of financial need to a sophomore, junior, or senior who is in a business program, is in good academic standing, and who is a resident and citizen of the State of Maine.

Chesley H. Husson Scholarship: A $2,000 grant awarded annually to an entering first-year student graduating from a high school outside the Bangor area which entered the greatest number of students in the freshman class at Husson College the previous academic year. The recipient is selected by the school's Principal and Guidance Counselor.

Chesley H. Husson, Jr., Scholarship: Two $2,000 grants awarded annually; one to an entering first-year student from Hampden Academy and one to an entering first-year student from Hermon High School. Selection is by the schools' Principal and Scholarship Committee.

Dorothy Bell Husson Scholarship: Two $2,000 grants awarded annually to entering first-year students from John Bapst High School. One recipient to be selected by the Principal and the Chairman of the Business Department and one recipient to be selected by the Principal and the high school's Scholarship Committee.

Roy George Husson Scholarship: Two $2,000 grants awarded annually; one to an entering first-year student from Old Town High School and one to an entering first-year student from Orono High School. Selection is by the schools' Principal and Guidance Counselor.

Institute of Management Accountants Scholarship: An award from the fund to an outstanding upper-class accounting major.

James and Mildred Judy Scholarship: An award from the fund to an upper-class accounting major in the bachelor's degree program.

KPMG Peat Marwick Scholarship: Awarded annually to a student from Maine who has demonstrated unmet financial need.

Elizabeth S. Largay Nursing Scholarship: An award made annually from the fund to a regularly enrolled sophomore nursing student from rural Maine who has achieved a GPA of at least 2.8 in the fall semester of the freshman year.

Edmund LeBrun Scholarship: This scholarship was established to honor a former faculty member, Ed LeBrun. It is an award made annually from the fund to an entering Hampden Academy graduate with proven financial need.

Guy A. Leonard Nursing Scholarship: A privately sponsored scholarship to assist needy Nursing students. The recipient must be in his/her first or second year.

Andrea Karen Lockhart Scholarship: An award is made annually to a deserving student.

Maine Yankee Scholarship: This scholarship was established to provide a financial award made annually to a student from Maine who demonstrates financial need and to honor a major corporation.

Michael Scott McDowell Memorial Scholarship: Established by friends, relatives and colleagues in his memory. This scholarship is awarded annually by the Scholarship Committee to a third-year student majoring in Business Administration who demonstrates financial need and the ability to succeed in a business program. The recipient must also be a native of the State of Maine.

Delmont N. Merrill Scholarship: An award is made annually to a deserving student.

The Louise B. Miller Merit Scholarship: This $250 scholarship is awarded in the first semester of the senior year to the junior business education student who has achieved the highest grade-point average (based upon 15 credit hours) in the second semester of his or her junior year.

Leonard and Renee Minsky Scholarship: An award from the fund to an upper-class business administration major.

William P. Newman Scholarship: An award made annually from the fund to an upperclass male student in the Business program who has demonstrated proficiency and sportsmanship.

NMTC Honors Scholarship: Two $500 annual grants to students transferring from Northern Maine Technical College to the junior level of a full-time, day division Husson College bachelor's degree program. Selection of the recipients is made by the Director of NMTC.

Peoples Heritage Savings Bank Scholarship: An award is made annually to a deserving student in the Husson/EMMC Nursing Program.

William B. Read Scholarship: An award made annually to a student from Maine or New Jersey in a business management program.

Joseph J. Snack III Memorial Scholarship: Awarded annually to a financially deserving accounting student.

Charles M. Sullivan Scholarship: To honor a former faculty member, an award is made annually to a student in the business administration program with demonstrated need and commitment to public service.

Clara Lincoln Swan Scholarship: Awarded annually during the second semester, based on need, to a non-traditional female student in the field of Business.

Walker-Perkins Scholarship Fund: The Walker-Perkins Scholarship Fund is distributed for tuition expense to one or more Maine students at Husson subject to the following requirements: (1) the student be enrolled in a four-year program for the year in which the tuition grant is made: (2) the student demonstrates the qualifications to benefit from the education which Husson provides; and (3) the student lacks financial resources to pay tuition at Husson. Selection of the recipient is made by the President. The total amount is $1,000.

G. Peirce and Florence Pitts Webber Scholarship: Awarded annually by the Scholarship Committee to a deserving student from the State of Maine.

Webber Oil Company Scholarship: Awarded annually by the Director of Financial Aid to a deserving sophomore, junior, or senior student with financial need.

G. Peirce Webber Nursing Scholarship: An award made annually from the fund at the discretion of the Dean of the School of Health for financial support to students in the Nurse Practitioner program who demonstrate financial need.

Lloyd Willey - Canteen Service Scholarship: Awarded annually to a student with demonstrated financial need.

Alma C. Williams Scholarship: Awarded annually to an upperclass student from the towns of Clifton, Amherst, Holden, Eddington, Aurora, Great Pond, Osborn, or Dedham, with unmet financial need.

R. Leon and Alma C. Williams Scholarship: An award or awards from a fund to an entering student who is (or will be) a graduate of Brewer High School or John Bapst Memorial High School and who is a resident of Clifton, Amherst, Aurora, Plantation #33, Osborne Plantation, Eddington, or Holden. The recipient must be a deserving and needy student of good citizenship. The recommendation of local school authorities shall be sought in selecting the recipient(s).

GENERAL EDUCATION

In the fall of 1997, the Husson College Faculty approved a new General Education Curriculum for all programs leading to the baccalaureate degree. The General Education Curriculum is organized around a set of broad personal and professional attributes which the faculty believes ought to characterize a graduate in every Husson major. These attributes are:

Professional and technical competence in a major field of study
Knowledge of ethical standards and skill in ethical analysis
Knowledge of self and positive self image
Effectiveness in communication
Global and cultural awareness and understanding

In addition to these major attributes, the Husson Faculty expect graduates to be able to manage their own life-long learning, exhibit leadership and interpersonal skills, and know the value of service to one's community.

The General Education Curriculum includes a set of core requirements and elective courses designed to help students develop these attributes. Every baccalaureate student must complete this set of nine core courses:

First Year Seminar
Eh 111 Composition
Eh 112 Literature and Research
Eh 121 Speech
Mi 111 Introduction to Microcomputing (or approved alternative)
Laboratory Science
Mathematics (two courses)
Senior Seminar

Each student must also satisfy a set of distribution requirements through selection of appropriate electives in the following areas:

Experiential Learning (co-op, internship, clinical, other) (1)
Ethics (1)
Psychology (1)
Communications (3)
Foreign Culture and Conversation (1)
Fine Arts (1)
Global Perspectives (1)

Students may substitute documented learning from experience in the foreign culture and conversation requirement and the fine arts requirement.

To complete the General Education requirements, students must also document learning through co-curricular and community service experiences.

PROGRAMS OF STUDY

Husson College offers the following programs for undergraduate students. Some programs have specialized concentrations, and more detailed information is available in the sections of this catalog devoted to each School. The College also provides opportunities for students to choose a minor program of study (see below). CED students have more limited program options and should consult with the Center Director in their respective area.

Bachelor of Science in

- Accounting
- Business Administration
- Business and Technology
- Business Technology Education
- Computer Information Systems
- Executive Administration
- Hospitality Management
- Life Science*
- Life Science Teacher Education*
- Nursing
- Paralegal Studies
- Physical Education
- Psychology*
- Science and Humanities (Individualized Program)

Associate of Science in

- Accounting
- Broadcast Communications
- Business Administration
- Business Studies
- Executive Administration
- Information Systems
- Medical Assisting
- Paralegal Studies

The following five-year programs lead to a master's degree but are designed for entry by undergraduate students:

- Physical Therapy
- Occupational Therapy**

The following five-year options lead to both a bachelor's and a master's degree:

- B.S. Accounting/M.S. in Business
- B.S. Business Administration/M.S. in Business

*Available in 1999-2000
**Under development, available in 1999-2000

MINOR PROGRAMS

All students enrolled in baccalaureate degree programs have the opportunity to acquire an academic minor in addition to their major course of study. Minor programs include Accounting, Behavioral

Science, Computer Information Systems, English, Hospitality Management, Mathematics, and Psychology. Each minor carries a minimum requirement of eighteen (18) credit hours of prescribed course work, and no more than nine (9) credit hours transferred from another college or university can be applied to meet the requirements of a minor. For specific information, students should consult the Office of the Dean of the School offering the minor.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education courses combine classroom theory with practical work experience. Cooperative education courses are available to students when business, industry, or nonprofit institutions join with the College to provide planned periods of part-time or full-time employment. The major objective is to provide students with a career-oriented, educational program which is beneficial to both the student and the cooperative education employer.

Through the blending of study and employment, students may (1) better understand classroom theory through application to a working situation; (2) clarify and define career goals; (3) evaluate chosen academic majors; (4) acquire professional experience; (5) develop maturity, self-confidence, and communication skills; and (6) defray a portion of their educational expenses.

The cooperative education courses are offered to Associate and Bachelor of Science degree candidates who have completed at least two academic semesters in the programs of Accounting, Business Administration, Business Technology Education, Computer Information Systems, Nursing, or Executive Administration. These students must have at least a 2.0 cumulative grade-point average to participate in a cooperative employment experience. There may be additional requirements in particular programs. Unless otherwise stated, a student may earn a maximum of twelve (12) credit hours toward a Bachelor of Science degree and six (6) credit hours toward an Associate in Science degree by working part- or full-time in a business and/or an institution during fall, spring or summer session(s). Students may earn a maximum of six (6) credit hours in a given semester or summer session. Students are encouraged to enroll in Cooperative Education courses wherever general, technical, or open electives are available. Cooperative Education courses fulfill the experiential learning requirement in the general education curriculum. A set rate is paid by students participating in cooperative education regardless of status as CED or day school student.

ARMY AND NAVY R.O.T.C.

Husson students who wish to do so may participate in either Army, or Naval Reserve Officers Training Corps programs in conjunction with the Department of Military Science or Naval Science at the University of Maine at Orono. Participants may gain scholarship status and graduate as second lieutenants in the Army or achieve the rank of Ensign in the Navy Nursing Program. Further information on career opportunities through the Army or Navy R.O.T.C. programs may be obtained by writing to the respective departments at the University of Maine, Orono, Maine 04469.

GENERAL INFORMATION -- *GRADUATE*

ACADEMIC POLICIES

Husson College offers graduate programs in business, nursing, and physical therapy. The Master of Science in Business and Master of Science in Nursing programs are designed for students who already hold a baccalaureate degree. The policies described below apply to these post-baccalaureate programs. For a description of the Master of Science in Business program, see pg. 45. For a description of the Master of Science in Nursing Program, see pg. 86.

The Master of Science in Physical Therapy Program is a five-year entry level master's program. Students are normally admitted in their first year of college and spend three years in undergraduate course work and two years in graduate course work. The Master of Science degree is awarded upon successful completion of this five-year program. There is no baccalaureate degree option in physical therapy available at Husson.

The Master of Science in Occupational Therapy Program is under development. It is anticipated that students will be admitted in the fall of 1999.

ACADEMIC STANDARDS

Admission to a graduate program is a student's permission to attempt graduate-level work at Husson College. Admission does not imply that Husson College guarantees that a student will necessarily graduate. Once admitted, it is up to the student to demonstrate ability to do graduate work. Those students who do not demonstrate this ability will be dismissed.

Students must maintain a "B" average (3.0) in order to continue in a graduate program. A student whose average falls below 3.0, who earns a grade lower than a "C," or who earns more than two grades of "C" or "C+," will be reviewed by the Graduate Academic Affairs Committee, which may dismiss the student or determine the conditions under which the student may continue in the program. No more than six credits of course work in the "C" range can be applied toward the master's degree. A student who has not attained a grade-point average of 3.0 or better at the end of his or her program of study will not graduate. Specific graduate programs may have more rigorous requirements for maintaining satisfactory academic standing.

GRADING SYSTEM

The system of evaluating a student's performance in the graduate program is by letter grade, with grade-point values as follows:

	(Grade-Point Average)	(Quality Points)
A	4.0	12.0
A	4.0	12.0
A-	3.7	11.1
B+	3.3	9.9
B	3.0	9.0
B-	2.7	8.1
C+	2.3	6.9

C	2.0	6.0
C-	1.7	5.1
F		0.0
*P	Passed	
*NG	No Grade Submitted	
*W	Withdrawal Before Midterm	
*WP	Withdrew Passing	
WF	Withdrew Failing	
X	Credit Denied Because of Excessive Absences	
*WA	Administrative Withdrawal	
*I	Incomplete	
**Q	Audit, No Credit Earned	
*L	Student Enrolled But Never Attended Course, No Withdrawal on File	

**Grade does not affect GPA*

***Audit Courses: Students who wish to audit a course (enroll for noncredit) must follow the usual registration procedure and will be charged according to the regular tuition schedule.*

RESOURCES FOR GRADUATE STUDY

The library provides services and resources to meet the study and research needs of undergraduates, graduates, and faculty. The focus of the collection is on materials that complement the degree programs and reflect the interests of the College; however, books and journals for recreational reading and for personal growth are also part of the collection. In addition to books and journals, the library maintains modest collections of federal and state documents, company annual reports, and pamphlets. Faculty place assigned and suggested course readings on reserve, which are obtained at the circulation desk.

Electronic databases are an important component of the library's resources. Some of these may be searched from computers located off campus that have access to the World Wide Web. The library's catalog is on-line, and may be reached on the Web by going to http://www.athena.husson.edu. Information resources available through the library include such full-text databases as Encyclopedia Britannica On-line, Westlaw's legal database, Stat-USA, and a federal taxation database. Citation databases include First Search, Medline, Wilson Business Abstracts, and numerous others. The library has links to the holdings of other academic, research, and public libraries in Maine.

Students have access to local libraries, including Bangor Public Library, Parrot Health Science Library at Eastern Maine Medical Center, the Penobscot County Law Library, and Fogler Library of the University of Maine. The library cooperates with these and other libraries nationwide to obtain materials that we do not own. The library is open seven days a week during the academic year and offers a quiet environment conducive to studying.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition in the Master of Science in Business Program is $181.67 per credit hour. Tuition in the Master of Science in Nursing Program is $299.00 per credit hour. A nonrefundable application fee of $25 is required with the formal application for admission to graduate study at Husson. Lab fees may be assessed in some courses.

A graduation fee of $75 covers the following items: diploma, invitations, and cap and gown. The fee is payable at the time the student petitions for graduation and is due regardless of whether a student attends the graduation ceremony. The petition for graduation also initiates a final check of the student's file to ensure that all requirements have been met and all official transcripts and other documents are on file.

All students are entitled to one official transcript of their academic record at Husson College. Additional copies are issued at the cost of $3.

The Board of Trustees reserves the right with reasonable notice to adjust tuition and fees in accordance with changing costs of operation.

REFUND POLICY

Students are enrolled for a place in the College for the entire semester, not for a period of attendance; and the fact that fees are sometimes paid in installments does not constitute a fractional contract.

Refund credit will be prorated on the balance of tuition, after deducting the tuition deposit and other nonrefundable fees, according to the following schedule:

	15-Week Term
During the First Week	90%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%
After the Ninth Week	0%

Terms of different lengths will have different pro rata refund schedules.

WITHDRAWAL

A student who withdraws must file a withdrawal notice in writing with the Graduate Office. Refund credits will be computed from the date that official notice is received in the Graduate Office. Nonattendance of classes does not constitute an official withdrawal. Laboratory and application fees are not refundable.

FINANCIAL AID

The Federal Stafford Loan Program is available for students admitted to and enrolled in the graduate program. These loans are administered through banks and savings associations. To obtain further information and loan application forms, students should contact the Student Loan Officer at their local bank. The Financial Aid Officer at Husson College is also available to assist students in securing the loan.

GRANTS

Federal Nurse Traineeship Grants may be available to full-time students in the M.S.N. Program. Please contact the M.S.N. Program Director for further information.

PAYMENT PLAN

Each student is expected to pay at least one-third of the fall or spring semester's total cost at the time of formal registration. For the summer session, at least one-half of the total cost should be paid at formal registration.

Details about the deferred payment plan are available from the Business Office.

HOUSING

A limited number of spaces may be available in the residence halls during the academic year. Students who attend only during the summer sessions may be accommodated in a residence hall.

Off-campus rooms and apartments are available in Bangor and the surrounding communities. Living accommodations are scarce, however, so the student is advised to arrange for housing in advance of initial enrollment. All inquiries about residence hall spaces should be sent to the Dean of Student Affairs.

The School of Business

The Faculty

Nafez Alyan, Ph.D.
Economics
Finance

Jesse W. Baker, Ed.D.
Teacher Education
Computer Information Systems

Cristanna M. Cook, Ph.D.
Marketing
Economics

Steven A. Earl, M.A.
Medical Assisting

Donna Moreland Fichtner, M.A.
Hospitality Management

Robert G. Goodwin, M.Ed, CDE
Computer Information Systems

Philip C. Grant, Ph.D.
Human Resource Management
Operations Management

Bonnie W. Haghkerdar, J.D.
Paralegal Studies

Jessica Reynolds Jenner, Ph.D.
Dean, School of Business
Organizational Behavior
Management

Jang-Shee Barry Lin, Ph. D.
Finance
International Business

Dewey W. Martin, M.S.T., CPA, CMA
Accounting

Karl B. McGaw, C.A.S
Executive Administration

Curtis S. Morse, Ph.D.
Computer Information Systems
Mathematics

William B. Read Jr., M.A.
Business Law
Management

Raj B. Singhal, Ph.D.
Accounting

Robert M. Smith, Ph.D.
Management

Joy R. Twomey, M.S., CPA
Accounting

John W. Winkin, Ph.D.
Sports Management
Physical Education

THE PROGRAMS

MASTER OF SCIENCE IN BUSINESS

ACCOUNTING
- B.S. Accounting
- B.S. Accounting/CIS
- B.S. Accounting/M.S. in Business
- A.S. Accounting

BUSINESS ADMINISTRATION
- B.S. Business Administration *Concentrations:*
  - Business Administration
  - Family Business Management
  - Finance
  - International Business
  - Management
  - Marketing
  - Sports Management
- B.S. Business Administration/M.S. in Business
- A.S. Business Administration

BUSINESS AND TECHNOLOGY
- B.S. Business and Technology

BUSINESS STUDIES
- A.S. Business Studies

BUSINESS TECHNOLOGY EDUCATION
- B.S. Business Technology Education

EXECUTIVE ADMINISTRATION
- B.S. Executive Administration
- A.S. Executive Administration

COMPUTER INFORMATION SYSTEMS
- B.S. Computer Information Systems
- A.S. Information Systems

HOSPITALITY MANAGEMENT
- B.S. Hospitality Management

MEDICAL ASSISTING
- A.S. Medical Assisting

PARALEGAL STUDIES
- B.S. Paralegal Studies
- A.S. Paralegal Studies

PHYSICAL EDUCATION
- B.S. Physical Education

The School of Business

The School of Business includes a graduate program in business and undergraduate programs in Accounting, Business Administration, Business Technology Education, Executive Administration, Computer Information Systems, Hospitality Management, Medical Assisting, Paralegal Studies, and Physical Education. The Business Administration major offers a general track plus specialized concentrations so that a student has a wide variety of choices.

Graduates of Husson baccalaureate programs can earn their Master of Science in Business with one additional year of study. In addition, most four-year programs have a two-year option that leads to an Associate of Science degree. The chart on page 43 gives a full display of options in the School of Business.

Some students have a very clear and specific career goal in mind from their first day at Husson, enabling them to select a major and a concentration right away. Other students know they are interested in business, but want time to explore their options. For these students, General Business is a good choice. All the majors in the School of Business have many entry-level courses in common, which provides flexibility for students wishing to change their major.

The School of Business operates with a philosophy of education that emphasizes the practical. We know that students are eager to prepare for the world of work and expect their college years to provide concrete skills that can be applied on the job. Husson students take business subjects from the start, building a progression of knowledge and skills over the full span of their college careers. Our full-time faculty are experienced professionals, and many continue to work as consultants in their field. We also employ some part-time faculty; most are experienced working professionals who bring a great deal of practical knowledge to the classroom along with a genuine love of teaching.

Another aspect of our commitment to the practical is the opportunity for cooperative education and internships. The student earns college credit for working in a professional environment under the supervision of a faculty member and a working manager.

The most fundamental element of our philosophy is commitment to the student. Faculty not only serve as advisors who help students select courses and plan a program of study, but they are also available to talk informally with students about career plans. Students who are having difficulty with a course can go directly to the professor for help, which may range from a brief explanation of a complex concept, to a referral to tutoring or study skills counseling. Our goal is to see our students succeed; the faculty are here to teach, to guide, and to serve.

Jessica Reynolds Jenner, Ph.D.
Dean, School of Business

MASTER OF SCIENCE IN BUSINESS

Established in 1978, the Master of Science in Business Program reflects Husson's long-standing commitment to education for leadership in business. The College believes such education is more than a matter of theory and books. Active classrooms, courses tied closely to actual management experience, and a diverse student body representing various academic and industry backgrounds contribute to a fuller, more useful education.

The Master of Science in Business Program is a thirty-six credit graduate management curriculum designed to develop and strengthen skills in analysis, decision-making, and implementation. The program balances strengths in the traditional areas of accounting, finance, operations, and marketing with careful attention to the development of skills in communication, interpersonal relations, and leadership essential to effective performance in organizations.

In the Master of Science in Business Program, there are no undergraduate prerequisites to graduate level course work. Working professionals with bachelor's degrees from a wide range of fields find the program well suited to balancing current job demands with the need for continuing professional development.

Classes are scheduled on evenings and weekends to accommodate participants' work schedules. The part-time student can complete the program in two years without career interruption. The program is offered on the Husson Campus in Bangor, at the College's Portland Center, and at selected other off-campus locations.

Core Requirements

The core curriculum in the Husson College Master of Science in Business Program consists of seven required courses. Five additional courses selected from a range of electives make up the thirty-six credits required for completion of the program. Students with a strong background in one or more of the required course areas may, with approval, substitute an elective for the course(s) in question. The core curriculum is as follows:

GR 716 Management Communications
GR 718 Research Methods
GR 726 Organizational Policy and Strategy
GR 738 Managerial Economics
GR 740 Managerial Accounting

Plus one of the three functional management courses:

GR 730 Financial Management
GR 732 Marketing Management
GR 734 Production Management

And one of the two courses on the environment of business:

GR 728 Corporate Strategy and Public Policy
GR 736 Business Law

For purposes of sequencing, the required core courses and the general management electives in the Master of Science in Business curriculum have been clustered in three categories. Category I courses constitute a first-level platform in the curriculum and must be completed (unless waived) within the first

eighteen credit hours and prior to enrollment in any Category II courses. Category II contains selected functional and advanced subject area courses which require the foundation provided by Category I courses. The third category contains all those general management courses which are open to enrollment at any point in a student's program of study. Some Category III courses do have specific prerequisites.

CATEGORY I

GR 718 Research Methods
GR 738 Managerial Economics
GR 740 Managerial Accounting

CATEGORY II

GR 726 Organizational Policy and Strategy
GR 730 Financial Management
GR 732 Marketing Management
GR 734 Production Management
GR742 Accounting for Planning, Budgeting & Control
GR746 Investment Analysis
GR 751 New Venture Planning and Management

CATEGORY III

GR 710 Human Resource Management or GR 708 Managing Change
GR 716 Management Communications
GR 720 Computer Applications for Business and Education
GR 721 Systems Analysis
GR 724 Leadership in Business and the Professions
GR 728 Corporate Strategy and Public Policy
GR 735 Management in the Service Sector
GR 736 Business Law
GR 744 Quantitative Decision Making
GR 748 Management Information Systems
GR 752 Current Issues in Business

Health Care Management

While the Master of Science in Business Program has been designed primarily for the education of management generalists, the curriculum does contain a specialized program option in health care management. Students who wish to focus their course work in health care management are expected to complete the M.S. in Business core curriculum, take up to four of the industry specific courses listed below, and complete other elective courses sufficient to satisfy the thirty-six credit hour requirement. The health care management courses are:

GR 756 Health Care Management
GR 757 The Legal Environment of Health Care
GR 758 Health Care Economics
GR 759 Financial Management in Health Care Organizations

Non-Profit Management

Husson College has a long tradition of preparing leaders for organizations which must be adept at change, entrepreneurial in meeting opportunities, and skilled in making the most of available resources. That tradition has led the College to offer within the Master of Science in Business Program course work in the field of non-profit management. Students interested in studying management in the non-profit sector will complete the core courses in the Master of Science in Business curriculum and take

. set of electives which address roles, functions, and responsibilities particularly relevant to non-profit ɔrganizations. Four recommended electives are:

GR 735 Management in the Service Sector
GR 761 The Non Profit Sector: Philanthropy and Volunteerism in America
GR 763 Strategic Marketing for Non Profit Organizations
GR 765 Fund raising

ADMISSION

Application for admission to the master's program at Husson should be made to the

Dean of Graduate Studies
Husson College
One College Circle
Bangor, Maine 04401
(207) 941-7062, or 1-800-477-4723

To be admitted, an application must have received a baccalaureate degree from an accredited ınstitution and must show promise of ability and motivation to pursue graduate-level work. This requirement is determined by the Graduate Committee based on the following factors:

1. A personal interview with the Dean of Graduate Studies.
2. Letters of recommendation.
3. Previous college or university work.
4. Score on the Graduate Management Admissions Test (GMAT).
5. Previous work experience.

The Admissions Committee makes its determination based on a composite of factors and is aware that undergraduate grades or GMAT scores alone may not reflect an applicant's true potential. An application is not considered complete until the following are received:

1. An application with the $25 application fee (nonrefundable).
2. Official transcript of all previous college work.
3. Two letters of recommendation. (Forms for this purpose are supplied with the application.)
4. Graduate Management Admissions Test (GMAT) results. Graduate Record Examination (GRE) scores may be submitted in lieu of the GMAT. (For information concerning these examinations, contact the Graduate Studies Office.)

STATUS

An applicant's admission status is one of the following:

Regular. Students whose applications are complete and who are accepted by the Graduate Admissions Committee without condition are admitted as regular graduate students.

Conditional. In reviewing a candidate's application, the Graduate Admissions Committee may recommend that a student be accepted on a conditional basis. The letter of acceptance will contain the conditions which must be met before the student can be reclassified for regular status.

Special. This status is assigned to those students who are taking graduate courses but whose applications are not yet complete. Students who are awaiting the GMAT could be enrolled in this category. Admission as a special student does not necessarily mean that the student will be accepted as a regular student when and if application is made for such status. No more than 12 hours in special status may be applied toward the master's degree. Admission to special status requires the submission of official undergraduate transcripts.

Transient. A person enrolled in any other graduate program at another college or university may enroll in graduate management courses at Husson College as a transient graduate student provided prerequisite courses, when appropriate, have been taken.

TRANSFER CREDIT

Normally, six credits of appropriate graduate-level course work, earned within five years of entry into the Husson program, may be transferred from an accredited institution, if the grades earned in such course work are "B" or better.

In special circumstances, an individual who has begun a graduate management program at another accredited institution may transfer up to nine credits from that program if those credits have been earned within five years of the date of entry to the Husson program. Likewise, an individual who relocates out of the area may, with prior approval of the Graduate Dean, transfer back to the Husson program up to nine credits of graduate-level course work from an accredited institution in order to complete the requirements for the M.S. in Business degree. Only credits earned in course work completed with a grade of "B" or better will be eligible for transfer.

No credits used to earn another degree can be applied in transfer to the Husson M.S. in Business Program.

INTERNATIONAL STUDENTS

The international applicant is expected to submit the same credentials as other students, including transcripts of courses taken and examination results. If the documents are not in English, they must be accompanied by an English translation certified by the same issuing authority or by a reputable translation service.

Applicants whose native language is not English must demonstrate proficiency in reading, writing, speaking and understanding English. Such applicants must meet both the following requirements:

1. Completion of Level 9 at the International Center for Language Studies located at Husson College, or its equivalent. A score of 550 or higher on the Test of English as a Foreign Language (TOEFL) will be accepted in lieu of completion of Level 9.

2. Successful completion of a minimum of four undergraduate courses at Husson College or another accredited U.S. college or university. Two of the courses must be in English, technical writing, or a related area. The remaining two courses must be in business or a related field. A grade of "C" or higher must be earned in each composition course and a grade of "B" or higher in each business course.

PROGRAMS IN ACCOUNTING

B.S. Accounting/M.S. in Business	5 years/150 credits
B.S. Accounting	4 years/120 credits
B.S. Accounting/CIS	4.5 years/135 credits
A.S. Accounting	2 years/60 credits

Husson Accounting majors begin their study of accounting in their first year, then progress through a series of advanced courses that provide in-depth exposure to all specialized aspects of the profession. Faculty are experienced practitioners who combine practical knowledge with up-to-date theory in their teaching. Small class size ensures that students receive the attention they need to do their best. These unique aspects of the Husson Accounting programs produce graduates who are well trained and ready to enter the profession.

The B.S./M.S. in Business program enables a student to fulfill the Maine Board of Accountancy requirement of 150 semester hours of college education for individuals who wish to sit for the Certified Public Accountant designation. High level courses in management complement intensive professional training in accounting to prepare graduates for leadership in the field. For more information on the Husson M.S. in Business program, see page 45.

The Accounting major is designed to provide a strong professional base in accounting; students may select electives to specialize in either public accounting or management accounting.

Public accountants work with clients in many different industries. They audit organizations' financial records, provide tax advice, work with information systems, or consult on business problems. Some work within large multinational firms, but most work for regional firms with approximately 30 professionals.

Management accountants work for a single organization, which may be a large corporation, a small business, a not-for-profit organization, or a government entity. They are part of the management team and analyze data, recommend ways to increase profitability, and help plan for the future. Specialized tasks include cost accounting, internal auditing, financial accounting, tax compliance, planning and budgeting, management consulting and information systems management.

The special joint program in Accounting and Computer Information Systems enables the student to add significant knowledge of computers to professional training in accounting. This combination is highly sought after in both public and management accounting settings. The 135 credits required for this program can apply to the 150 semester hours required to sit for the CPA exam.

The A.S. in Accounting program provides a solid introduction to the field and qualifies the graduate to work as a bookkeeper, become a paraprofessional in a public accounting firm, or even to manage a small business. All credits are fully transferrable into the four-year program.

Students who major in another field offered by the College may choose to complete a minor in accounting. Requirements are listed on page 76.

Requirements for Accounting Majors

All Accounting majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their Ac prefix courses. Transfer students must complete a minimum of 15 credit hours in Ac prefix courses at Husson.

B.S. IN ACCOUNTING

General Education Courses

* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
Eh 221 Business Communications
* Ec 201 Microeconomics
* Ec 202 Macroeconomics
* Mi 111 Introduction to Microcomputing
* Mi 214 Database & Spreadsheet Management
* Ms 111 Algebra or Ms 242 College Algebra
Ms 132 Probability and Statistics
* Ms 232 Finite Math
Ph 302 Business Ethics
* Py 111 General Psychology
Sc Elective with Lab
Foreign Culture & Conversation Elective
Communication Elective
* Freshman Seminar

Accounting and General Business Courses

* Ac 121 Principles of Accounting I
* Ac 122 Principles of Accounting II
* Ac 201 Intermediate Accounting I
* Ac 202 Intermediate Accounting II
Ac 301 Advanced Accounting I
Ac 302 Advanced Accounting II
Ac 331 Cost Accounting I
Ac 431 Controllership
* Ac 441 Federal Taxation I
Ac 461 Auditing Concepts or Ac 462 Internal Auditing
Ac 332 Cost Accounting II or Ac 442 Federal Taxation II or Ac 471 Non-Profit Accounting or Mi 321 MIS Analysis & Design
Internship/Co-op
* Ba 201 Business Law I
* Ba 310 Organization and Management
Ba 321 Marketing
Ba 362 Finance
Global Business Elective (BA 334, 434, 437, or 490) or GE 111 Economic Geography

Open Electives (6)

Also required are exposure to the fine arts, co-curricular activity, and community service.

B.S. IN ACCOUNTING/M.S. IN BUSINESS

All requirements shown for the BS in Accounting *plus*

- Ac 483 Financial Accounting and Reporting - Advanced Problems
- Ac 484 Financial Accounting and Reporting and Consolidations - Advanced Problems
- Mi 321 MIS Analysis & Design
- GR 716 Management Communications
- GR 718 Research Methods in Business & Education
- GR 726 Organization Policy & Strategy
- GR 728 Corporate Strategy & Public Policy
- GR 732 Marketing Management or GR 734 Production Management
- GR 738 Managerial Economics
- Graduate Electives (4)
- Open Undergraduate Electives (3)

B.S. IN ACCOUNTING --*COMPUTER INFORMATION SYSTEMS*

All requirements shown for the BS in Accounting *plus*

- Mi 221 Cobol I
- Mi 222 Cobol II
- Mi 331 Networking
- Mi 321 MIS Analysis & Design
- Mi 411 Database Design
- Mi 421 Project Management Techniques
- Mi 422 MIS Project Development
- Open Electives (reduced to 4)

A.S. IN ACCOUNTING

All courses marked with an (*) on page 50 *plus*

- Ac 211 Managerial Accounting
- Open Elective (1)

PROGRAMS IN BUSINESS ADMINISTRATION

B.S. Business Administration — 4 years/120 credits

Concentrations in:

- Business Administration (General)
- Family Business Management
- Finance
- International Business
- Management
- Marketing
- Sports Management

A.S. Business Administration — 2 years/60 credits

B.S. Business Administration/M.S. in Business — 5 years/150 credits

Husson Business Administration majors develop skills, attitudes, and technical knowledge to prepare them for careers in a wide variety of fields that include not only business and industry but government and the not-for-profit sector. They work with faculty who combine academic training with on-the-job experience, and consider teaching to be their highest priority. Small class size ensures students receive the attention they need to do their best. Internships, the cooperative education program, and in-class simulations, all provide students with opportunities to practice the skills of business before they leave the college setting.

The Business Administration concentration includes a maximum number of electives and allows students to design a unique program to meet their needs.

The Family Business Management concentration serves students who want to be entrepreneurs or join a family business.

The Finance concentration serves students who are interested in the world of stocks and bonds, insurance, banking, or financial decision making in industry.

The International Business concentration focuses on the global economy and its involvement in Maine, the U.S. and overseas.

The Management concentration serves students who want a broad, but high-level background as business generalists.

The Marketing concentration serves students who are interested in sales, marketing, advertising, market research, or retailing.

The Sports Management concentration serves students who want to be involved in the business side of the world of sports, athletics, or fitness.

The two-year A.S. program provides a basic introduction to general business. All credits are transferrable into the four-year program.

A special B.S./M.S. in Business program will be made available in September, 1999. For details on requirements see the Department Chair or Dean.

Requirements for Business Administration Majors

All Business Administration majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their Ba/Ec prefix courses. Transfer students must complete a minimum of 15 credit hours in Ba/Ec courses at Husson.

B.S. IN BUSINESS ADMINISTRATION--*GENERAL BUSINESS*

General Education Courses

* Ec 201 Microeconomics
* Ec 202 Macroeconomics
* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
* Eh 221 Business Communications
* Hy Elective
* Mi 111 Introduction to Microcomputing
* Ms 111 Algebra or Ms 242 College Algebra
* Ms 132 Probability and Statistics
* Ms 232 Finite Mathematics
Ms/Sc Elective
Ph (Ethics) Elective
* Py 111 General Psychology
Sc Elective with Lab
Sy 201 Principles of Sociology
Communication Elective

Business Courses

* Ac 121 Principles of Accounting I
* Ac 211 Managerial Accounting
* Ba 101 Introduction to Business
* Ba 102 Legal Environment of Business
* Ba 201 Business Law I
* Ba 310 Organization and Management
* Ba 311 Human Resource Management
* Ba 321 Marketing
Ba 362 Finance
Ba 411 Organization Behavior
Ba 414 Business Policy
Ba 490 International Business
Ec 321 Managerial Economics
Mi Elective
Business Related Electives (6)

Open Electives (3)

Also required are exposure to the fine arts, co-curricular activity, community service, and one oreign Culture and Conversation elective.

.S. IN BUSINESS ADMINISTRATION

All courses marked with an (*) listed above.

B.S. IN BUSINESS ADMINISTRATION--*FAMILY BUSINESS MANAGEMENT*

General Education Courses

- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Eh 221 Business Communications
- Hy 101 History of Western Civilization
- Mi 111 Introduction to Microcomputing
- Ms 131 Logic and Problem Solving
- Ms 132 Probability and Statistics
- Ms 232 Finite Mathematics
- Ph 301 Ethics
- Py 111 General Psychology
- Sy 201 Principles of Sociology
- Ms/Sc Elective
- Sc Elective
- Open Science and Humanities Electives (4)

General Business Courses

- Ac 121 Principles of Accounting I
- Ac 211 Managerial Accounting
- Ba 102 Legal Environment of Business
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Ba 311 Human Resource Management
- Ba 321 Marketing
- Ba 362 Financial Management
- Ba 414 Business Policy
- Ec 321 Managerial Economics

Concentration in Family Business Management

- Ac 441 Federal Taxation I
- Ba 422 Sales and Sales Management
- Ba 440 Internship in Family Business
- Ba 441 Entrepreneurship
- Ba 442 Special Issues in Family Business
- Ba 481 Estate Planning
- Advanced Electives (4) in Business, Accounting, or CIS

Students must select courses to fulfill the following general education requirements: Freshman Seminar, two Communication Electives, Foreign Culture and Conversation Elective, and Global Elective. Also required are exposure to the fine arts, co-curricular activity and community service.

B.S. IN BUSINESS ADMINISTRATION--*FINANCE*

General Education Courses

Ec 201 Microeconomics
Ec 202 Macroeconomics
Eh 111 Composition
Eh 112 Literature and Research
Eh 121 Speech
Eh 221 Business Communications
Ge 111 Economic Geography
Mi 111 Introduction to Microcomputing
Mi or Wp Elective
Ms 111 Algebra or Ms 242 College Algebra
Ms 132 Probability and Statistics
Ms 232 Finite Mathematics
Ph 301 Ethics or Ph 302 Business Ethics
Py 111 General Psychology
Sc Elective with Lab
Sy 201 Principles of Sociology
Foreign Culture and Conversation Elective
Communication Elective
Open Electives (2) in Science and Humanities

General Business Courses

Ac 121 Principles of Accounting I
Ac 211 Managerial Accounting
Ba 101 Introduction to Business
Ba 102 Legal Environment of Business
Ba 201 Business Law I
Ba 310 Organization and Management
Ba 311 Human Resource Management
Ba 321 Marketing
Ba 362 Financial Management
Ba 414 Business Policy

Concentration in Finance

Ba 271 Principles of Insurance
Ba 460 Investment & Securities Analysis
Ba 481 Estate Planning
Ba 363 Bank Management
Ba 351 Internship
Ba 434 International Finance
Ba 467 Futures, Options, and Derivative Securities
Ba 490 International Business
Ec 321 Managerial Economics
Finance Related Elective

Also required are exposure to the fine arts, co-curricular activity, and community service.

B.S. IN BUSINESS ADMINISTRATION--*INTERNATIONAL BUSINESS*

General Education Courses

- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Eh 221 Business Communications
- Ge 111 Economic Geography
- Hy 301 The Twentieth Century
- Mi 111 Introduction to Microcomputing
- Ms 131 Logic and Problem Solving
- Ms 132 Probability and Statistics
- Ms 232 Finite Mathematics
- Ph 301 Ethics or Ph 302 Business Ethics
- Py 111 General Psychology
- Sc Elective with Lab
- Sy 222 Cultural Anthropology
- International Language Study (2 semesters or competency)
- Communication Elective
- Open Science and Humanities Elective

General Business Courses

- Ac 121 Principles of Accounting I
- Ac 211 Managerial Accounting
- Ba 101 Introduction to Business
- Ba 102 Legal Environment of Business
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Ba 311 Human Resource Management
- Ba 321 Marketing
- Ba 362 Financial Management
- Ba 414 Business Policy

Concentration in International Business

- Ba 335 Internship 3-15 credits
- Ba 437 International Marketing
- Ba 490 International Business
- Ba 434 International Finance
- Ba 438 Export-Import Procedures
- Advanced Electives (1-5, depending on internship) in Business, Accounting, or CIS

Also required are exposure to the fine arts, co-curricular activity, and community service.

3.S. IN BUSINESS ADMINISTRATION--*MANAGEMENT*

General Education Courses
- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Eh 221 Business Communications
- Hy Elective
- Mi 111 Introduction to Microcomputing
- Mi Elective
- Ms 111 Algebra or Ms 242 College Algebra
- Ms 132 Probability and Statistics
- Ms 232 Finite Mathematics
- Ms/Sc Elective
- Ph (Ethics) Elective
- Py 111 General Psychology
- Sc Elective with Lab
- Sy 201 Principles of Sociology
- Communication Elective
- Foreign Culture and Conversation Elective.

General Business Courses
- Ac 121 Principles of Accounting I
- Ac 211 Managerial Accounting
- Ba 101 Introduction to Business
- Ba 102 Legal Environment of Business
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Ba 311 Human Resource Management
- Ba 321 Marketing
- Ba 362 Financial Management
- Ba 414 Business Policy

Concentration in Management
- Ac 331 Cost Accounting I
- Ba 363 Bank Management
- Ba 411 Organization Behavior
- Ba 413 Operations Management
- Ba 422 Sales and Sales Management
- Ba 425 Marketing Management
- Ba 490 International Business
- Ba 495 Senior Management Project
- Ec 321 Managerial Economics
- Business Related Elective

Open Electives (2)

Also required are exposure to the fine arts, co-curricular activity, and community service,.

B.S. IN BUSINESS ADMINISTRATION--*MARKETING*

General Education Courses

Ec 201 Microeconomics
Ec 202 Macroeconomics
Eh 111 Composition
Eh 112 Literature and Research
Eh 121 Speech
Eh 221 Business Communications
Mi 111 Introduction to Microcomputing
Ms 111 Algebra or Ms 242 College Algebra
Ms 132 Probability and Statistics
Ms 232 Finite Mathematics
Ph 301 Ethics or Ph 302 Business Ethics
Py 111 General Psychology
Sc Elective with Lab
Sy 201 Sociology
Foreign Culture and Conversation Elective
Communication Elective

General Business Courses

Ac 121 Principles of Accounting I
Ac 211 Managerial Accounting
Ba 101 Introduction to Business
Ba 102 Legal Environment of Business
Ba 201 Business Law I
Ba 310 Organization and Management
Ba 311 Human Resource Management
Ba 321 Marketing
Ba 362 Finance
Ba 414 Business Policy
Ba 490 International Business

Concentration in Marketing

Ba 271 Principles of Insurance
Ba 351 Internship
Ba 421 Advertising
Ba 422 Sales and Sales Management
Ba 423 Retailing
Ba 424 Marketing Research
Ba 425 Marketing Management
Ba 437 International Marketing
Ba Logistics

Open Electives (4)

Also required are exposure to the fine arts; co-curricular activity, and community service.

B.S. IN BUSINESS ADMINISTRATION--*SPORTS MANAGEMENT*

General Education Courses
- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Eh 221 Business Communications
- Hy Elective
- Mi 111 Introduction to Microcomputing
- Mi 214 Database & Spreadsheet Management
- Ms 111 Algebra or Ms 242 College Algebra
- Ms 132 Probability and Statistics
- Ms 232 Finite Mathematics
- Ph (Ethics) Elective
- Py 111 General Psychology
- Sc 101 Introduction to Nutrition
- Sy 222 Cultural Anthropology
- Principles of Anatomy and Physiology
- Foreign Culture and Conversation Elective

General Business Courses
- Ac 121 Principles of Accounting I
- Ac 211 Managerial Accounting
- Ba 102 Legal Environment of Business
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Ba 311 Human Resource Management
- Ba 321 Marketing
- Ba 362 Finance
- Ba 414 Business Policy
- Ec 321 Managerial Economics

Concentration in Sports Management
- Sm 101 Introduction to Sports Management
- Sm 202 Sports Facilities Management
- * Sm Public Relations and Desktop Publishing for Sports Managers
- Sm 302 Principles of Sports Medicine
- * Sm Introduction to Sports Law
- * Sm Sociology of Sport
- Sm 407 Psychology of Sport
- * Sm Leadership in Sports Organizations
- Sm 496 Sports Management Internship

Open Electives (3)

Also required are exposure to the fine arts, co-curricular activity, and community service.

Courses under development

PROGRAM IN BUSINESS AND TECHNOLOGY

B.S. Business and Technology

The purpose of this program is to allow an Associate Degree graduate of a regionally accredited technical college to enter Husson College with 60 credits toward the baccalaureate. Examples of such programs include Automotive Technology, Heavy Equipment Technology, Building Construction Technology, Electronics Technology, Machine Tool Technology, and Welding Technology. Up to 36 credits of technical/professional education will be accepted in transfer.

In implementing this program the College has developed a specific articulation agreement with each institution. Where such an agreement does not exist, each student transcript will be evaluated individually to compensate for variation in academic programs. The curriculum objective is to ensure that every student has a minimum of 42 credits in general studies, a good foundation in business, and some depth of study in two or more business disciplines.

To transfer the full 60 credits, a student entering with an A.A.S. or A.S. will be required to have completed the following:

1. Minimum of 9 credits in English and Speech
2. Minimum of 6 credits in Humanities and Social Sciences
3. Minimum of 3 credits of college level Mathematics
4. Minimum of 6 credits of Theoretical or Applied Science
5. Exposure to computing or computing applications

Requirements for Business and Technology Majors

All Business and Technology majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their Ba/Ec prefix courses. Transfer students must complete a minimum of 15 credit hours in Ba/Ec courses at Husson.

B.S. IN BUSINESS AND TECHNOLOGY (HUSSON COURSES)

General Education Courses

- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- Eh 112 Literature and Research
- Eh 323 Advanced Business Communications
- Ph 301 Ethics or Ph 302 Business Ethics
- Py 111 General Psychology

Business Courses

- Ac 121 Principles of Accounting I
- Ac 211 Managerial Accounting
- Ac 441 Federal Taxation I
- Ba 102 Legal Environment of Business
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Ba 311 Human Resource Management
- Ba 321 Marketing

Ba 362 Financial Management
Ba 413 Operations Management
Ba 414 Business Policy
Ba 422 Sales Management
Ba 441 Entrepreneurship
Mi 214 Database & Spreadsheet Management

PROGRAM IN BUSINESS STUDIES

A.S. Business Studies 2 years/60 credits

The program in Business Studies is designed to serve students who seek a career-oriented two-year course of study and for whom none of the specialized A.S. programs is a good fit. Students will be able to design a program to meet their individual needs and interests. Special attention will be given to facilitating transfer into a four-year program at Husson where desired.

The program requires a minimum of 60 credit hours of college-level work that demonstrates a broad base and also provides a significant concentration of study in one area within the School of Business.

Requirements for Business Studies Majors

All Business Studies majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their School of Business courses. Transfer students must complete a minimum of 15 credit hours of coursework in the School of Business.

Business Studies majors must develop a Career Statement and Plan of Study no later than the end of the first semester in the program. The Plan of Study must be approved by the Advisor and by the Dean of the School; changes in an approved Plan of Study must also be approved by the Dean and the Advisor.

A.S. IN BUSINESS STUDIES

General Education Courses
- One course in Science
- One course in Mathematics (Ms 111, 131, or 242)
- One course in Ethics
- One course in Speech
- One course in Social Science
- One Open Elective
- Four courses in communications, including Eh 111 and 112. Courses with the prefix Eh, Ls and Lf are recommended communication electives, but other options are possible (e.g., Py 331) as part of an approved plan of study.

Business Studies Courses
- One course in Accounting (Ac 120 or 121)
- Two courses in Business (Ba 102 or 201 and Ba 101 or Ba 310)
- One course in Economics (Ec 201 or 202)
- One course in Computer Information Systems
- Five courses chosen from the following prefixes: Ac, Ba, Ec, Mi, Pl, Ma, Sm, Ss, Wp. At least three of the five must be in one prefix, and at least one of the five must be in a second prefix.

PROGRAM IN BUSINESS TECHNOLOGY EDUCATION

B.S. Business Technology Education 4 years/123 credits

Business Technology Education (BTE) combines training in business, education, and liberal studies. Graduates are eligible for a Maine State Teacher's Certificate in business education or may pursue careers in business and industry.

The process of training educators is under review nation-wide in response to changes not only in the challenges but also in the possibilities facing public schools in today's society. In the spirit of that evolution, Husson College has created an Education Initiative charged to review long-established education programs such as BTE and also to add new options such as physical education and science education.

The program shown here is currently under review, and students who enter the College in 1999 will have a new set of requirements. Students who enter in 1998 will have the option of following the program shown here or of electing the new requirements. Both the current and the new program will be consistent with Maine state requirements, and will be designed to send graduates into the world of work with a variety of employment options.

A Husson student may declare a BTE major as an incoming student. In order to maintain standing in the program at the end of the first 60 credits, a student must have an overall G.P.A. of at least 2.5 and have received a "C" or higher in every Ed prefix course. Students who wish to transfer into BTE from another Husson College major or from another institution must have a GPA of at least 2.5.

Students are expected to take the National Teachers Examination before starting Ed 450 (Student Teaching). The first two sections of the exam should be taken after the first 60 credits of the program have been completed; the third section should be taken after all Ed courses except Ed 450 have been completed.

Students who already have a major in an academic discipline and wish to seek certification to teach should request a formal evaluation from the Maine State Department of Education. They may enroll in Husson Education courses, provided they meet the stated course prerequisites.

Requirements for Business Technology Education Majors

All Business Technology Education majors must earn an overall 2.5 cumulative grade-point average as well as a 2.0 in their Ed prefix courses. Transfer students must complete a minimum of 15 credit hours in Business or Education courses at Husson.

B.S. IN BUSINESS TECHNOLOGY EDUCATION

General Education courses

Eh 111 Composition
Eh 112 Literature and Research
Eh 121 Speech
Hy Elective
Ms 131 Logic and Problem Solving
Ms 232 Finite Math
Ms 132 Introduction to Probability and Statistics
Py 111 General Psychology
Sc Elective
Open Elective in Art and Sciences (Eh, Ms, Sc, Hy, Py)

Business and Professional Courses

Ac 121 Principles of Accounting I
Ac 122 Principles of Accounting II
Ec 201 Microeconomics
Ec 202 Macroeconomics
Ba 201 Business Law I
Eh 221 Business Communication
Eh 323 Advanced Business Communication
Ph 302 Business Ethics
Ss 132 Keyboarding II
Wp 211 Word Processing
Ss 246 Business Technology
Mi 122 Visual BASIC
Mi 214 Microcomputer Databases and Spreadsheets
Mi 322 Business Expert Systems or Mi 421 Project Management Techniques
Mi 331 Network Management
Business Electives (5) (prefix of Ac, Ba, Ec, Mi, Ss, or Wp)
It is recommended that students build a focus area in Accounting, Information Systems, Business or Professional Studies.

Education Courses

Ed 100 Practicum in Education
Ed 201 Philosophical Foundations of Education
Py 241 Human Growth and Development OR Ed 221 Educational Psychology
Ed 311 Curriculum and Evaluation
Ed 321 Educating Exceptional Students
Ed 411 Methods of Teaching Skills in Business Technology
Ed 414 Methods of Teaching High School Curricula
Ed 450 Student Teaching (12 Credits)

Students must select courses to fulfill the following general education requirements: Freshman Seminar, Foreign Culture and Conversation Elective, and Global Elective. Also required are exposure to the fine arts, co-curricular activity and community service.

PROGRAMS IN COMPUTER INFORMATION SYSTEMS

B.S. Computer Information Systems — 4 years/120 credits

A.S. Information Systems — 2 years/60 credits

Computer Information Systems (CIS) specialists design and operate the computer systems that are so vital to businesses and organizations today. The Husson CIS curriculum includes a strong core of general business courses as well as special training in computer programming, systems development and implementation, expert systems, networking, and project management.

The two-year Associate in Science program prepares graduates for entry level positions as computer programmers and applications users. The four-year Bachelor of Science program prepares graduates for entry level positions as programmer/analysts with potential to move to the level of system analyst or manager. All credits in the two-year program are transferrable into the four-year program. Both programs emphasize microcomputer applications: word processing, spreadsheets, database management, and presentation software. Students are strongly urged to attain certification in the various software products used.

A special four and one-half year program in Accounting and CIS is also available; it is described fully under programs in Accounting on page 51.

Students who major in other fields may choose to complete a minor in CIS. Requirements are listed on page 76.

Requirements for CIS Majors

All CIS majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their Mi prefix courses. Transfer students must complete a minimum of 15 credit hours in Mi prefix courses at Husson.

B.S. IN COMPUTER INFORMATION SYSTEMS

General Education Courses

- As 111 Freshman Seminar
- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- * Eh 111 Composition
- * Eh 112 Literature and Research
- * Eh 121 Speech
- * Eh 221 Business Communication
- * Ms 131 Symbolic Logic and Problem Solving
- * Ms 132 Introduction to Probability and Statistics
- * Ms 232 Finite Math
- Ph 302 Business Ethics
- Py 111 General Psychology
- Py 331 Interpersonal Relations
- Sc Elective with Lab

Fine Arts Elective
Global Elective
Foreign Culture and Conversation Elective

Computer Information and Business Courses

* Ac 121 Principles of Accounting I
* Ac 211 Managerial Accounting
* Ba 201 Business Law I
* Ba 310 Organization and Management
Ba 311 Human Resource Management
Ba 321 Marketing
Ba 413 Operations Management
* Mi 111 Introduction to Microcomputing or Mi elective
* Mi 122 Visual BASIC
* Mi 214 Microcomputer Databases and Spreadsheets
* Mi 221 COBOL I
* Mi 222 COBOL II
* Mi 321 Systems Analysis and Design
Mi 322 Business Expert Systems
Mi 331 Networking
Mi 351 Internship
Mi 411 Database Design
Mi 421 Project Management Techniques
Mi 422 Information System Project Development

Open Electives (4)

Also required are co-curricular activity and community service.

A.S. IN COMPUTER INFORMATION SYSTEMS

All courses marked with an (*) on pp. 65-66 *plus*
Open Electives (3)

PROGRAMS IN EXECUTIVE ADMINISTRATION

B.S.	Executive Administration	4 years/120 credits
A.S.	Executive Administration	2 years/60 credits

Students in the four-year Bachelor of Science program prepare for careers as executive secretaries, office managers, and special assistants to senior management. They receive a solid base of secretarial skills as well as general business knowledge in areas such as accounting and management.

The Associate in Science program prepares students for entry-level positions as secretaries and administrative assistants.

All credits in the A. S. program are transferrable into the B. S. program in Executive Administration.

Both the A.S. and the B.S. program include four professional electives and one open elective. Students are encouraged to work with their advisor to create a specialization in a field such as information systems, medicine, or law.

Requirements for Executive Administration Majors

All Executive Administration majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their Wp and Ss prefix courses. Transfer students must complete a minimum of 15 credit hours in Wp/Ss courses at Husson.

B.S. IN EXECUTIVE ADMINISTRATION

General Education Courses

Ec 201 Microeconomics
Ec 202 Macroeconomics
* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
Eh 221 Business Communications
Eh Elective
Ms Electives (2)
Ph (Ethics) Elective
* Py 111 General Psychology
Py Elective
Sc Elective with Lab
Foreign Culture and Conversation Elective
Global Elective
Freshman Seminar
Senior Seminar

Executive Administration and General Business Courses

* Ac 120 Introduction to Accounting or Ac 121 Principles of Accounting I
Ac 122 Principles of Accounting II

Ac 211 Managerial Accounting
Ba 201 Business Law I
Ba 310 Organization and Management
Ba 311 Human Resource Management
Ba 321 Marketing
Ba 411 Organizational Behavior
* Ss 131 Keyboarding I
* Ss 132 Keyboarding II
* Ss 231 Keyboarding III
Ss 233 Voice Transcription or Ss 244 Medical Transcription
Ss 246 Business Technologies
Ss 247 Internship
* Wp211 Word Processing I
* Wp213 Word Processing II
* Wp215 Desktop Publishing
* Mi 214 Database and Spreadsheet Applications
* Professional Electives (4)
Open Elective (1)

Also required are exposure to the fine arts, co-curricular activity, and community service.

A.S. IN EXECUTIVE ADMINISTRATION

All courses marked with an (*) *plus*
Ms Elective (1)
Open Elective (1)

PROGRAM IN HOSPITALITY MANAGEMENT

B.S. Hospitality Management 4.5 years/120 credits

Hospitality is the world's largest industry and includes hotel, restaurant, and tourism management. This program prepares students to assume leadership roles in almost any aspect of the industry, and includes an extensive experiential component as well as solid training in business and liberal arts.

Students who major in other fields may choose to complete a minor in Hospitality Management. Requirements are listed on page 76.

Requirements for Hospitality Management Majors

All Hospitality Management majors must earn an overall 2.0 cumulative grade-point average as well as a 2.0 in their Ha prefix courses. Transfer students must complete a minimum of 15 credit hours in Ba/Ha courses at Husson.

B.S. IN HOSPITALITY MANAGEMENT

General Education Courses

- Ec 201 Microeconomics
- Ec 202 Macroeconomics
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Eh 221 Business Communications
- Ge 111 Economic Geography
- Mi 111 Introduction to Microcomputing
- Ms 111 Algebra or Ms 242 College Algebra
- Ms 232 Finite Math
- Ms 132 Probability and Statistics
- Ph 301 Ethics or Ph 302 Business Ethics
- Py 111 General Psychology
- Sc 141 Ecology
- Sc 101 Introduction to Nutrition
- Foreign Culture and Conversation Elective

General Business and Hospitality Management Courses

- Ac 121 Principles of Accounting
- Ac 211 Managerial Accounting
- Ba 102 Legal Environment of Business
- Ba 201 Business Law I
- Ba 310 Organization and Management
- Ba 311 Human Resource Management
- Ba 321 Marketing
- Ba 362 Financial Management
- Ba 421 Advertising
- Ha 101 Introduction to Hospitality Management
- Ha 201 Introduction to Food Preparation

Ha 202 Facilities Management and Guest Services
Ha 302 Hospitality Facilities Design and Management
Ha 401 Hospitality Internship - 6 credits
Ha 402 Seminar in Hospitality Management
IIa 403 Advanced Hospitality Internship - 9 credits
Wp 215 Desk Top Publishing

Open Electives (4)

Also required are exposure to the fine arts, co-curricular activity, and community service.

PROGRAM IN MEDICAL ASSISTING

A.S. Medical Assisting 2 years/64 credits

Medical assistants are specifically trained to play a significant role in the physician's office. They ılso work in hospitals and clinics. The medical assistant is trained to manage the office and provide ıdministrative support as well as to carry out direct patient care activities, such as taking a medical ıistory, measuring blood pressure, or taking a blood sample.

A special arrangement with the Department of Business Administration makes it possible for tudents who earn the A.S. in Medical Assisting to earn the B.S. in Business Administration with two ıdditional years of study.

Requirements for Medical Assisting Majors

Medical Assisting majors must earn an overall 2.0 cumulative grade-point average. Transfer students ıust complete a minimum of 15 credit hours in Ma courses at Husson.

ı.S. IN MEDICAL ASSISTING

General Education Courses
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Eh 221 Business Communications
- Py 111 General Psychology
- Sc 121 Anatomy and Physiology I
- Sl 121 Anatomy and Physiology I Lab
- Sc 122 Anatomy and Physiology II
- Sl 122 Anatomy and Physiology II Lab

Medical Assisting and Business Courses
- Ac 120 Introduction to Accounting
- Ma102 Medical Terminology
- Ma103 Clinical Biology I
- Ml 103 Clinical Biology I Lab
- Ma201 Medical Law and Ethics
- Ma202 Medical Office Practices and Management I
- Ma203 Medical Office Practices and Management II
- Ma205 Clinical Biology II
- Ml 205 Clinical Biology Lab II
- Ma206 Pharmacology for Medical Assistants
- Ma280 Medical Assisting Externship
- Mi 111 Introduction to Microcomputing or Wp 211 Word Processing
- Ss 244 Medical Transcription

Open Electives (2)

PROGRAMS IN PARALEGAL STUDIES

B.S. Paralegal Studies 4 years/120 credits

A.S. Paralegal Studies 2 years/60 credits

Paralegals are specifically trained to play a significant role in the legal profession. They work in law offices, courts, government agencies, and as independent consultants. Paralegals carry out legal research and have a general knowledge of various areas of law.

The A.S. program emphasizes a solid core of professional courses designed to prepare graduates for entry-level positions in the field. The B.S. program adds a very strong liberal arts component as well as business and advanced paralegal courses to prepare graduates to rise to leadership positions in the profession.

Requirements for Paralegal Majors

All Paralegal majors must earn an overall 2.0 cumulative grade-point average as well as a C or better in every Pl prefix course. Transfer students must complete a minimum of 15 credit hours in Pl prefix courses at Husson College.

B.S. IN PARALEGAL STUDIES

General Education Courses

Ec 201 Microeconomics
Ec 202 Macrocconomics
* Eh 111 Composition
* Eh 112 Literature and Research
* Eh 121 Speech
Eh (Literature) Elective
* Hy 211 American National Government
Hy Elective
Mi/Wp Elective
* Ms 131 Logic and Problem Solving
Ms Elective
* Ph 301 Ethics
* Py 111 General Psychology
Py Elective
Sc Elective with Lab
Global Elective
* Communication Elective
Foreign Culture and Conversation Elective

Paralegal and Business Courses

* Ac 120 Introduction to Accounting
* Ba 201 Business Law I
* Ba 310 Organization and Management
Ba 311 Human Resource Management
* Mi 111 Introduction to Microcomputing or Wp 211 Word Processing

* Pl 100 Introduction to Paralegal Studies
* Pl 200 Criminal Law
* Pl 201 Real Estate Law
* Pl 203 Civil Litigation
* Pl 204 Introduction to Wills, Estates and Trusts
* Pl 205 Legal Research and Writing
Pl 403 Advanced Legal Writing
Pl 498 Senior Seminar and Internship
Pl Advanced Paralegal Electives (4)
Open Electives (5)

Also required are exposure to fine arts, co-curricular activity and community service.

A.S. IN PARALEGAL STUDIES

All courses marked with an (*) *plus*
Pl 210 Internship
Open Elective (1)

PROGRAM IN PHYSICAL EDUCATION

B.S. Physical Education 4 years/128 credits

Husson's Physical Education major is designed to prepare graduates to teach in schools and recreational settings as well as for advanced study in physical education and exercise science. It is a new program, available to first-year students in the fall of 1998, and the curriculum shown below is subject to modification. The program will be designed in compliance with the State of Maine endorsement for Physical Education.

Requirements for Physical Education Majors

Physical Education majors must earn an overall 2.5 cumulative grade-point average and a minimum of a C in all Ed prefix courses. Transfer students must complete a minimum of 15 credit hours in Ed/Pe prefix courses at Husson.

B.S. IN PHYSICAL EDUCATION

General Education Courses

- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Mi 111 Introduction to Microcomputing
- Ms Electives (2)
- Ph 301 Ethics
- Py 111 General Psychology
- Py 241 Human Growth and Development
- Py 331 Interpersonal Relations
- Sc 121 Anatomy and Physiology I
- Sl 121 Anatomy and Physiology Lab
- Sc 122 Anatomy and Physiology II
- Sl 122 Anatomy and Physiology Lab
- Sy 222 Cultural Anthropology
- Foreign Culture and Conversation Elective
- Communication Elective (Mi, Wp)
- Electives (4) in liberal arts

Education and Physical Education Courses

- Ed 100 Practicum
- Ed 201 Philosophical Foundations of Education
- Ed 221 Educational Psychology
- Ed 321 Educating Exceptional Students
- * Ed Methods of Physical Education in K-12
- * Ed Curriculum & Evaluation in Elementary Physical Education
- * Ed Curriculum & Evaluation in Secondary Physical Education
- * Ed Education Capstone
- Ed 450 Student Teaching (12 cr.)
- * Biomechanics/Kinesiology
- * Exercise Physiology

* Motor Learning
* Adaptive Physical Education
* Personalized Health and Fitness
* Assessment in Physical Education
* History & Philosophy of Physical Education & Sports
* Skills in Physical Education (6 credits)

\lso required are exposure to the fine arts, co-curricular activity, and community service.

Pending Approval

MINORS

ACCOUNTING

Ac 121 Principles of Accounting I
Ac 122 Principles of Accounting II
Ac 201 Intermediate Accounting I
Ac 202 Intermediate Accounting II
Ac 211 Managerial Accounting
Ac 441 Federal Taxation I
Mi 214 Microcomputer Spreadsheets & Database Management Systems

COMPUTER INFORMATION SYSTEMS

Mi 111 Introduction to Microcomputing
Mi Electives (18 credits)

HOSPITALITY MANAGEMENT

Ha 101 Introduction to Hospitality Management
Ha 201 Introduction to Food Preparation
Ha 202 Facilities Management and Guest Services
Ha 302 Hospitality Facilities Design and Management
Ha 403 Advanced Hospitality Internship (9 credits)

The School of Health

The Faculty

Cheryl L. Adams, B.S.
Musculoskeletal
Clinical Education

Donna L. Ault, M.S.N., R.N., C.S., F.N.P.
Parent-Child Health
Medical-Surgical

Elizabeth A. Burns, Ed.D., R.N., F.N.P.-C.
Dean, School of Health

George L. Case, B.S.N., F.N.P.
Family Nurse Practitioner
Health Technology

Carol Coakley-Maller, M.S., R.N., C.S.-N.P.
Adult Health

Monica M. Collins, Ed.D., R.N.C.
Parental-Child Health

Sandra L. Curwin, Ph.D.,
Biomechanics
Musculoskeletal

Ann P. Ellis, Ed.D., R.N., C.S.
Medical/Surgical Adult Health
Rehabilitation

Susan M. Ellis-Hermansen, M.S.N., R.N.
Adult Health
Gerontology

Suzanne P. Gordon, M.A.
Pediatrics
Clinical Education

Barbara S. Higgins, Ph.D., R.N., O.G.N.P.
Women's Health Nurse Practitioner

Cathy R. Kessenich, D.S.N., R.N.
Adult Health
Research

Mimi G. Padgett, M.S.N., R.N.
Community Health

Sarina Petrolino-Roche, M.S.N./M.P.H., R.N.
Adult Health
Community Health

Ben Sidaway, Ph.D.
Anatomy
Neurophysiology
Motor Control
Motor Learning

Sondra G. Siegel, Ph.D.
Neurophysiology, Neuromuscular

Ann E. Sossong, M.S.N., C.A.S., R.N.
Medical/Surgical Adult Health

Teresa W. Steele, Ph.D., R.N.
Psychiatric-Mental Health

Mary E. Stone, M.S.N., R.N.
Community Health
Medical-Surgical Adult Health

Karen V. Stonebridge, M.S., RN.C.-G.N.P.
Community Health
Gerontology

Reg J. Urbanowski, M.Sc.
Occupational Therapy

THE PROGRAMS

BACHELOR OF SCIENCE IN NURSING
- B.S.N.
- R.N. Completion Program
  - R.N. to B.S.N.
  - On-line R.N. to B.S.N. Option
  - R.N. to B.S.N. and M.S.N.

MASTER OF SCIENCE IN NURSING
- Family and Community Nurse Practitioner
- Post-Masters Certificate
- Advanced Practice Psychiatric Nursing

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY
- Program under development

MASTER OF SCIENCE IN PHYSICAL THERAPY

The School of Health

The Husson College School of Health offers two Bachelor of Science in Nursing Programs. They include a four-year Bachelor of Science degree in Nursing, and an R.N. Completion Program (with an on-line option) for registered nurses who have already received a diploma or associate degree in nursing. The On-line R.N. Completion option is designed for those nurses who wish to pursue the B.S.N. but cannot attend regular classes here at Husson. Registered nurses also have the additional option of completing the M.S.N. degree at the same time. The nursing programs are carefully designed to equip students for the best and broadest nursing career possible, to give them a well-rounded education, and to help them to realize their personal potential.

The Family and Community Nurse Practitioner and the Advanced Practice Psychiatric Nursing Programs are graduate M.S.N. programs that reflect Husson's ongoing commitment to educating nurses for the challenges of the twenty-first century. They have been developed to educate advanced-practice nurses at the master's-degree level who can provide improved access to family health care in ways that are cost effective.

Husson also offers a Master of Science in Physical Therapy Program, which is a five-year, entry-level program of study for students wishing to dedicate their professional lives to helping people with physical disabilities. A graduate program in Occupational Therapy is under development.

Graduates of the Husson College School of Health are in high demand and have the best of both worlds: a sound liberal education and excellent clinical experience. Graduates of the programs can look forward to professional achievement, career flexibility and personal satisfaction. Year after year students achieve job placement prior to graduation. This success is attributed to the fact that Husson offers twice the number of clinical hours as most baccalaureate programs. Counseling and tutoring are also offered to help students compete scholastically at the college level.

Husson College is accredited by the New England Association of Schools and Colleges. Both the undergraduate and graduate nursing programs are accredited by the National League for Nursing Accrediting Commission and approved by the Maine State Board of Nursing. The Physical Therapy Program has been granted "Candidate for Accreditation" status by the Commission on Accreditation in Physical Therapy Education.

For additional information regarding required tuition and fees and length of the varied nursing programs, individuals may contact the National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014, Tel. (212) 989-9393.

Elizabeth A. Burns, Ed.D., R.N., F.N.P.-C.
Dean, School of Health

PROGRAMS IN NURSING--UNDERGRADUATE

B.S. Nursing	4 years/126 credits
B.S./R.N. Completion Program	124 credits
B.S./R.N. Completion Program On-Line Option	124 credits

The Husson College/Eastern Maine Medical Center Nursing program brings together two institutions that share a commitment to excellence in teaching and to the relevance of practical experience. Graduates of the program are prepared to enter a wide variety of practice settings as beginning professional nurses. Potential settings for practice include all areas of hospital nursing, ranging from critical care to newborn nursery, as well as community health, clinic, military, and nursing home settings. Baccalaureate degree graduates are also prepared to pursue specialized nursing study at the master's degree level.

The program provides a strong base in the arts and sciences, both as a theoretical foundation for nursing practice and as a component of a well-rounded education. Clinical experience in nursing is integrated throughout each program of study. The nursing faculty are proficient in their theoretical knowledge and active in their respective clinical areas, providing students with realistic role models for excellence in patient care.

Computerized and other self-study approaches are utilized to enhance learning and to allow for individualized progress in nursing courses. A basic learning laboratory located on the College campus allows students to have extensive hands-on practice in developing nursing skills. The goal of all learning experiences is to prepare professional nurses who are both theoretically knowledgeable and clinically competent upon graduation.

Throughout the programs, emphasis is placed on building upon the student's past learning experience. In keeping with overall College policies, transfer, CLEP and proficiency examination options are available to students who have completed appropriate educational experiences prior to entering the program. Part-time alternatives for working students who wish to pursue a baccalaureate degree are available. The On-Line R.N. Completion Program is designed for R.N.'s who cannot attend regular classes on campus.

Nursing Admissions Policies

CRITERIA FOR ADMISSION--FIRST-YEAR STUDENTS

All beginning first-year students in the Nursing Program will be required to meet and comply with the basic admission criteria for Husson College. In addition, the Nursing Program maintains specific eligibility requirements. The specific admission requirements for the Nursing Program are as follows:

A. Graduation from an approved high school or credential indicating equivalent preparation.
B. SAT I of at least 950 (or ACT equivalent)
C. High school average of at least 82 (G.P.A. 2.7)
D. Completion of the following high school subjects with a grade of "C" or better:
   Four years of English
   Two years of mathematics, including one year of algebra
   Two years of science, including one year of chemistry
   One year of social science
E. Health qualifications determined through physician or other health care provider examination and immunization record.
F. Personal qualifications as determined through references and a biographical sketch that includes personal goals.

CRITERIA FOR ADMISSION -- R. N. AND ON-LINE R.N. COMPLETION PROGRAM

Applicants for the R. N. and On-line R.N. Completion Program options should contact program coordinator for additional admission criteria.

PROCEDURE FOR STUDENT APPLICATION

The applicant must have the following official records sent to the Husson College Admissions Office before being considered for admission:

A. High School transcript.
B. College transcript, if applicable, or transcript from any other schools attended.
C. Scholastic Aptitude Test (SAT I) results.
D. Two references from teachers and/or employers.

Preference will be given to candidates who rank in the upper half of their high school graduating class and who achieve a combined score on the Scholastic Aptitude Test (SAT I) of 950.

APPLICATION FOR TRANSFER STUDENTS

Applicants wishing to transfer to Husson College from another school must submit the following records for consideration:

A. Transcript(s) from former school(s)
B. Copy of catalog from former school(s)
C. Health records (student may have summary sent from former school)
D. Two references from teachers and/or employers

Students may be requested to take a Scholastic Aptitude Test (SAT I)

For transfer credit, each course must be comparable to those courses offered by the Husson College/ EMMC Nursing Program. Grades of C or above will be considered for transfer credit.

TOEFL EXAMINATIONS

International students who have not taken SAT's will be required to take the TOEFL examination. A minimum score of 550 is strongly recommended.

NOTE: Each student applying to the Nursing Program will be considered on an individual basis. Specific requirements may be waived in exceptional circumstances.

Nursing Academic Policies

GRADING POLICIES

A. Students in the Nursing Program must pass all core courses with a grade of C- (70%) or better. All Nursing courses and required science courses are core courses.
B. A student who receives less than "C-" (70%) twice in a single nursing course or less than "C-" (70%) in two nursing courses will be dismissed from the Nursing Program.
C. Students will receive one final grade for each nursing course. The clinical component will be graded on a Pass/Fail basis. If a student fails the clinical component, he/she receives an "F" for the overall course grade.
D. Students who receive less than "C-" (70%) twice in a single science course or lab will be dismissed from the Nursing Program.

Requirements for Nursing Majors

Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their major area of concentration.

B.S. IN NURSING

General Education Courses (65 credit hours)

- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Ms 132 Statistics I
- Ph 201 Introduction to Philosophy
- Py 111 General Psychology
- Py 241 Human Growth and Development
- Sc & Sl 121 Anatomy and Physiology I (with lab)
- Sc & Sl 122 Anatomy and Physiology II (with lab)
- Sc & Sl Principles of General Organic and Biological Chemistry
- Sc 233 Pathophysiology
- Sc & Sl 241 Microbiology (with lab)
- Sc 234 Nutrition
- Sy 201 Principles of Sociology
- Liberal Studies Elective (2)
- Global Elective

Professional Courses (61 credit hours)

- Nu 100 Professional Concepts in Nursing
- Nu 102 Nursing Informatics
- Nu 203 Pharmacology
- Nu 204 Health Assessment
- Nu 205 Family Health Promotion I
- Nu 206 Family Health Promotion II
- Nu 305 Family Nursing: Mental Health
- Nu 306 Family Nursing: Maternal Health
- Nu 307 Family Nursing: Adult Health I
- Nu 308 Family Nursing: Adult Health II
- Nu 312 Nursing Research
- Nu 405 Family Nursing: Community
- Nu 406 Family Nursing: Child Health
- Nu 407 Family Nursing: Adult Health III
- Nu 412 Health Policy
- Nu 414 Family Nursing: Adult Health IV

Also required is exposure to fine arts and community and co-curricular activities.

B.S. IN NURSING *(RN AND ON-LINE RN COMPLETION PROGRAM)*

The Husson College RN Completion Program is designed for registered nurses who wish to earn a Bachelor of Science in Nursing. The On-Line option is designed for those who cannot attend regular classes at our Bangor campus. The R.N. to B.S.N. and M.S.N. option allows registered nurses the opportunity to complete both the B.S.N. and the M.S.N. at the same time.

Only registered nurses will be admitted to the R.N. and On-line R.N. Completion Program and/or the R.N. to B.S.N. and M.S.N. option. A minimum of 124 credit hours must be completed, 30 of which must be completed through Husson College. RN Completion students must also present evidence of an active Maine registered nurse license.

General Education Courses

- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech
- Ms 132 Statistics I
- Ph 201 Introduction to Philosophy
- Py 111 General Psychology
- Sy 201 Principles of Sociology
- Open Elective (1)
- Humanities Electives (2)
- Social Science Electives (2)

Professional Courses

- Py 241 Human Growth and Development
- Sc 121 Anatomy and Physiology I
- Sl 121 Anatomy Lab I
- Sc 122 Anatomy and Physiology II
- Sl 122 Anatomy Lab II
- Sc 233 Pathophysiology
- Sc 241 Microbiology
- Sl 241 Microbiology Lab
- Sc 234 Nutrition

Nursing Courses

- Nu 204RHealth Assessment
- Nu 307RNursing Concepts I
- Nu 309RNursing Concepts II
- Nu 312 Nursing Research
- Nu 401RNursing Concepts III
- Nu 404RLeadership Concepts
- Nu 408RNursing Concepts IV
- Nursing Electives (4)

MASTER OF SCIENCE IN NURSING

Graduate Nursing Admissions Policies

ADMISSION PROCESS

Application for admission should be made to the:

Director
Family Nurse Practitioner Program
Husson College
One College Circle
Bangor, ME 04401-2999
Tel: 941-7001
http://www.husson.edu

Director
Advanced Practice Psychiatric Nursing Program
Husson College
One College Circle
Bangor, ME 04401-2999
Tel: 941-7166
http://www.husson.edu

To be admitted, an applicant must have received a baccalaureate degree from a program accredited by a nationally recognized accrediting agency. In addition, he/she must show promise of ability and motivation to pursue graduate-level study, as evidenced by achievement of at least a 3.0 G.P.A. and completion of undergraduate health assessment and statistics courses.

In addition, a minimum of one year of professional clinical nursing practice is required with additional experience strongly recommended.

Admission decisions are made by the Graduate Program Committee based on the following factors:

Previous college or university work.
Score on the Miller Analogies Test (MAT) or Graduate Record Examination (GRE)
Letters of recommendation
A personal interview with a graduate nursing faculty member of the School of Health.

The committee makes its determination based on a composite of factors and is aware that one factor alone may not reflect an applicant's true potential.

An application is considered complete and ready for committee review once the following are received:

An application with the $25 application fee (nonrefundable)
Official transcript(s) of all previous college work.
Three letters of recommendation (forms for this purpose are supplied with the application).
MAT/GRE results. For information concerning these exams, contact the Graduate Nursing Office at 941-7001.

Applications and reference forms are available by telephone or on-line via Husson College's Website.

STATUS

An applicant's admission status into the M.S.N. program is one of the following:

Regular: Students whose applications are complete and who are accepted by the Graduate Program Committee are admitted as regular graduate students.

Special: This status is assigned to those students who are taking graduate courses, but who have

not yet applied to the program or whose applications are not yet complete. A transcript showing confirmation of a bachelor's degree is required prior to any course work being initiated. Students may complete up to 9 credit hours of course work in the Graduate Nursing Program curricula in this status on a space-available basis. Registration as a special student does not necessarily mean that the student will be accepted as a regular student when and if application is made.

Transient: A person enrolled in any other graduate program at another college or university may enroll in graduate courses at Husson as a transient graduate student provided prerequisite courses, when appropriate, have been taken.

TRANSFER CREDIT

In certain circumstances, students who are entering the M.S.N. program may transfer up to 9 graduate credits from another accredited institution. The courses must be consistent with those required in Husson's Nursing program of study and have been taken within five years of entry into Husson's program. Only credits earned in course work completed with a grade of "B" or better will be eligible for transfer. The Director of the appropriate Graduate Nursing Program will determine acceptable transfer credits at the request of the applicant.

No credits used to earn another degree can be applied to the Husson College M.S.N. program.

Graduate Nursing Academic Policies

GRADING

Students must maintain a "B" average (3.0) in order to continue their graduate program. A student whose average falls below 3.0, who earns a grade lower than a "C", or who earns more than two grades of "C" or "C+", will be reviewed by the Graduate Academic Affairs Committee, which may dismiss the student or determine the conditions under which the student may continue in the program. No more than six credits of course work in the "C" range can be applied toward the master's degree. A student who has not attained a grade point average of 3.0 or better at the end of his or her program of study will not graduate.

No grade below "B-" will be accepted in any graduate clinical nursing course. In the Family and Community Nurse Practitioner Program, these courses are Nu 704, 800, 802, 804, and 806. In the Advanced Practice Psychiatric Program, these courses are Nu 704, 722, 810, 812, and 814. Students in the M.S.N. program may retake a clinical course for a passing grade only once. If they earn a second grade below a "B-" in any other clinical course, they will be dismissed from the program.

Students will receive one final grade for each graduate nursing course. The clinical component will be graded on a "Pass/Fail" basis. If a student fails the clinical component, he or she receives an "F" for the overall course grade and must repeat both the class and clinical portions of the course.

All other academic and financial policies of the nurse practitioner program are consistent with those identified in the Husson College Catalog and Graduate Nursing Program Student Handbook.

RESOURCES FOR GRADUATE STUDY

Libraries: The Husson Library, in addition to its collection of Nursing and health care related materials, has the capability of locating necessary materials in other libraries through Interlibrary Loan. Students have access to the Bangor Public Library, one of the finest in the East, the Eastern Maine Medical Center Parrot Health Sciences Library, and the Fogler Library at the University of Maine. The latter is the regional depository for all government publications.

Computer Facilities: The College has four microcomputer labs. The labs provide instructional and operational assistance to users and potential users of microcomputers in business, professional,

health and educational settings, as well as Internet access.

Health Assessment Lab: This facility offers nurse practitioner students an opportunity to practice advanced health assessment skills in a realistic clinical setting. Exam areas and equipment are set up to simulate an ambulatory clinic setting for student use in both course labs and informal practice sessions.

AMILY AND COMMUNITY NURSE PRACTITIONER PROGRAM

This NLNAC accredited graduate program leads to the Master of Science in Nursing degree or a ost-Master's Certificate. The program reflects Husson's ongoing commitment to educate nurses for ıe challenges of the 21st century. Graduates are eligible to sit for the ANCC or AANP Family Nurse ractitioner Certification Exam.

Program Outcomes

Upon completion, graduates will be expected to:

- Provide primary health care to individuals of all ages and their families, within diverse practice settings.
- Utilize community assessment in evaluating client needs and planning health care.
- Synthesize relevant theories and specialized knowledge into their clinical practice.
- Analyze and apply research literature used for improving health outcomes of individuals and their families.
- Influence family nursing practice by exhibiting competence in clinical practice, teaching, counseling, consultation, research, leadership and collaboration.
- Utilize an interdisciplinary focus in the delivery of comprehensive family health care.
- Contribute to the improvement of family heath care by influencing health policy.
- Practice with personal integrity and a willingness to search for ethical truths in a constantly changing environment.
- Assume responsibility for continued professional growth and development.

Professional Courses:

Nu 700 Theories and Roles for Advanced Nursing Practice
Nu 702 Pharmacotherapeutics
Nu 704 Advanced Health Assessment
Nu 706 Advanced Pathophysiology
Nu 710 Nursing Research
Nu 730 Rural Health Nursing
Nu 740 Public and Health Policy
Nu 750 Family and Community Theories I
Nu 751 Family and Community Theories II
Nu 752 Family and Community Theories III
Nu 790 Scholarly Project
Nu 800 Family Health I
Nu 802 Family Health II
Nu 804 Family Health III
Nu 806 Internship/Clinical Practicum

NP TO MSN OPTION

This option exists for nationally certified Nurse Practitioners prepared through a post-B.S.N. certificate program who wish to pursue graduate nursing education. The identification of courses within the existing program of study to be taken (T), challenged (C), and/or transferred (TR) will be determined on an individual basis upon review of certificate NP Program transcripts. Challenged (C) courses at the 800 level may only be undertaken in the student's area of specialty certification. Nurse Practitioner applicants who wish to pursue this degree option should follow the same application process identified in the Program catalog. However, we strongly encourage prospective applicants to meet with the Program Director to discuss their individual course work.

Professional Courses

Nu 701 Theories for Advanced Nursing Practice (T, TR)
Nu 702 Pharmacotherapeutics (T, C, TR)
Nu 704 Advanced Health Assessment (T, C, TR)
Nu 706 Advanced Pathophysiology (T, C, TR)
Nu 710 Nursing Research (T, TR)
Nu 730 Rural Health Nursing (T, TR)
Nu 740 Public & Health Policy (T, TR)
Nu 750 Family and Community Theories I
Nu 751 Family and Community Theories II
Nu 752 Family and Community Theories III
Nu 790 Scholarly Project
Nu 800 Family Health I (T, C, TR)
Nu 802 Family Health II (T, C, TR)
Nu 804 Family Health III (T, C, TR)
Nu 806 Clinical Internship (T, C, TR)

POST MASTER'S CERTIFICATE OPTION

The following is the required Program of Study for the Post Master's Certificate Option. This option exists for individuals who have already earned an M.S.N. degree. The identification of courses within this program of study to be challenged and/or transferred will be determined on an individual basis upon review of graduate transcripts. Students with a Masters degree in Nursing who wish to apply for this option will follow the same application process identified on page 86, except that they do not need to fulfill the Miller Analogies Test (MAT) requirement. Prospective applicants are strongly encouraged to meet with the Program Director to discuss their individual course work.

Professional Courses

Nu 702 Pharmacotherapeutics
Nu 703 Roles for Advanced Nursing Practice
Nu 704 Advanced Health Assessment
Nu 706 Advanced Pathophysiology
Nu 750 Family and Community Theories I
Nu 751 Family and Community Theories II
Nu 752 Family and Community Theories III
Nu 800 Family Health I
Nu 802 Family Health II
Nu 804 Family Health III
Nu 806 Clinical Internship

DVANCED PRACTICE PSYCHIATRIC NURSING PROGRAM

This newly developed graduate program leads to the Master of Science in Nursing degree, and :flects Husson College's on-going commitment to educate nurses for the challenges of the new illennium. Its purpose is to educate advanced practice nurses who can cost-effectively provide nproved access to mental health care. Graduates are eligible to sit for the ANCC Certified Specialist xam.

Program Outcomes

Upon completion of the program, graduates will be expected to:

- Provide primary mental health care to clients of all ages, within diverse practice settings.
- Utilize a biopsychosocial perspective in evaluating client needs and planning mental health care.
- Incorporate relevant theories and specialized knowledge into clinical practice.
- Analyze research used for improving health outcomes.
- Contribute to the improvement of mental health care by influencing health policy of the under served living in rural communities.
- Influence psychiatric/mental health nursing practice by exhibiting competence in leadership, case management and education.
- Assume responsibility for continued professional growth and development.

Professional Courses

Nu 700 Theories and Roles for Advanced Nursing Practice
Nu 702 Pharmacotherapeutics
Nu 704 Advanced Health Assessment
Nu 705 Advanced Psychopharmacology
Nu 706 Advanced Pathophysiology
Nu 707 Neurobiology
Nu 710 Nursing Research
Nu 722 Advanced Mental Health Assessment
Nu 740 Public and Health Policy
Nu 810 Psychiatric Nursing I
Nu 812 Psychiatric Nursing II
Nu 814 Psychiatric Nursing III

MS IN PHYSICAL THERAPY

The Physical Therapy Program is a five-year entry level Master's Program with admission at the first year. The program's first two years are spent studying humanities and sciences, which fulfill the College's general education requirements and prepare the student for the professional phase of education. The third year of studies is designed to provide a broad comprehensive base in specific areas of health-related knowledge and concepts and introduce physical therapy techniques and procedures. As graduate students during the fourth and fifth years, the focus is on professional studies, research and clinical practice.

ADMISSIONS CRITERIA

Each student is evaluated on an individual basis. Criteria guidelines include combined SAT I scores of at least 1000 (or ACT equivalent), a high school average of 85 (3.0 G.P.A.), top half of one's high school rank, two letters of recommendation, familiarity with the field of Physical Therapy, successful completion of courses in math, biology and chemistry, a written essay explaining the applicant's interest in Physical Therapy, and a recommended minimum of 20 volunteer hours in at least two areas of Physical Therapy. Physics and trigonometry are also recommended. Decisions on admissions will be made in the Spring of each year.

Each year a limited number of applicants will be considered for admission into the third year of the program. Normally, these students already have a bachelor's degree and have completed course work equivalent to the first two years of the Husson program. Applicants for entry to year three will be considered in late May.

ACCREDITATION

Husson College is accredited by the New England Association of Schools and Colleges and the National League for Nursing. The Physical Therapy Program has been granted "Candidate for Accreditation" status by the Commission on Accreditation in Physical Therapy Education.

FINANCIAL AID

A Physical Therapy student is classified as an undergraduate student for the first four years, and as a graduate student in the fifth year.

MASTER OF SCIENCE DEGREE IN PHYSICAL THERAPY

General Education Courses

- Eh 111 Composition
- Eh 112 Literature and Research
- Ms 132 Introduction to Probability and Statistics
- Ms 242 College Algebra
- Ms 332 Applied Statistics
- Ph 301 Ethics
- Py 111 General Psychology
- Py 212 Applied Psychology
- Py 241 Human Growth & Development
- Py 332 Abnormal Psychology
- Sc 121 Anatomy and Physiology I
- Sc 122 Anatomy and Physiology II
- Sc 181 Chemistry I
- Sc 182 Chemistry II
- Sc 271 Physics I
- Sc 272 Physics II
- Sc 291 Cell Biology
- Sc 292 Epidemiology
- Sl 121 Anatomy Lab I
- Sl 122 Anatomy Lab II
- Sl 181 Chemistry I Lab
- Sl 182 Chemistry II Lab
- Electives (2) (H or SS)

Physical Therapy Courses

- PT 300 Clinical Education I
- PT 410 Anatomy
- PT 411 Kinesiology and Biomechanics I
- PT 412 Kinesiology and Biomechanics II
- PT 415 Therapeutic Skills I
- PT 416 Therapeutic Skills II
- PT 417 Physical Agents I
- PT 418 Physical Agents II
- PT 420 Life Cycles I
- PT 430 Professional Issues I
- PT 432 Professional Issues II
- PT 450 Neurophysiology
- PT 501 Research Methods I
- PT 502 Research Methods II
- PT 505 Advanced Physiology
- PT 510 Neuromuscular I
- PT 515 Therapeutic Skills III
- PT 516 Therapeutic Skills IV
- PT 520 Life Cycles II
- PT 525 Exercise Physiology
- PT 528 Professional Issues III
- PT 530 Rehabilitation of Chronic Conditions
- PT 531 Professional Issues IV

	PT 550	Musculoskeletal I
	PT 552	Musculoskeletal II
	PT 560	Cardiorespiratory I
	PT 601	Research Methods III
	PT 602	Research Methods IV
*	PT	Clinical Education II
*	PT	Clinical Education III
*	PT	Professional Issues V
*	PT	Professional Issues VI
*	PT	Research Methods V
*	PT	Research Methods VI
*	PT	Dissection Anatomy
*	PT	Neuromuscular II
*	PT	Primary Health Care
*	PT	Patient Care Seminar I
*	PT	Patient Care Seminar II
*	PT	Cardiorespiratory II
*	PT	Clinical Education IV
*	PT	Advanced Elective
*	PT	Directed Study
	Graduate Electives (2)	

**Pending approval - curriculum is currently under development.*

The School of Science and Humanities

The Faculty

Tom A. Batt, M.F.A.
Rhetoric and Composition

Jon H. Connolly, Ph.D.
Life Science

Kenneth M. Johnson, Ph.D.
History
Philosophy

Lambros Karris, Ed.D.
Psychology

James T. Kenny, Ph.D.
Interim Dean of the School of
Science and Humanities

Helmut Koch, M.S.
Science

Linda L. Labin, Ph.D.
English

D. Bruce MacGregor, M.Ed.
Speech

Fred B. Otto, Ph.D.
Physics

James H. Parker, Jr., Ph.D.
Mathematics

Leon A. Raikes, Ph.D.
Rhetoric and Composition

Esther N. Rauch, Ph.D.
Constance H. Carlson Distinguished
Lecturer in Humanities

Kathleen W. Wall, Ph.D.
Science

Margaret M. Zoldi, M.S.
Mathematics

THE PROGRAMS

LIFE SCIENCE*
B. S. Life Science

LIFE SCIENCE TEACHER EDUCATION*
B. S. Life Science Teacher Education

PSYCHOLOGY*
B. S. Psychology
Clinical Track
Leadership Track

SCIENCE AND HUMANITIES
B.S. Science and Humanities (Individualized Program)

BROADCAST COMMUNICATIONS
A.S. Broadcast Communications

*available in 1999-2000

The School of Science and Humanities

The School of Science and Humanities provides a home for a core of science and humanities courses at Husson that broaden students' exposure to knowledge, values, learning, and communications. Faculty include psychologists, poets, and an extraordinary team of writers and scientists who love their subjects and love teaching. This enthusiasm for lifelong learning, for critical and creative thinking and writing, is revealed in introductory and upper-level courses such as oceanography, calculus, philosophy, a literature seminar on the works of Virginia Woolf, and other equally challenging offerings.

In 1995 the Division of Arts and Sciences, predecessor to the School of Science and Humanities, produced an academic plan centered on reviewing general education, attaining School status for the Division, and developing a number of undergraduate majors in areas that were career-focused and likely to provide Husson students with study options that would lead to successful careers in professional-level employment.

The traditional mission of Science and Humanities at Husson has been a central one. Courses and disciplines offered through the School have sustained the academic programs of Husson's professional schools in English, history, psychology, sociology, philosophy, natural sciences and mathematics. These courses, which constitute a substantial portion of every Husson College curricula, offer the student an opportunity to develop critical analysis skills which are the hallmark of the educated person in every field of professional endeavor. This traditional mission continues to be one of the most important responsibilities of the School of Science and Humanities and Husson College.

A program of liberal arts majors and minors is available to further enhance a traditional Husson College education. Students may major in Life Science, Life Science Teacher Education, Psychology, or Science and Humanities. Students majoring in any department may minor in English, mathematics, psychology, or the behavioral sciences. The School of Science and Humanities also provides advisors for students who enter in the status of Undeclared Major.

James T. Kenny, Ph.D.
Interim Dean, School of Science and Humanities

PROGRAM IN LIFE SCIENCE

B.S. Life Science — 4 years/120 Credits

Requirements for Life Science Majors

Students must earn an overall 2.5 cumulative grade-point average as well as 2.5 in major courses. Transfer students must complete a minimum of 15 credit hours in Life Science at Husson to be eligible for graduation.

B.S. IN LIFE SCIENCE

This major will be offered in 1999-2000.

General Education Courses
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech

Mathematics Courses
- Ms 242 College Algebra
- Ms 331 Calculus

Science Courses
- * Sc Organic Chemistry
- * Sc Inorganic Chemistry I
- * Sc Inorganic Chemistry II
- * Sc Biochemistry
- Sc 271 Physics I
- Sc 272 Physics II
- Sc 362 Dynamics of the Earth
- * Sc Botany
- * Sc Zoology
- Sc 141 Ecology
- Biology Courses (9)

General Education Core Courses and Distribution Requirements (See pg. 34)

**Courses without numbers are under development.*

PROGRAM IN LIFE SCIENCE TEACHER EDUCATION

B.S. Life Science Teacher Education — 4 years/130 Credits

Requirements for Life Science Teacher Education Majors

Students must earn an overall 2.5 cumulative grade-point average as well as 2.5 in their Ed prefix courses. Transfer students must complete a minimum of 15 credit hours in Life Science and 15 credit hours in Education at Husson to be eligible for graduation.

B.S. IN LIFE SCIENCE TEACHER EDUCATION

This major will be offered in 1999-2000.

General Education Courses
- Eh 111 Composition
- Eh 112 Literature and Research
- Eh 121 Speech

Professional Education Courses
- Ed 100 Practicum in Education
- Ed 201 Philosophical Foundations of Education
- Ed 221 Educational Psychology
- * Ed Curriculum and Evaluations in Science Education
- Ed 431 Health Practices for Teachers
- Ed 321 Educating Exceptional Students
- * Ed Methods of High School Teaching
- * Ed Methods in Science Education
- Ed Laboratory Safety for Teachers
- Ed 450 Student Teaching

Science/Mathematics Courses
- Ms 242 College Algebra
- Ms 331 Calculus
- Sc Organic Chemistry
- Sc Inorganic Chemistry I
- Sc Inorganic Chemistry II
- Sc Biochemistry
- Sc 271 Physics I
- Sc 272 Physics II
- Sc 362 Dynamics of the Earth
- Sc Botany
- Sc Zoology
- Sc 141 Ecology
- Biology Courses (5)

And General Education Courses and Distribution Requirements (see pg. 34)

**Courses without numbers are under development.*

PROGRAMS IN PSYCHOLOGY

B.S. Psychology — 4 years/122 Credits

Requirements for Psychology Majors

Students must earn an overall 2.5 cumulative grade-point average as well as 2.5 in their Psychology courses. Transfer students must complete a minimum of 15 credit hours in Py prefix courses at Husson to be eligible for graduation.

B.S. IN PSYCHOLOGY

This major will be offered in 1999-2000.

General Education Courses

Clinical Track	*Leadership Track*
First-year Seminar	First-year Seminar
Eh 111 Composition	Eh 111 Composition
Eh 112 Literature and Research	Eh 112 Literature and Research
Eh 121 Speech	Eh 121 Speech
Ms 111 Algebra	Ms 111 Algebra
Ms 132 Probability and Statistics	Ms 132 Probability and Statistics
Sc 121 Anatomy and Physiology I	Sc 121 Anatomy and Physiology I
Sc 122 Anatomy and Physiology II	Sc 122 Anatomy and Physiology II
Mi 111 Intro. to Microcomputing	Mi 111 Intro to Microcomputing
Ph 301 Ethics	Ph 301 Ethics
Sy 222 Cultural Anthropology	Sy 222 Cultural Anthropology
* Py 331 Interpersonal Relations	Py 331 Interpersonal Relations
* Py Practicum I	Literature Elective (upper level)
* Py Practicum II	* Py Practicum I
Py 431 Behavior Modification	* Py Practicum II
Literature Elective (upper level)	* Py Interviewing
* Py Seminar in Psychology	* Py Seminar in Psychology
Fine Arts Elective	Fine Arts Elective
Global Experience	Global Experience

Psychology Courses

Clinical Track	*Leadership Track*
Py 111 General Psychology	Py 111 General Psychology
* Py Social Psychology	* Py Social Psychology
* Py Physiological Psychology	* Py Physiological Psychology
Py 241 Human Growth and Development	Py 241 Human Growth and Dev.
Py 332 Abnormal Psychology	Py 332 Abnormal Psychology
* Py Gerontology	* Py Leadership
* Py Early Childhood	Py 333 Psychology of Personality

	Py 333	Psychology of Personality	*	Py	Research Methods in Psych.
*	Py	Research Methods In Psych.	*	Py	Cog. Psy./Py 431 Beh. Mod.
*	Py	Therapeutic Psychology	*	Py	Tests and Measurements
*	Py	Tests and Measurements	*	Py	Conflict Resolution
*	Py	Psychology of Health, Community & Disease			
*	Py	Intro to Rehabilitation			

Enrichment Courses

Clinical Track		*Leadership Track*	
Ba 102	Legal Environment of Bus.	Ba 102	Legal Environment of Bus.
Hy 101	History of Western Civilization	Hy 101	History of Western Civ.
Ac 121	Principles of Accounting I	Ac 121	Principles of Accounting I
Ph 201	Introduction to Philosophy	Sy 201	Principles of Sociology
Sy 201	Principles of Sociology	Ba 310	Organization and Mgmt.
		Ba 411	Organizational Behavior
		Ba 311	Human Resource Mgmt.
		Ba 321	Marketing

Students must also satisfy General Education requirements for community and co-curricular service.

**Courses without numbers are under development.*

PROGRAM IN SCIENCE AND HUMANITIES

B.S. Science and Humanities 4 years/120 Credits

Established in 1997, the Bachelor of Science in Science and Humanities degree program is an Individualized Program of Study (IPS) which contains a broad background in the arts and sciences, and includes specialization in two academic areas of particular interest to the student. This allows the student the opportunity to establish a broader base in general education than is ordinarily possible, while also combining in-depth study in different academic disciplines in ways not possible under the structure of traditional academic majors.

The IPS is designed by the student with help from a three-member Advisory Committee appointed by the Program Coordinator. The Advisory Committee must formally approve the IPS at least two academic semesters prior to the expected graduation date. As part of the approval process, the Advisory Committee will ensure that the IPS meets all philosophical and structural requirements of the degree.

Requirements for Science and Humanities Majors

Students must earn an overall 2.0 grade-point average and a minimum grade-point average of 2.5 in each area of concentration as described below.

B.S. IN SCIENCE AND HUMANITIES

All Individualized Programs of Study leading to the degree of Bachelor of Science in Science and Humanities must fulfill the Husson College General Education requirements and incorporate the following:

A broad base in the traditional liberal arts must include:
- English/Communications - six (6) courses minimum
- Humanities - four (4) courses minimum
- Social Sciences - six (6) courses minimum
- Science/Mathematics - four (4) courses minimum

In at least two (2) of the above areas there must be at least two (2) courses at the 300 level or above.

At least six (6) courses must be taken outside the School of Science and Humanities.

An approved IPS must contain at least two (2) areas of specialization, each of which must consist of a minimum of six (6) courses above the 100 level, with at least three (3) of the six above the 200 level.

PROGRAM IN BROADCAST COMMUNICATIONS

A.S. Broadcast Communications 1 year/30 Credits

The School of Science and Humanities, in cooperation with the New England School of Communications, offers a One-Plus-One Program which leads to an associate degree in Broadcast Communications. The Husson degree requirements are completed in a one-year program which provides the related business skills that are a natural complement to the broadcasting basics covered by the New England School of Communication's one-year certificate program.

Requirements for Broadcast Communications Majors

Students must earn an overall 2.0 cumulative grade-point average as well as 2.0 in their major area of concentration.

A.S. IN BROADCAST COMMUNICATIONS

A one-year certificate program from the New England School of Communication totaling not less than 30 credit hours must be completed along with any other required courses.

General Education Courses (12 credit hours):

- Eh 111 Composition
- Eh 112 Literature and Research
- Ms 131 Logic and Problem Solving
- Py 111 General Psychology

Professional Courses (18 credit hours):

- Ba 201 Business Law I
- Ba 240 Survey of Accounting
- Ba 310 Organization and Management
- Ba 321 Marketing
- Mi 111 Introduction to Microcomputing
- Open Elective

MINORS

Behavioral Science Minor Requirements

Students may complete the Behavioral Science Minor at Husson College by declaring their wish to pursue this option and successfully completing **18 credit hours** (6 courses) of approved course work. Sy 111 and Sy 201 are required. Of the remaining twelve credit hours (4 courses), six hours (2 courses) must be elected in psychology and six hours (2 courses) must be elected in sociology. Interested students should discuss this option with their advisors and obtain the approval of the Behavioral Science Coordinator by the end of their sophomore year. Additional information may be obtained from the Dean of the School of Science and Humanities.

The following courses count toward the Behavioral Science Minor:*

Py 111	General Psychology
Py 212	Applied Psychology
Py 241	Human Growth and Development
Py 331	Interpersonal Relations
Py 332	Abnormal Psychology
Py 333	Psychology of Personality
Py 431	Behavior Modification/Seminar in Learning
Py 499	Special Topics in Psychology
Sy 201	Principles of Sociology
Sy 211	Contemporary Social Issues
Sy 312	Sociology of Work
Sy 499	Topics in Sociology

**Majors in the B.S. in Nursing program may substitute Nu 304 for one (1) of the psychology courses other than Py 111.*

English Minor Requirements

The minor in English shall consist of **18 credit hours** (6 courses) of approved English course work beyond Eh 111 Composition. It is expected that students who excel in reading and writing skills may wish to pursue the English minor to show their communications potential to future employers. Others may wish to pursue the minor for pleasure and/or to improve their reading and writing skills as well as developing abilities in critical and creative thinking. Interested students should contact the Dean of the School of Science and Humanities by their sophomore year to plan their English course schedules, interests, and needs.

Students meet the requirements of the minor by successfully completing the following courses:

1. Eh 112 Literature and Research (which is a prerequisite for all upper-level English courses).
2. Two courses in upper-level communications/writing (beyond Eh 112 Literature and Research).
3. Two courses in upper-level literature (beyond Eh 112 Literature and Research).
4. Eh 411 Senior Literature Seminar.

The following courses may be used to satisfy Requirement #2 of two upper-level communications/writing courses:

Eh 221	Business Communications

Eh 232 Introduction to Drama/Play Production
Eh 311 Advanced Writing (Creative, Technical, Legal, etc.)
Eh 323 Advanced Business Communications

The following courses may be used to satisfy Requirement #3 of two upper-level literature courses:
Eh 233 Introduction to the Novel
Eh 234 American Literature I
Eh 235 American Literature II
Eh 241 Major British Writers
Eh 251 Great Books I
Eh 252 Great Books II
Eh 299 Topics (i.e. Women's Literature, Utopian Literature, Contemporary World Literature, Love and Death in Literature, etc.)

Mathematics Minor Requirements

Students may complete the Mathematics Minor by declaring their desire to pursue this option and by successfully completing **18 credit hours** (6 courses) of approved course work. Interested students should contact the Dean of the School of Science and Humanities for additional information.

The following courses count towards the Mathematics Minor:
Ms 131 Symbolic Logic and Problem Solving
Ms 132 Introduction to Probability and Statistics
Ms 232 Finite Mathematics
Ms 242 College Algebra
Ms 331 Calculus
Ms 332 Applied Statistics
Ms 499 Topics in Mathematics
Ba 413 Operations Management

Psychology Minor Requirements

Students may complete the Psychology Minor at Husson College by declaring their wish to pursue this option and successfully completing **18 credit hours** (6 courses) of approved course work. Interested students should discuss this option with their advisors and obtain the approval of the Psychology Coordinator by the end of their Sophomore year. Additional information may be obtained from the Dean of the School of Science and Humanities.

The following courses count toward the Psychology Minor:*
Py 111 General Psychology
Py 212 Applied Psychology
Py 241 Human Growth and Development
Py 331 Interpersonal Relations
Py 332 Abnormal Psychology
Py 333 Psychology of Personality
Py 431 Behavior Modification/Seminar in Learning
Py 499 Special Topics in Psychology

**Majors in the B.S. in Nursing program may substitute Nu 304 for one (1) of the above courses other than Py 111.*

The Continuing Education Division

Program Sites

Bangor Center

Joyce B. Goodine
Director
Husson College
One College Circle
Bangor ME 04401
(207) 941-7121

Caribou Center

Carolyn Dorsey
Director
Husson College
75 Bennett Drive
Caribou ME 04736
(207) 498-6500

South Portland Center

Kathlyn O'Toole
Director
Husson College
220 Maine Mall Road
South Portland ME 04106
(207) 775-6212

Lewiston Center

Dr. J. Chris Schoonbeck
Director
39 Canal Street
Box 13
Lewiston ME 04240
(207) 786-2114

CONTINUING EDUCATION DIVISION

The Husson College Continuing Education Division (CED) serves adults who, because of work schedules, geographic locations, or responsibilities, wish to attend classes in the evening or on Saturdays. A schedule of course offerings for each center is available prior to the beginning of each term. All sites offer a variety of two- and four-year majors from the School of Business; the exact programs available depend on the needs of the particular community. The M.S. in Business program is available at each Husson external center. In addition, the R. N. Completion Program is available in Bangor or through distance education.

Our goal is to provide specialized services to adults. We recognize that the adult learner brings special skills and knowledge to the classroom and also has special needs. Our faculty are dedicated to teaching, and most are active professionals in the fields in which they teach. Each Center is staffed by a full-time Director who is available to students at convenient times.

CED students are subject to the same policies and requirements as all other undergraduates; please refer to pages 19 through 25 of this catalog. The following specialized procedures apply *only* to CED students.

ADMISSION

All applicants should arrange to meet with the director of the center where most courses will be taken. The following information must be submitted as part of the application process:

Official copy of high school transcript or GED certificate.
Official copy of college transcript(s) for transfer credits.
Proof of immunity against measles, mumps, rubella, diptheria, pertussis, and tetanus
Completed application/registration form.
Degree application fee of $20.00.

TUITION

Tuition for the academic year 1998-1999 is $381 per three-credit course. Some courses also carry a laboratory fee. A deposit of $50, applicable to the total tuition, must be paid at the time of registration; registrations will not be accepted after the second week of class.

Tuition is payable in full the first day of class. However, it is possible to arrange for monthly payments with interest charged on the unpaid balance each month. A student with a balance due from a previous term must clear that balance prior to registering for a new term.

CED students who seek to take one or more day division courses will pay day division tuition rates for those courses.

FINANCIAL AID

CED students who carry at least six credit hours and are enrolled in a degree program are eligible to apply for need-based financial aid. Interested students should file the Free Application for Federal Student Aid. Please see the Center Director for more information. It is important to complete financial aid paperwork early, before registration, as it affects billing procedures.

WITHDRAWALS AND COURSE ADD/DROPS

Students may add or drop courses before the start of the term, or during the standard CED add/drop period (through the second week of class), and receive a full refund of tuition and fees. A special add/drop form must be filed with the Center Director before the start of the third week of class.

After the standard add/drop period, tuition and fees will not be adjusted for individual course withdrawals. A student who withdraws from the program must file an official form; refund credits are computed from the date that the form is received by the Center Director. Nonattendance of classes does not constitute withdrawal.

For program withdrawals during the term, refund credits will be prorated on the balance of tuition, fees, and other charges using the following schedule:

	12-Week Term
During the First Week	90%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%
During the Tenth Week	0%

Terms of shorter or longer duration have similar schedules for refund proration.

Financial Aid will be proportionately charged back in accordance with government regulations.

STUDENT I.D. CARDS

Husson I.D. cards are available upon request to CED degree-seeking students. Contact the local Center Director for further information.

ACADEMIC POLICIES AND PROCEDURES

Most CED degree courses are three (3) credit hours. The usual term academic load is not less than three (3) credit hours nor more than twelve (12) credit hours. Each degree candidate must complete a minimum of thirty (30) credit hours at a Husson Center or on the Bangor campus. Degree candidates must complete their final thirty (30) credit hours through Husson. A senior, if necessary for graduation, may take fifteen (15) credit hours the last term. Otherwise, students wishing to take more than twelve (12) credit hours per term must have the approval of the Chief Academic Officer.

COURSE DESCRIPTIONS

UNDERGRADUATE COURSES

Ac 120 INTRODUCTION TO ACCOUNTING 3 Cr. Hr.
This course for non-accounting majors introduces the student to accounting principles and concepts. Students will also use a microcomputer to learn accounting software. Emphasis will be placed on the accounting cycle, payroll accounting, and preparation of financial statements for both service and merchandising companies.

Ac 121 PRINCIPLES OF ACCOUNTING I 3 Cr. Hr.
This introductory course covers fundamental principles and procedures of accounting. It is designed to meet the needs of business students as well as the accounting major. Emphasis is on developing the technical procedures of the accounting cycle including journalizing, posting, adjusting entries, closing procedures, payroll accounting, inventory accounting and preparing financial statements. Students are also introduced to accounting for merchandising organizations, cash control, financial statement analysis, and a computerized general ledger model.

Ac 122 PRINCIPLES OF ACCOUNTING II 3 Cr. Hr.
A continuation of the study of basic accounting principles and procedures, the course includes receivables and payables, fixed assets, intangibles, inventory methods, and special journals and subsidiary ledgers. Students are also introduced to the corporate form of organization and the statement of cash flows. Use of the computerized general ledger model is continued.

Prerequisite: Ac 121

Ac 201 INTERMEDIATE ACCOUNTING I 3 Cr. Hr.
The first accounting course at the professional level for the accounting major, this course begins with a comprehensive review of basic accounting principles and financial statement preparation. The course provides an intensive study of the concepts of future and present value, current assets and current liabilities, the various methods of inventory accounting and costing, plant assets and intangible assets.

Prerequisite: Ac 122

Ac 202 INTERMEDIATE ACCOUNTING II 3 Cr. Hr.
This course continues the in-depth study of accounting topics in financial accounting. Topics covered include accounting for income taxes, long-term investments, and long-term liabilities. An intensive study is made of the statement of cash flows and accounting for all phases of corporations including formation, retained earnings, dividends, convertible securities, and earnings per share.

Prerequisite: Ac 201

Ac 211 MANAGERIAL ACCOUNTING I 3 Cr. Hr.
Managerial accounting involves the use of accounting information to make business decisions. Topics covered include cost concepts, cost-volume-profit relationships, break even analysis, capital budgeting and present value analysis, as well as financial statement analysis.

Prerequisite: Ac 121

Ac 251-Ac 254 COOPERATIVE EDUCATION 3-12 Cr. Hr.
A college-supervised work experience course with participating employers in business and nonprofit organizations that provides a practical application of classroom theory.

Graded Pass/Fail Only

Ac 271 ACCOUNTING INFORMATION SYSTEMS 3 Cr. Hr.
This is an introductory course in the development and utilization of computer software in the accounting field. Coverage includes general ledger accounting, accounts receivable, accounts payable, payroll and financial spreadsheets. The course objective is for students to be able to use commercially developed accounting software for a multitude of accounting applications.

Prerequisites: Ac 121 and Mi 111

Ac 301 ADVANCED ACCOUNTING I 3 Cr. Hr.
Advanced Accounting I deals with advanced and specialized topics in financial accounting. An in-depth study is made of accounting for pensions and leases and of accounting for partnerships, including formation and operation, dissolution, and liquidation. The course also provides an introduction to such specialized topics as foreign operations, governmental and fund accounting, accounting changes, and error correction.

Prerequisite: Ac 202

Ac 302 ADVANCED ACCOUNTING II 3 Cr. Hr.
Advanced Accounting II concentrates on an in-depth study of business combinations and the equity method of accounting for a subsidiary on the parent's unconsolidated statements. Accounting for business combinations by the pooling and purchase methods is covered and the preparation of consolidated statements is emphasized with a thorough treatment of eliminations of intercompany transactions. Currently developing advanced topics are also covered as time permits.

Prerequisite: Ac 202

Ac 331 COST ACCOUNTING I 3 Cr. Hr.
Topics covered include basic cost control concepts, manufacturing statements, accounting for material inventory, factory overhead costs, job order and process costing systems, and standard costs.

Prerequisite: Ac 122 or Ac 211

Ac 332 COST ACCOUNTING II 3 Cr. Hr.
Topics covered include cost information systems and cost analysis, capital expenditure analysis, responsibility accounting, internal reporting guidelines, cost management, and forecasted budgets and statements.

Prerequisite: Ac 331

Ac 431 CONTROLLERSHIP 3 Cr. Hr.
This senior seminar capstone course integrates the key job functions of planning, organizing and directing, controlling and decision making at the management level. Also included as critical elements in a position at this level are budgeting, cost reduction, and human resource management.

Prerequisite: Ac 331

Ac 440 ACCOUNTING INTERNSHIP 12 Cr. Hr.
Full-time work provides opportunities to gain meaningful professional experience in a variety of accounting-related environments. This will help the accounting student in the transition to professional accountant and reinforce accounting education with practical application.

Graded Pass/Fail Only

Ac 441 FEDERAL TAXATION I 3 Cr. Hr.
The student is introduced to the basic theory of taxation, particularly as it deals with the individual. Among the topics examined are the computation of gross income, gains and losses, sales and exchanges of property and various business and personal deductions.

Prerequisite: Ac 122

Ac 442 FEDERAL TAXATION II 3 Cr. Hr.
The taxation of corporations, partnerships, and estates and trusts is examined in-depth, along with other selected topics related to taxation of the business entity. Also covered are estate and gift transfer taxes with time devoted to family tax planning, international taxation, and the taxation of exempt organizations.
Prerequisite: Ac 122

Ac 461 AUDITING CONCEPTS AND METHODS 3 Cr. Hr.
The responsibilities of the auditor are examined in-depth in respect to the client, the firm and the public. The course includes a study of ethics, auditing standards and development techniques of the audit program, and the auditor's report. An extensive case study is also required.
Prerequisite: Ac 202

Ac 462 INTERNAL AUDITING CONCEPTS AND METHODS 3 Cr. Hr.
This comprehensive review and appraisal of the responsibilities and duties of internal auditing emphasizes the role of the internal auditor in management, internal auditing methods and techniques, audit programs and report, and evaluation of internal control systems.
Prerequisite: Ac 202

Ac 471 ACCOUNTING FOR NONPROFIT ORGANIZATIONS 3 Cr. Hr.
This course consists of the study of fund accounting and the financial statements of state and local governments, hospitals, universities and other nonprofit entities. General financial principles and fund accounting principles are compared. Specific topics covered include budgets for operations, capital improvements, general funds, revenue funds, debt service funds, trust and agency funds, and proprietary funds.
Prerequisite: Ac 202

Ac 483 FINANCIAL ACCOUNTING AND REPORTING - ADVANCED PROBLEMS 3 Cr. Hr.
This course covers current official pronouncements and procedures accepted by the AICPA and the FASB. Comprehensive in depth and inter-area problems are explored and solved; topics include accounting theory, pensions, leases, inventories, current assets and current liabilities, fixed assets, deferred taxes, stockholders' equity, foreign currency transactions and translations, investments, and partnerships.
Prerequisites: Ac 302, 331, 441; Seniors Only

Ac 484 ACCOUNTING AND REPORTING AND CONSOLIDATIONS - ADVANCED PROBLEMS 3 Cr. Hr.
This course covers current official pronouncements and current procedures accepted by the AICPA, the IRS, the FASB, the GASB and the Cost Accounting Standards Board. Comprehensive in depth and inter-area problems are explored and solved. Topics include: consolidations, cost accounting, accounting for governmental and nonprofit organizations, and individual and corporate taxes.
Prerequisites: Ac 302, 331, 441; Seniors Only

Ac 486 MANAGEMENT ACCOUNTING PROBLEMS I 3 Cr. Hr.
This course covers the following specific segments of a management accountant's possible job functions: cost accounting systems, responsibility accounting, behavioral issues, flexible budgeting, variance analysis, incremental costing and decision making when there are uncertainties.
Prerequisite: Ac 331

Ac 487 MANAGEMENT ACCOUNTING PROBLEMS II 3 Cr. Hr.
This course covers the following specific segments of a management accountant's possible job functions: international economics, working capital financing, capital structure financing, cash management, capital budgeting, and quantitative methods.
Prerequisite: Ac 331

Ac 499 ACCOUNTING SEMINAR 3 Cr. Hr.
The subject matter of this course is developed by the instructor and the student. The material covered consists of current issues and developments and must be relevant to the accounting field.
Prerequisites: Ac 302 and Ac 331

As 111 STUDENT SUCCESS SEMINAR 3 Cr. Hr.
An extended orientation to college life that includes sections on study skills; reading, writing, and thinking critically and creatively; stress and time management; interpersonal skills; resources for assistance; and other concerns of new students. Enrollment restricted to first-year students.

Ba 101 INTRODUCTION TO BUSINESS 3 Cr. Hr.
This course introduces students to the general nature of functional areas in business such as marketing, management, accounting, finance, research and development, and risk management. The relationship between business, the government, the economy, and the environment is examined.

Ba 102 LEGAL ENVIRONMENT OF BUSINESS 3 Cr. Hr.
This course is intended to be the first course in law for business administration students. Topics include introduction to law, ethics, courts, ADR, administrative law, law of employment, antitrust, and securities regulation.

Ba 201 BUSINESS LAW I 3 Cr. Hr.
This course provides students with a basic knowledge of the law of contracts, personal property and real property.

Ba 202 BUSINESS LAW II 3 Cr. Hr.
This course involves five areas of study: agency, partnership, LLC, corporation, sale, and secured transactions.
Prerequisite: Ba 201

Ba 271 RISK MANAGEMENT 3 Cr. Hr.
A study is made of the risks encountered by individuals and business firms. A presentation is made of the basic principles and institutions which have been developed in risk management. This material is treated primarily from the consumer point of view.

Ba 310 ORGANIZATION AND MANAGEMENT 3 Cr. Hr.
This course focuses on how to design organization systems and effectively manage them. Students completing the course should understand the universal process of management and key terminology in the language of management. Students are encouraged to blend conceptually contributions from the various schools of management thought into an integrated perspective on what managers do and why.

Ba 311 HUMAN RESOURCE MANAGEMENT 3 Cr. Hr.
This course addresses traditional personnel administration issues. Emphasis in the course is on how to manage the major human resource administration functions of job design, reward system design, staffing, training and performance control, to achieve maximum employee performance and satisfaction.
Prerequisite: Ba 310

Ba 321 MARKETING 3 Cr. Hr.
The components of the marketing structure are covered, together with the development of the modern concepts of marketing. Among the topics included are: the legal environment, channels of distribution, segmentation, the international market, consumer behavior, retailing and advertising.

Ba 334 INTERNATIONAL ECONOMICS 3 Cr. Hr.
This applied economics course will emphasize the use of cases to study topics such as comparative advantage, treaties, tariffs, non-tariff trade barriers, and trade blocks among developed and developing nations.
Prerequisites: Ec 201 and 202

Ba 351-354 COOPERATIVE EDUCATION 3-12 Cr. Hr.
Cooperative Education is a college-supervised work experience course with participating employers in business and nonprofit organizations that provides application of classroom theory. Students are employed on a part- or full-time basis.

Ba 362 FINANCIAL MANAGEMENT I 3 Cr. Hr.
This foundation finance course covers basic personal and corporate financial management issues. Topics include personal financial planning, financial statements, financial ratio analysis, risk and return, cost of capital, capital budgeting, financial forecasting, cash management, inventory management, receivables management, and basic issues in stocks and bonds. Students are expected to become proficient in financial analysis of a corporation and in various aspects of corporate financial management.
Prerequisites: Ec 201 and Ac 121

Ba 363 BANK MANAGEMENT 3 Cr. Hr.
This course will introduce students to the specific issues in the financial management of a banking firm and, to a smaller degree, of other financial intermediaries. Emphasis will be on products, roles, regulatory framework, and risk management.
Prerequisite: Ba 362 or 460

Ba 411 ORGANIZATIONAL BEHAVIOR 3 Cr. Hr.
This course is highly experiential in its approach to helping students understand and appreciate why people behave the way they do in an organizational context. Students learn how to manage employee behavior by analysis of real world phenomena and by application of principles in the areas of human perception and communication, leadership and motivation, small group dynamics, organizational culture, and organizational change.
Prerequisite: Ba 310

Ba 413 OPERATIONS MANAGEMENT 3 Cr. Hr.
Quantitative model building and manipulation are a means of analyzing and synthesizing the elements of productions management. Both deterministic and stochastic modeling are emphasized in the areas of work systems design, queuing, PERT, SQC, inventory control, forecasting, and linear and nonlinear programming.
Prerequisites: Ba 310 and Ms 132

Ba 414 BUSINESS POLICY 3 Cr. Hr.
This Business Administration senior seminar focuses on decision making at the executive management level, the formulation of strategy, and its implementation in the organization. The course will employ case studies, laboratory simulation techniques, and computer spreadsheet analysis.
Prerequisite: Seniors Only

Ba 421 ADVERTISING 3 Cr. Hr.
An introduction to the field of advertising: Students plan campaigns, write copy and design layouts for the print and electronic media, and summarize their knowledge by submitting a complete advertising plan at the end of the semester.
Prerequisite: Ba 321

Ba 422 SALES AND SALES MANAGEMENT 3 Cr. Hr.
This course provides students with the fundamentals of good salesmanship and sales management. Prior to studying management principles students practice sales techniques in simulations. Cases are used to illustrate and evaluate principles of sales management.

Prerequisite: Ba 321

Ba 423 RETAIL MANAGEMENT 3 Cr. Hr.
The purpose of this course is to provide students with an understanding of the fundamentals of successful retail operations. Topics included are the market concept in retailing, factors of area and market analysis, and aspects of organizational structure, layout, and personnel planning. Also covered are methods of pricing, merchandising planning, inventory, expense control and sales promotion techniques.

Prerequisite: Ba 321

Ba 424 MARKETING RESEARCH 3 Cr. Hr.
The basic research concepts and practices as applied to the analysis of marketing problems are examined. Topics include sources of data, collecting data, sampling, questionnaire construction, tabulating data, and report preparation; computerized statistical software is used.

Prerequisites: Ba 321 and Ms 132

Ba 425 MARKETING MANAGEMENT 3 Cr. Hr.
This is the capstone course for marketing majors. Students apply concepts learned in other courses to marketing problems of business and nonprofit organizations. Cases and business simulations are used to teach decision-making in the complex environment of business. A complete marketing plan for a simulated company of the student's choice summarizes the student's knowledge of the field.

Prerequisite: Ba 321

Bs 434 INTERNATIONAL FINANCE 3 Cr. Hr.
This advanced finance course covers international corporate finance and international investments. Specific topics include: foreign exchange markets, international financial markets, currency futures, options and swaps, exchange risk management, and international corporate investments.

Prerequisite: Ba 362

Ba 437 INTERNATIONAL MARKETING 3 Cr. Hr.
The basics of international marketing will be taught including the foundations of culture, cultural understanding, business customs and practices in global marketing, assessing global markets, and developing international marketing strategy.

Prerequisite: Ba 321

Ba 438 EXPORT-IMPORT PROCEDURES 3 Cr. Hr.
The basics of export-import procedures will be taught including justification for exporting/importing, market planning methods, selection of appropriate marketing mix variables, and regulation.

Prerequisite: Ba 321

Ba 441 ENTREPRENEURSHIP 3 Cr. Hr.
The essential concepts of starting and operating small businesses, include environment and management of small business enterprise, problems in starting small businesses, financial and administrative control, and management of business operations. Particular emphasis is placed on the interrelated nature of the components, particularly as they affect the financial picture of the firm.

Prerequisite: Seniors Only

Ba 460 INVESTMENT AND SECURITY ANALYSIS 3 Cr. Hr.
Beginning with an introduction to financial markets and investment instruments, topics include stock and bond quotations and trading procedures, rate of return, margin trading, stock indexes, stock and bond

valuation, risk and return, portfolio theory, active and passive portfolio management, and investment performance evaluation. Students participate in a computerized trading game throughout the semester.

Prerequisites: Ba 362 and Ms 132

Ba 467 FUTURES, OPTIONS, AND DERIVATIVE SECURITIES 3 Cr. Hr.

This advanced finance course will cover market structure, pricing, and applications of derivatives in speculation, portfolio management, and risk management.

Prerequisite: Ba 362 or 460

Ba 471 LIFE AND HEALTH INSURANCE 3 Cr. Hr.

This course is intended to provide background knowledge for personal application and for those responsible for administering benefit plans for employees; it provides the necessary information required to pass the State of Maine license examination.

Prerequisite: Ba 271

Ba 472 CASUALTY AND PROPERTY INSURANCE 3 Cr. Hr.

The first part of the course introduces the basics of the entire insurance business, including a summary of legal aspects, types of insurers and principles of reinsurance; next, each type of insurance is studied in detail. Topics covered are fire, consequential loss, inland marine, ocean marine, theft and surety, liability and miscellaneous property insurance.

Prerequisite: Ba 271

Ba 481 ESTATE PLANNING 3 Cr. Hr.

This course involves the study of trust administration, wills, laws of inheritance, guardianship and other related areas treated from the viewpoint of the estate planner.

Prerequisite: Ba 271

Ba 490 INTERNATIONAL BUSINESS 3 Cr. Hr.

This course covers the international dimensions of managerial decision-making including: world economies, international trade theories, tariffs, quotas and other trade issues, global strategic planning, cross-cultural management, international market entry, international human resource management, international organization strategy, international logistics, import/export operations, currency exchange, international financial management. Current developments in global economic and business are emphasized; students participate in a computerized simulation throughout the semester.

Prerequisites: Ba 310 and Ba 321

Ba 495 SENIOR MANAGEMENT PROJECT 3 Cr. Hr.

An experiential course that gives seniors the opportunity to apply what they have learned in class to a real business situation.

Prerequisite: Seniors Only

Ba 498 BUSINESS SEMINAR 3 Cr. Hr.

This honors course requires the study of various business problems under the supervision of members of the Department of Business Administration. A paper is required. An oral examination is scheduled as the final examination in the course.

Prerequisite: Seniors Only

Ba 499 SPECIAL TOPICS IN BUSINESS 1-3 Cr. Hr.

This is a course of variable content. Faculty and students prepare a special topic of timely interest in the business area. This course may consist of seminars, lectures, individualized instruction and/or research related to a specific area of specialization.

Ca 210 THEATER PERFORMANCE 4 Cr. Hr.
In this course, the student explores the many techniques and talents that contribute to a theatrical performance. Voice, movement, scene study, lighting, set design and costuming are emphasized. All the aspects of performance are explored in workshop and class environments. Direction and instruction is offered by theater professionals who are currently working in the performing arts. The focus of this course will be on the entirety of production, from first reading to final performance.

Ca 220 THEATER PRODUCTION 4 Cr. Hr.
In this course, the student is challenged to design a set, create a costume, run lights and be a part of the creativity of theatrical production. Behind the scenes will take center stage as the disciplines and techniques of technical theater are explored over the course of a summer theatrical season. Students are given the opportunity to experience the community of theater and take part in the creative efforts of a professional production staff in the production of a season of live theater.

Ec 201 MICROECONOMICS 3 Cr. Hr.
An introduction to American capitalism and micro-economic concepts including the mechanics of supply and demand, elasticity, consumer demand, and price and output determination of purely and impurely competitive firms.

Ec 202 MACROECONOMICS 3 Cr. Hr.
An introduction to macroeconomics in the American economy: national income accounts, unemployment, inflation, government fiscal policy, monetary policy and economic growth.

Ec 321 MANAGERIAL ECONOMICS 3 Cr. Hr.
This course is designed to close the gap between economic theory and business application. It reviews traditional analysis and shows its application to the understanding and solution of economic problems of the firm and industry.

Prerequisite: Ec 201

Ec 499 SPECIAL TOPICS IN ECONOMICS 1-3 Cr. Hr.
Selected topics in economics are considered in a small study group. Departmental permission is required.

Ed 100 PRACTICUM IN EDUCATION 3 Cr. Hr.
This course enables the prospective teacher to become familiar with the total program of the contemporary school through observation, participation, tutoring, or limited teaching.

Ed 201 PHILOSOPHICAL FOUNDATIONS OF EDUCATION 3 Cr. Hr.
A broad overview of the field of education and its philosophical, political, legal and social foundations, and current issues of importance to education in a changing society.

Ed 221 EDUCATIONAL PSYCHOLOGY 3 Cr. Hr.
A study of the application of psychological facts, principles, and points of view in education. Social, emotional, and intellectual growth during the adolescent years is studied. Among the topics discussed are learning in schools, its nature and control, and its permanence; the effects of schools on attitudes, interest and prejudices; the problems of transfer and general selection; and employment motivation and adjustment to the work environment.

Prerequisites: Py 111 and Ed 100

Ed 311 CURRICULUM AND EVALUATION 3 Cr. Hr.
This course is designed to acquaint students with classroom evaluation techniques and the operation, planning and placement of subjects in the secondary school curriculum. It includes a study of curricula with basis upon identification of developing educational trends that influence curriculum growth and/or construction of teacher-made tests to determine teaching effectiveness and student progress toward

the attainment of educational goals; and the development of criteria to measure and evaluate progress of student class work and course requirements.

Prerequisite: Ed 221

Ed 321 EDUCATING EXCEPTIONAL STUDENTS 3 Cr. Hr.
This course is designed to prepare the classroom teacher to successfully educate the exceptional student in the regular classroom. It will primarily be targeted to assist the teacher in dealing with mild to moderately impaired, behavior disordered, and gifted and talented children. The course will provide coverage of the legalities and regulations associated with special education, eligibility for special education programs, characteristics of the exceptional student, parental involvement, learning styles, individualized teaching, and the effective use of supportive services and resources.

Ed 351 COOPERATIVE TEACHING EDUCATION 3 Cr. Hr.
Credit for this course may be gained through paid, practical field experience during the summer months. Department permission is required.

Prerequisite: Ed 221

Ed 411 METHODS OF TEACHING SKILLS IN BUSINESS TECHNOLOGY
This course covers the principles and techniques of teaching keyboarding, word processing, and other computer applications. Content includes: development of course objectives, lesson plans, and instructional materials; testing and grading; and skill development. Particular attention is given to planning, preparing, implementing, and evaluating teaching.

Prerequisites: Ed 311 and Ss 132

Ed 414 METHODS OF TEACHING HIGH SCHOOL CURRICULA 3 Cr. Hr.
A study of modern methods and techniques for teaching subjects commonly offered in secondary schools.

Prerequisite: Ed 311

Ed 431 HEALTH PRACTICES FOR TEACHERS 1 Cr. Hr.
The course is designed to inform teacher education students about the problems of contemporary health. Emphasis is on drug abuse, heart disease, weight control, first aid and CPR licensing.

Prerequisites: Ed 411 and 414

Ed 450 STUDENT TEACHING 12 Cr. Hr.
Direct observation, participation and supervised classroom teaching on a full-time basis for a semester.

Prerequisite: All Methods Courses

Ed 499 SPECIAL TOPICS IN EDUCATION 1-3 Cr. Hr.
This is a course of variable content depending on the interests of the students and faculty.

Eh 090 FOUNDATIONS FOR COLLEGIATE READING AND WRITING 3 Cr. Hr.
The composition component of this course emphasizes in-class writing and evaluation of paragraphs and essays. The reading component stresses comprehension and vocabulary. The course meets five days a week and includes an eight-week study skills lab. Placement is determined by a diagnostic test and a writing sample and is restricted to students who meet eligibility criteria. The course does not count toward the degree.

Eh 091 ESSENTIAL COLLEGE WRITING SKILLS 3 Cr. Hr.
Students practice a variety of writing strategies and ideas for managing grammar, punctuation, and spelling. Considerable time is spent on preparation for academic writing and the connections between reading and writing are emphasized. Placement is determined by a diagnostic test and a writing sample. The course does not count toward the degree.

Eh 092 ESSENTIAL COLLEGE WRITING SKILLS FOR INTERNATIONAL STUDENTS 3 Cr. Hr.
Students for whom English is a second language practice a variety of writing strategies and ideas for managing grammar, punctuation, spelling, and idioms. Considerable time is spent on preparation for academic writing and the connections between reading, speaking, and writing. Placement is determined by a diagnostic test and a writing sample. The course does not count toward the degree.

Eh 111 COMPOSITION 3 Cr. Hr.
The aim of the course is to improve students' ability to write clearly and logically. Emphasis is placed on the importance of revision and writing as a process. Students write a number of short essays which illustrate various writing strategies and use these strategies to write a research paper. Involves instructor and peer evaluation in a workshop setting. Placement is determined by a diagnostic test and a writing sample.

Eh 112 LITERATURE AND RESEARCH 3 Cr. Hr.
A discussion course which asks students to examine fiction, poetry and drama, and write analytical essays both in and out of class. Also required is a research paper on a literary topic.
Prerequisite: Eh 111 or Instructor's Permission

Eh 121 SPEECH 3 Cr. Hr.
This entry-level course is designed to develop students' ability to organize, present, and evaluate impromptu, extemporaneous, and prepared speeches. The significance of nonverbal language and listening skills are also emphasized.

Eh 221 BUSINESS COMMUNICATIONS 3 Cr. Hr.
The course examines oral and written forms of business communication, from letters and memos to formal research reports. Resumes and job interviews are also emphasized.
Prerequisite: Eh 112 or Instructor's Permission

Eh 232 INTRODUCTION TO DRAMA/PLAY PRODUCTION 3 Cr. Hr.
Study of drama as a vehicle of cultural communication from ancient Greece to 20th Century. Considered are the nature and elements of plays, evaluating drama, and play production. During the last half of the term, students may focus on their choice of the study of drama as literature or the production of a play.
Prerequisite: Eh 112 or Instructor's Permission

Eh 233 INTRODUCTION TO THE NOVEL 3 Cr. Hr.
Traditional and innovative approaches to a study of the novel which may include plot, character, point of view, theme, and symbolism.
Prerequisite: Eh 112 or Instructor's Permission

Eh 234 AMERICAN LITERATURE I 3 Cr. Hr.
A survey of American literature from the Colonial Period to the late nineteenth century, concentrating on Puritan and Romantic influences from Bradstreet to Whitman.
Prerequisite: Eh 112 or Instructor's Permission

Eh 235 AMERICAN LITERATURE II 3 Cr. Hr.
American Literature II surveys major writers since the late nineteenth century. Essential themes are identified as writers emerge from the Romantic Period to explore social, philosophical, and economic realities of American life.
Prerequisite: Eh 112 or Instructor's Permission

Eh 241 MAJOR BRITISH WRITERS 3 Cr. Hr.
A study of significant British writers from medieval works such as Canterbury Tales and King Arthur's Legends to works of the modern era.
Prerequisite: Eh 112 or Instructor's Permission

Eh 251 GREAT BOOKS I 3 Cr. Hr.
An introduction to significant writings and themes in western and eastern civilization from ancient Babylonia to the English Renaissance (e.g. Gilgamesh, King Arthur, Plato).
Prerequisite: Eh 112 or Instructor's Permission

Eh 252 GREAT BOOKS II 3 Cr. Hr.
Focuses on significant writings and themes in western and eastern civilization from the English Renaissance to the modern age. (e.g. Shakespeare, Tristram Shandy, Plains Indian mythology, European and Asian works)
Prerequisite: Eh 112 or Instructor's Permission

Eh 299 SPECIAL TOPICS IN LITERATURE 3 Cr. Hr.
An open course of variable content depending on the literary interests of faculty and students. (Previous topics have included Women's Literature, Utopian Literature, Contemporary Literature, and Short Fiction.)
Prerequisite: Eh 112 or Instructor's Permission

Eh 311 ADVANCED WRITING 3 Cr. Hr.
Students develop writing skills at a more advanced level than in Eh 111 and Eh 112. Creative writing, exposition and persuasion are emphasized. The specific approach depends on student interests and instructor background.
Prerequisite: Eh 112 or Instructor's Permission

Eh 322 GROUP LEADERSHIP AND CONFERENCE TECHNIQUES 3 Cr. Hr.
Experiential learning of leadership, interpersonal communication, and conference activities as students plan and present individual and group programs on policies, decisions, and effective oral and written communication in their degree programs, and/or business, professional and civic organizations. Community leaders speak to the class.
Prerequisites: Eh 121 and Eh 221 or Instructor's Permission

Eh 323 ADVANCED BUSINESS COMMUNICATIONS 3 Cr. Hr.
Emphasis on written and oral delivery of data researched for business/professional management audiences. Students identify problems, proposals and strategies in the areas of career interest, training, and study. Visual aids are integrated with written and oral presentations and students must contact management professionals outside the classroom. Presentation and evaluation of a major project conclude the course.
Prerequisite: Eh 221 or Instructor's Permission

Eh 411 SEMINAR IN LITERATURE 3 Cr. Hr.
An in-depth consideration of one or more writers, an interdisciplinary study of a particular literary period, or a multicultural approach to an international theme.
Prerequisites: Eh 112 and one other Literature Class or Instructor's Permission

Ge 111 ECONOMIC GEOGRAPHY 3 Cr. Hr.
This course is an introduction to the principles of economic geography, ranging from physical and biological geography to cultural and political factors. The decision making processes, both local and global, for different types of service oriented, manufacturing, transportation, and resource based businesses will be examined. The relationship of natural resources, population, and culture, and how such factors affect economic activity will be emphasized.

Ha 101 INTRODUCTION TO HOSPITALITY MANAGEMENT 3 Cr. Hr.
This survey of the hospitality industry will cover history, current practices, future of the industry, restaurant/food service operations, hotel/motel management, travel/tourism, managing in the service industry, operations management and personnel leadership.

Ha 201 INTRODUCTION TO FOOD PREPARATION 3 Cr. Hr.
Theory and practice of food preparation. Topics will include: importance of food preparation to restaurant success, food history, kitchen and restaurant cost controls, menu development, purchasing, receiving, equipment operation and maintenance, and basic food preparation and presentation
Prerequisite: Ha 101

Ha 202 FACILITIES MANAGEMENT AND GUEST SERVICES 3 Cr. Hr.
In-depth study of operations of food and rooms divisions in the hospitality industry. Topics will include hiring, staff development, quality services, and ethics.
Prerequisites: Ha 101 and Ha 201

Ha 299 TOPICS IN HOSPITALITY MANAGEMENT 3 Cr. Hr.
Selected topics of special interest to faculty and students.

Ha 302 HOSPITALITY FACILITIES DESIGN AND MANAGEMENT 3 Cr. Hr.
The creation and management of hospitality properties; building, design, and operations of room and food operations.
Prerequisite: Ha 202

Ha 401 HOSPITALITY INTERNSHIP 6 Cr. Hr.
A College-supervised work experience course with participating hospitality properties; course includes placement for a full summer and fall semester.
Prerequisite: Instructor's Consent

Ha 402 SENIOR SEMINAR IN HOSPITALITY MANAGEMENT 3 Cr. Hr.
In depth analysis of selected case studies affecting today's hospitality industry. Course emphasizes teamwork, hospitality sensitivity, critical reasoning and integration of skills.
Prerequisite: Ha 401

Ha 403 ADVANCED HOSPITALITY INTERNSHIP 9 Cr. Hr.
This college-supervised work experience will provide the student with entry level management experience in the hospitality industry. Through placement in a hospitality property for a full summer and fall semester.
Prerequisite: Ha 401; Seniors Only

Hs 499 HONORS SEMINAR 3 Cr. Hr.
This course varies in content from semester to semester. Faculty prepare special topics of timely interest to Junior and Senior honor students. Topics are interdisciplinary and involve team teaching. The course typically involves extensive travel and in-depth research projects.
Prerequisite: By Permission

Hu 299 SPECIAL TOPICS IN THE HUMANITIES 3 Cr Hr.
This course is intended to provide the opportunity to offer courses in the humanities that would not normally be a part of the Husson curriculum. As such, the topics and content will vary (i.e., music or art appreciation, American sign language, etc.)

Hu 301 THE GREEK VIEW OF LIFE: SUMMER IN GREECE 3 Cr. Hr.
This is an introduction to a cross-cultural communication through the immersion and participation in the Greek culture. The classic Greek thought will be compared with contemporary Greek and Western thought on such issues as friendship, education, the view of women, identification of aesthetics and ethics, business labor and trades, the European Union, the state religion, law, the family, and other pertinent cultural aspects. Emphasis will be placed on the major events, institutions, ideas, and creative works that developed and continue to shape the western world.
Prerequisite: Instructor's Consent

Hy 101 HISTORY OF WESTERN CIVILIZATION 3 Cr. Hr.
This is a survey course designed to present a concise view of the significant and relevant experiences of western civilization. Emphasis is placed on the major events, institutions, ideas and creative works that have shaped western civilization.

Hy 111 UNITED STATES HISTORY I 3 Cr. Hr.
The social, political, and economic growth of the United States from 1620s to the Civil War is stressed. After a view of the colonial settlements, particular attention is devoted to the outbreak of the Revolutionary War, the framing of the Constitution, the struggle between Hamilton and Jefferson, the War of 1812, Jacksonian Democracy, the beginning of industrialization, the causes of the Civil War, and the problems of the Reconstruction Era.

Hy 112 UNITED STATES HISTORY II 3 Cr. Hr.
Late nineteenth and early twentieth century social and economic history is examined against a background of the increased nationalism and the rapid industrialization accompanying and following the Civil War and Reconstruction Periods. The Agrarian revolt, the emergence of the country as a first-rate power, the Progressive movement, the New Deal and America's part in the two World Wars are emphasized.

Hy 211 AMERICAN NATIONAL GOVERNMENT 3 Cr. Hr.
The course places in historical perspective the development, organization, and function of American national government. Emphasis is placed upon development of the United States Constitution, the governmental administrative system and the political socialization process essential to an understanding of the American political system.

Hy 221 UNITED STATES SOCIAL HISTORY 3 Cr. Hr.
An in-depth analysis of the United States social history from the Colonial period to the present period is examined. Particular attention is given to those nineteenth century social reform movements, as well as the broader institutional-corporate and governmental, cultural and intellectual forces which have shaped twentieth century America.

Hy 253 HISTORY OF CANADA 3 Cr. Hr.
This course traces the history of Canada from the colonial and confederation periods to the achievement of Dominion status within the British Commonwealth. This offering also examines the political, social, and economic changes and expansion to date of the Canadian national experience.

Hy 301 THE TWENTIETH CENTURY 3 Cr. Hr.
This course is a global history of the modern world; the world of the present century. It will benefit students of International Trade and Foreign Commerce, and those generally interested in contemporary history.
Prerequisite: Eh 112; Ge 111 and Sy 222 Strongly Recommended

Hy 341 INTERNATIONAL RELATIONS 3 Cr. Hr.
The course presents an analysis of current problems of global or international nature. Emphasis is placed on such issues as colonialism versus self-determination; power and morality in international politics; militarism versus world peace. The structure and operation of international agencies and alliances are also discussed.

Hy 421 DEVELOPMENT OF AMERICAN BUSINESS IN THE 20TH CENTURY 3 Cr. Hr.
The course presents a history of the American economy from the nation's early beginning to the twentieth century. Emphasis is placed upon the development of the country's emerging economy, industrial transformation and the appeal for governmental intervention. Particular attention is also given to the role of capitalism, the modern corporation and government-business regulations in the twentieth century.
Prerequisite: Hy 111 or 112 or Permission

Hy 499 SPECIAL TOPICS IN HISTORY 3 Cr. Hr.
A course of variable content depending on the interest of students and faculty.

Is 455 INDEPENDENT STUDY 3 Cr. Hr.
This independent study offers an upperclass student the opportunity to present one or more small projects for analysis. The course may consist of seminars, individualized instruction, and/or research related to a specific area of specialization.
Prerequisite: Approval by Division Chair

Lf 111 FRENCH I 3 Cr. Hr.
The course makes extensive use of audio taped dialogues, written and taped exercises, and practice, variations, and applications of what was learned.

Lf 11f FRENCH LAB 1 Cr. Hr.

Ls 111 SPANISH I 3 Cr. Hr.
The course makes extensive use of audio taped dialogues, written and taped exercises, and practice, variations, and applications of what was learned.

Ls 11s SPANISH LAB 1 Cr. Hr.

Ls 112 SPANISH II 3 Cr. Hr.
This course is a continuation of the elements of basic Spanish grammar covered in the introductory class, and progresses toward the development of simple conversational skills.
Prerequisite: Ls 111 or Permission

Ma 102 MEDICAL TERMINOLOGY 3 Cr. Hr.
The ability to understand complex medical terms will be gained by analysis of prefixes, word roots, and suffixes. Students will learn the names and functions of diagnostic procedures, commonly used medical abbreviations, and terminology associated with common diseases.

Ma 103 CLINICAL BIOLOGY I 3 Cr. Hr.
This course introduces the principles of medical science and health care delivery systems and then begins the intensive study and practice of clinical procedures commonly used in a patient history and physical examination. A uniform is required.
Prerequisite: Ma 102

Ml 103 CLINICAL BIOLOGY LAB I 1 Cr. Hr.

Ma 201 MEDICAL LAW AND ETHICS 3 Cr. Hr.
The basic legal relationship of the physician and the patient: contracts involving implied and informed consent, professional liability, invasion of privacy, malpractice, tort liability, breach of contract, and the Medical Practice Acts. Emphasis is given to professional attitudes and behavior and the fundamentals of meeting the special needs of the patients. Students are given a brief introduction to the history of medicine.
Prerequisite: Ma 102

Ma 202 MEDICAL OFFICE PRACTICES AND MANAGEMENT I 3 Cr. Hr.
Techniques and practices necessary for effective management of the medical office: fundamentals of patient reception and scheduling, medical record-keeping, accounts payable and receivable, collections, banking procedures, payroll preparation, insurance forms, inventory control, and personnel responsibilities. Current and future trends in medical office practices will be discussed.
Prerequisites: Ma 102 and Ss 132

Ma 203 MEDICAL OFFICE PRACTICES AND MANAGEMENT II 3 Cr. Hr.
This continuation of Ma 202 focuses on computer applications for the medical office including patient records, financial records, billing and collections, daysheets, and insurance processing.

Prerequisite: Ma 202

Ma 205 CLINICAL BIOLOGY II 3 Cr. Hr.
Clinical procedures commonly used in the laboratory setting, including urinalysis, phlebotomy, and hematology.

Prerequisite: Ma 103; Corequisite: Ma 206

Ml 205 CLINICAL BIOLOGY LAB II 1 Cr. Hr.

Ma 206 PHARMACOLOGY FOR MEDICAL ASSISTANTS 3 Cr. Hr.
This course is designed to prepare the student to receive a medication order, make the appropriate calculation, administer the medication, and enter the administration into the patient chart. A proficiency of 100 percent must be achieved on the dosage calculations to pass the course. In addition to administration, the course covers basics of medications, legal aspects of drugs, and effects of drugs on the body.

Prerequisite: Ma 102

Ma 251 COOPERATIVE EDUCATION 3 Cr. Hr.
This College-supervised work experience provides a practical application of classroom theory.

Prerequisite: Ss 132

Ma 280 MEDICAL ASSISTING EXTERNSHIP 3 Cr. Hr.
The externship is designed to provide the student with practical experience in a variety of medical offices including family practice, internal medicine, obstetrics-gynecology, general surgery, and pediatrics. There is an ongoing evaluation of the student's performance both in the classroom and at the medical office. A 2.5 GPA is required for this course.

Prerequisites: Ma 202 and Ma 205

Ma 299 SPECIAL TOPICS IN MEDICAL ASSISTING 3 Cr. Hr.
This course is of variable content depending on the interests of the students and faculty.

Mi 111 INTRODUCTION TO MICROCOMPUTING 3 Cr. Hr.
The elements of hardware, software and the uses of the microcomputer in today's society. Hands-on experience includes word processing, spreadsheet, database management, and presentation software.

Mi 122 VISUAL BASIC 3 Cr. Hr.
Emphasis is placed on the design and implementation of a complete business system using the Visual Basic programming language. Topics include file structures, screen design, updating files, menus, and external and internal management information reporting in the Windows® environment.

Prerequisite: Mi 111

Mi 214 MICROCOMPUTER SPREADSHEETS & DATABASE MANAGEMENT SYSTEMS 3 Cr. Hr.
This course covers microcomputer spreadsheet and database software. Spreadsheet topics include functions, decision making, macros, custom menus, importing and exporting. Database topics include file maintenance, custom data entry screens, report generation, indexes, and multiple file processing using 4th generation tools.

Mi 221 COBOL I 3 Cr. Hr.
Emphasis is placed on the application of top-down strategies and structured programming techniques to produce management reports. Coverage includes language syntax, data and file structures, input and output, computations, report generation, table processing and control breaks.

Prerequisite: Mi 111

Mi 222 COBOL II 3 Cr. Hr.
This continuation of Mi 221 implements a management information system using COBOL. Students are given the system design and are then required to write programs in COBOL to implement it. Topics covered include batch and interactive processing, handling of multiple files, procedure writing, menus and the analysis and interpretation of the information produced.

Prerequisite: Mi 221

Mi 321 SYSTEMS ANALYSIS AND DESIGN 3 Cr. Hr.
Methodology for the investigation, analysis and general design, detailed design, and implementation of management information systems is covered. Comprehensive case studies are included to illustrate the phases of MIS project development. Tools presented for system development include data flow diagrams, system structure charts, normalization and program specifications.

Prerequisite: Mi 122 or 222

Mi 322 DECISION SUPPORT AND EXPERT SYSTEMS 3 Cr. Hr.
These systems are designed to synthesize what is known about the business application and to make that knowledge available to and effective in the hands of working decision-makers. Topics covered include artificial intelligence, natural language systems, expressing rules, and dealing with uncertainty. Expert system development software is used.

Prerequisite: Mi 111

Mi 331 THEORY AND PRACTICE OF NETWORKING 3 Cr. Hr.
This course covers the different types of networking topologies: client-server, peer-to-peer, and network administration. Practical aspects include setting up a network, hardware maintenance, and hands-on experience.

Mi 351-354 INFORMATION SYSTEMS INTERNSHIP 3-12 Cr. Hr.
Cooperative Education is a College-supervised work experience course with participating employers in business and nonprofit organizations which provides a practical application of classroom theory.

Prerequisite: Junior or Senior Status

Mi 411 DATABASE DESIGN 3 Cr. Hr.
The design of a database as part of the MIS development process is covered in detail. The theory and practical application of both relational and network databases is included. Normalization and SQL are also covered in detail.

Prerequisite: Mi 214

Mi 421 PROJECT MANAGEMENT TECHNIQUES 3 Cr. Hr.
Projects are undertakings which must be completed within cost, schedule and quality constraints. This course provides the student with practical methodology for planning and managing large or small projects effectively. Software such as Microsoft Project for Windows® is used.

Prerequisites: Mi 111 and Ms 132

Mi 422 INFORMATION SYSTEMS PROJECT DEVELOPMENT 3 Cr. Hr.
A comprehensive project in MIS is undertaken. The team approach is used to plan, manage and implement a realistic MIS project of moderate complexity.

Prerequisites: Mi 321, 411, and 421

Mi 499 SPECIAL TOPICS IN MIS 1-3 Cr. Hr.
This is a course of variable content. Faculty and students prepare a special topic of timely interest in the area of management information systems. The course may consist of seminars, individualized instruction and/or research related to a specific area of specialization.

Prerequisite: By Permission

Ms 091 FUNDAMENTAL SKILLS FOR COLLEGE MATHEMATICS 3 Cr. Hr.
This course is intended to prepare students having minimal mathematical backgrounds for college algebra and other quantitatively oriented courses. The emphasis is on building basic analytic reasoning skills. The course content includes numerical and algebraic expressions, solution of first degree equations, strategies for solving word problems, and the graphing of linear functions. Placement is determined by diagnostic testing. This course does not count towards a degree.

Ms 111 ALGEBRA 3 Cr. Hr.
The goal of this course is to build a solid foundation in algebraic methods and techniques to serve as a basis for further study. Directed toward students having minimal prior training in mathematics, the course of study begins with basic principles and progresses through the study of quadratic equations, graphing and the solution of systems of linear equations. Although designed for the beginning student, this course may also serve as a terminal course for those students desiring mainly to increase their confidence and proficiency in applying basic algebraic problem-solving concepts and techniques. Placement is by diagnostic testing.

Ms 131 SYMBOLIC LOGIC AND PROBLEM SOLVING 3 Cr. Hr.
This course is designed to develop logical thought processes and to lead to critical forms of reading and thinking. Topics include statement forms and types of statement connectives. Techniques of problem-solving are taught.

Ms 132 INTRODUCTION TO PROBABILITY AND STATISTICS 3 Cr. Hr.
This course is an introduction to the theory and application of probability and statistical analysis. Both descriptive and inferential techniques will be studied, with emphasis placed on statistical sampling and hypothesis testing. Also considered will be linear regression, contingency table analysis, and decision-making under uncertainty.

Prerequisite: Ms 131 or Permission

Ms 232 FINITE MATHEMATICS 3 Cr. Hr.
This course continues the algebraic development of linear and nonlinear equations and inequalities. Topics include math of finance, analytic geometry, linear systems of equations and inequalities, matrix theory, and linear programming. This course is intended for those students who have taken Ms 111.

Prerequisite: Ms 131 or Permission

Ms 242 COLLEGE ALGEBRA 3 Cr. Hr.
This course is designed to prepare the student for the study of Calculus through an in-depth study of selected portions of College Algebra and Trigonometry. Topics studied will include equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions and applications, and additional topics as appropriate. This course assumes a strong high school background in algebra and trigonometry. Admission is by diagnostic testing or program placement.

Prerequisite: Admission by Diagnostic Testing or Permission

Ms 331 CALCULUS 3 Cr. Hr.
This course is an introduction to the theory and application of the calculus of a single independent variable. Following a brief discussion of selected topics in algebra and analytic geometry, the methodology of differential calculus will be stressed, and the use of differential calculus in the description of continuous analytic functions will be emphasized. Finally, the role of antidifferentiation, and the concept of the integral

will be introduced. Throughout the theoretical development, numerous applications to the natural, social, and management sciences will be considered.

Prerequisite: Ms 242 or Permission

Ms 332 APPLIED STATISTICS 3 Cr. Hr.
This course continues the development of statistical analysis begun in Ms 132. Following a brief review of the elementary ideas of descriptive and inferential statistics, a variety of intermediate-level topics and procedures will be studied, including analysis using the chi-square distribution, regression and correlation analysis, analysis of variation, time series analysis, decision theory, and others.

Prerequisite: Ms 132

Ms 499 TOPICS IN MATHEMATICS 1-3 Cr. Hr.
This is a course of variable content that will give upper division students the opportunity to study special topics not included as a regular part of the curriculum. Particular offerings will be developed jointly by the mathematics faculty and interested students, and might include areas such as multivariate calculus, history of mathematics, linear algebra, group theory, and others. Junior/Senior standing and a strong quantitative background is assumed.

Prerequisite: By Permission

Nu 100 PROFESSIONAL CONCEPTS IN NURSING 3 Cr. Hr.
The major focus of this course is on preparing the student to succeed in the rigorous nursing curriculum. Included within this focus are the essence of baccalaureate nursing and the curriculum design. Also included are discussions aimed to enhance student success, including self assessment and identification of learning styles. The major concepts and subconcepts of this nursing course will provide a framework for the individual's program of study. The concepts include, but are not limited to, critical thinking, the nursing process, teaching and learning.

Nu 203 PHARMACOLOGY 3 Cr. Hr.
This course builds upon students' knowledge of anatomy, physiology, and chemistry. It is designed to provide the knowledge required for the safe administration of drugs. Focus is placed on the actions, interactions, and side effects of major drug groups, as well as on nursing responsibilities related to drug administration.

Prerequisites: Sc/Sl 182

Nu 204 HEALTH ASSESSMENT 3 Cr. Hr.
The emphasis of this course is on the nursing assessment of the healthy adult. The student will learn to gather subjective and objective data about a client's health status and to perform a systematic physical assessment. The clinical laboratory setting will be utilized to practice the techniques of assessment and the identification of normal findings.

Prerequisites: Sc/Sl 122

Nu 204R HEALTH ASSESSMENT 2 Cr. Hr.
This course is designed for the registered nurse learner and is equivalent to Nu 204. This course is designed to enhance the registered nurse's knowledge and skills which will enable the learner to perform health assessments on a child, adult, and older adult. The nursing assessment data base will be used by the learner to plan nursing intervention to promote positive zones of adaptive health. The learner will project a teaching plan for the purpose of adaptive behavior. The learner is expected to apply the knowledge and skills acquired in this course in all subsequent nursing courses.

Prerequisite: Registered Nurse

Nu 205 FAMILY HEALTH PROMOTION I 5 Cr. Hr.
This introductory nursing course sets the foundation for all subsequent nursing courses. All clients are cared for in the context of their family and community. This course focuses concepts of communication, family nursing theory, family assessments, growth and development theories, community nursing theory, basic community assessments and the nursing process. The clinical focus of this course is on health

promotion in the prenatal, infancy, toddler, school age and adolescent period. Principles of teaching and learning, health promotion and health education are stressed. Clinical experiences occur with healthy individuals in the community setting. Clinical sites include prenatal clinics, prenatal classes, group homes, day care centers, schools and immunization clinics.

Prerequisites: Nu 100 and Nu 102

Nu 302 PARENTAL CHILD HEALTH I 5 Cr. Hr.

The focus of this course is the application of the nursing process in the care of the childbearing family. The focus is on the prenatal, intranatal, postnatal, and neonatal stages of childbearing. Adaptation in the physiological, self-concept, role function and interdependence mode is integrated throughout the course. Concepts of oxygenation/circulation, metabolism/regulation, perception/coordination, inflammation/immunity and sexuality are discussed. Clinical experiences include hospital settings, childbirth preparation classes, clinics, and postpartal home visits.

Prerequisite: Junior Nursing Status

Nu 303 PARENTAL CHILD HEALTH II 5 Cr. Hr.

This course explores application of nursing process utilizing the Roy Adaptation Model in the care of the child and the family. Concepts include adaptation, stress, crisis, need, adult learning, communication and development. Clinical experiences are provided in hospitals, rural health care settings, and clinics.

Prerequisite: Junior Nursing Status

Nu 304 BIOPSYCHOSOCIAL HEALTH 6 Cr. Hr.

This course focuses on behaviors which occur when the individual is unable to cope effectively with acute biopsychosocial stressors. Relevant theories and theoretical formulations are used in order to promote an understanding of individual, family, group and community dynamics. Within the framework of the nursing process, self-knowledge and intervention skills are developed which allow the nurse to assist individuals, families and groups in their adaptation to focal, contextual and/or residual stressors. Clinical experience is provided in inpatient mental health facilities and community settings.

Prerequisite: Junior Nursing Status

Nu 307R NURSING CONCEPTS I 3 Cr. Hr.

This course is designed for registered nurses to provide an introduction into the culture of professional nursing with an emphasis on the School of Nursing's philosophy, objectives and conceptual framework and is equivalent to Nu 100. Using Roy's theory of adaptation, the concepts of person, health, environment and nursing will be explored. The content is focused on professional role socialization, accountability, nursing process, communication, the teaching/learning process and the evolving roles of nursing.

Prerequisite: Registered Nurse

Nu 309R NURSING CONCEPTS II 5 Cr. Hr.

This course is designed for registered nurse learners and is the equivalent of Nu 302, Nu 303, and Nu 304. The focus of this course is on the developing family's adaptation to a changing environment and the nursing interactions that promote key behavior. A conceptual base is provided for client assessment, using Roy's Theory of Adaptation. Emphasis will be placed on the promotion, maintenance and the restoration of health of families with children from ages zero (0) to twenty-one (21) years. Clinical experience is provided in a variety of nontraditional community settings that will facilitate the registered nurse learner's integration of knowledge and theory in the application of the nursing process.

Prerequisite: Nu 307R, Nu 204R or Permission

Nu 310 WELLNESS: TRANSCULTURAL PERSPECTIVES 3 Cr. Hr.

This course provides students with a practical guide for adapting to life in our complex society. Offered by the School of Nursing, this upper level elective, is open to both nursing and non-nursing students. The course provides an understanding of the three requirements for healthy living from a transcultural perspective; meditation, movement and food as energy. Where appropriate comparisons will be made between both

western and non-western attitudes towards wellness. Experiential learning techniques will be used to increase student awareness.

Prerequisite: Junior or Senior Nursing Status

Nu 401 NURSING INTERVENTIONS IN THE COMMUNITY 6 Cr. Hr.
The central focus of this course is an application of the nursing process and the Roy Adaptation Model in the community setting, utilizing such conceptual frameworks as adaptation, systems theory, crisis intervention and the epidemiological model as the basis for practice. The students assist individuals, clients, families, groups and the community in adapting to their environment to attain or maintain optimal wellness. Special emphasis is placed on the developmental stage of the older adult. The clinical experiences, in a variety of community settings, build on the students' experience in providing collaborative health care.

Prerequisites: Sc 392 and Senior Nursing Status

Nu 401R NURSING CONCEPTS III 5 Cr. Hr.
This course is designed for registered nurses and is equivalent to Nu 401. The focus of this course is the health status and adaptive behavior of the community. The community is a composite of individuals, families, and groups residing in a variety of cultural contexts. The Registered Nurse learner will engage in activities designed to influence the biopsychosocial well-being of the community. The health needs of selected communities will be identified using research methods. Clinical experience is provided in a variety of non traditional community settings and builds on the learner's experience in providing collaborative health care.

Prerequisites: Nu 307R, Nu 204R, Nu 309R, or Permission

Nu 402 ADULT HEALTH II 6 Cr. Hr.
In this course the impact of major health problems in the adaptation of families is a central theme. The focus is on meeting complex health care needs of the client and family with altered levels of adaptation in oxygenation, activity/rest, elimination, senses, protection, and nutrition needs and in neurological and metabolic function. Opportunities for experiential learning are provided in a variety of settings such as acute care, rehabilitation centers, self-help and support groups.

Prerequisites: Sc 392 and Senior Nursing Status

Nu 403 ADULT HEALTH III 6 Cr. Hr.
This course is the last in the sequence of Adult Health. It is designed to integrate and expand previous learning and clinical experiences of the student. It builds upon the student's knowledge of the biological and social sciences, adult health nursing and the role of the professional nurse. Opportunities are provided to refine nursing assessment skills and to synthesize clinical judgments and client management strategies in complex emergent health problems of adults and families. A teaching/learning project focusing on the use of concepts, theories of critical thinking, teaching, learning, group, and evaluation is to be completed. Students may select a clinical area of interest for this experience. Experiential learning will also be provided in a variety of settings in acute care facilities.

Prerequisites: Sc 392, Nu 402 and Senior Nursing Status

Nu 404 LEADERSHIP CONCEPTS 4 Cr. Hr.
This course provides a conceptual and practical base for examining role transition from a student role to a beginning practitioner. Emphasis is placed on the application of leadership principles.

Prerequisites: Sc 392 and Senior Nursing Status

Nu 404R LEADERSHIP CONCEPTS 4 Cr. Hr.
This course is designed for registered nurse learners and is the equivalent of Nu 404. This course provides a synthesizing experience for the registered nurse to relate professional nursing practice and accountability in health care delivery. The learner examines the role of nursing leader and manager within the contexts of culture, change, decision making, power, politics and economics.

Prerequisites: Nu 307R, Nu 204R, Nu 309R, Nu 401R, Nu 408R, or Permission

Nu 408R NURSING CONCEPTS IV 5 Cr. Hr.
This course is designed for registered nurse learners and is the equivalent of Nu 402 and Nu 403. The focus of this course is the adult client's adaptation to a changing environment and the nursing interactions that promote key behavior. A conceptual base is provided for examining client, adaptation, and nursing. Emphasis will be placed on the restoration of the health of the adult within the community. Clinical experience is provided in a variety of nontraditional community settings that will allow the registered nurse learner to integrate knowledge and theory in the application of the nursing process.
Prerequisites: Nu 307R, Nu 204R, Nu 309R, Nu 401R, or Permission

Nu 409 ADAPTATION IN THE CARE OF OLDER ADULTS 3 Cr. Hr.
This upper level nursing elective expands the student's knowledge of nursing process and adaptation theory in understanding the care of older adults within the family and society. Integration of concepts related to the Roy adaptation model in addition to selected theories from the social and biological sciences are emphasized. The incorporation of literature, art, and electronic media will be utilized to enhance the learning experience.
Prerequisite: RN or Senior Nursing Status

Nu 410 BIOETHICS 3 Cr. Hr.
The major focus of this course is to develop the learner's critical thinking skills and ability to identify ethical issues. The learner is provided tools to enable them to recognize ethical dilemmas, become aware of both the bias of their own position and that of others, and to follow and engage in moral debate. It is the expectation that upon completion of the course, learners will practice in a manner consistent with the ethical traditions in their discipline and be capable of serving as a resource to educate and advise those persons who are facing complex and difficult ethical decisions.

Nu 411 TRANSCULTURAL NURSING 3 Cr. Hr.
Through seminars and travel, the student participates in providing health care to individuals in other cultures.
Prerequisite: RN or Senior Nursing Status or Permission

Nu 420 ONCOLOGICAL NURSING: AN ADAPTATION APPROACH 3 Cr. Hr.
This senior level course allows the student the opportunity to build upon and to integrate theories introduced earlier in the curriculum to the complexities of caring for the person with cancer. Emphasis is placed on identifying that which is unique to the practice of nursing within the clinical area.
Prerequisite: RN or Senior Nursing Status

Nu 430 NEUROSCIENCE NURSING 3 Cr. Hr.
This course is offered to senior students or nurses working in acute or chronic neurological/neurosurgical settings. The course complements the learner's existing fundamental nursing knowledge and promotes specialized nursing practice through the acquisition and application of advanced neuroscience concepts. Emphasis is placed on specialized care of individuals, families, and groups who have actual or potential biopsychosocial alterations due to nervous system dysfunction.
Prerequisite: RN or Senior Nursing Status

Nu 440 NURSING INTERNSHIP 3 Cr. Hr.
This senior nursing elective affords the learner an opportunity to apply theory in the care of clients primarily to rural health care delivery systems. Learners become more responsive to the health care needs of rural Maine's diverse cultural populations. Through an increased opportunity to apply theory to practice, learners are assisted in their transition to the role of professional nurse.
Prerequisite: Senior Nursing Status

Nu 450 ISSUES IN WOMEN'S HEALTH 3 Cr. Hr.
This nursing elective offers the student an opportunity to explore health issues which are unique to women or affect women differently than men. Sociocultural, political, economic, environmental and personal factors which affect those issues will be integrated into class discussion. Topics will include health maintenance

strategies, AIDS/STDs, Premenstrual Syndrome (PMS), reproductive choice, violence against women and other current issues. This courses is offered to any student who is interested in increasing his/her understanding of these women's health issues.

Prerequisite: RN or Senior Nursing Status

Nu 460 PULMONARY HEALTH CARE 3 Cr. Hr.
This nursing elective utilizes Roy's Adaptation Model in the assessment and management of adults with pulmonary dysfunction. Building upon biological, behavioral and nursing science courses, students are afforded the opportunity to expand their understanding and application of the nursing process to promote clients' adaptation within these disease processes.

Prerequisite: RN or Senior Nursing Status

Nu 499 SPECIAL TOPICS IN NURSING 1-3 Cr. Hr.
Selected topics in nursing are considered. The course enhances students' knowledge of professional nursing, building upon previous knowledge of the nursing and research processes. Emphasis is placed on increasing awareness of current professional issues in nursing.

Prerequisite: RN or Senior Nursing Status

Ph 201 INTRODUCTION TO PHILOSOPHY 3 Cr. Hr.
This course is designed to confront students with perennial human questions about existence, meaning, knowledge, conduct and value, and to acquaint them with selected perspectives on these questions provided by the Western philosophical tradition. A wide range of philosophers, representing many different modes of philosophical inquiry, will be examined. Problems in the contemporary world will provide starting points for the exploration of philosophical theory.

Ph 301 ETHICS 3 Cr. Hr.
This course reviews the important traditional and contemporary ethical positions, with emphasis on relating morality to life in the world today.

Ph 302 BUSINESS ETHICS 3 Cr. Hr.
This course is designed to raise a moral consciousness and sensitivity within the various disciplines of the business curriculum. The disciplines focused on here are business, accounting, marketing, multinational corporations, and those areas of human resource management inclusive of diversity in the workplace within the context of environmental and social responsibility.

Ph 499 SPECIAL TOPICS IN PHILOSOPHY 3 Cr. Hr.
This is a course of variable content depending on the interests of students and faculty.

Pl 100 INTRODUCTION TO PARALEGAL 3 Cr. Hr.
The nature of law, its philosophical and legal foundations, and the role of the paralegal.

Pl 200 CRIMINAL LAW 3 Cr. Hr.
The nature of crimes, essential elements of crime, specific types of crimes, defenses to criminal liability, general scheme of the criminal process, and basic criminal procedure.

Prerequisite: Ba 201

Pl 201 REAL ESTATE LAW 3 Cr. Hr.
An analysis of the legal aspects of transferring real estate including the essential documents: the offer, acceptance, purchase and sales agreement, mortgage and promissory note forms, and deed preparation. Forms of ownership, warranties, and title examination and preparation of title examination reports are studied; this will require visits to the Registry of Deeds.

Pl 203 CIVIL LITIGATION 3 Cr. Hr.
Types of litigation, negligence cases, collection cases, commercial litigation, interviewing clients, investigation, organization of files, preparation of pleadings, discovery, settlements, preparation of briefs. A unit on Worker's Compensation and medical terminology will also be included.

Prerequisite: Ba 201

Pl 204 INTRODUCTION TO WILLS, ESTATES & TRUSTS 3 Cr. Hr.
This course examines the general theory and procedures, both legal and administrative, employed in the preparation and handling of wills, trusts, and estates. This course will prepare students to understand the basic concepts in the field and be able to apply these concepts to perform the tasks of a probate paralegal.

Pl 205 LEGAL RESEARCH AND WRITING 3 Cr. Hr.
This course examines the major components of legal research. Students are trained to use a modern law library to solve basic problems in legal research. Legal reference materials such as cases, codes, and commentaries are used to develop effective legal research techniques. Students are expected to prepare cogent written summaries of their findings. Westlaw, a legal computer database, will be introduced.

Prerequisite: Hy 211 or Permission

Pl 210 PARALEGAL INTERNSHIP 3 Cr. Hr.
A supervised work experience (minimum of 120 hours) for senior paralegal students.

Prerequisite: All Pl Courses or Permission

Pl 299 SPECIAL TOPICS IN PARALEGAL STUDIES 3 Cr. Hr.
This course is designed for students who wish to pursue research in the paralegal studies field.

Prerequisite: By Permission

Pl 301 TORTS - PRODUCT LIABILITY - NEGLIGENCE 3 Cr. Hr.
This course will examine the definition of a tort, three broad categories of torts, the history of tort law, public policy objectives behind tort law, and the analytical processes used to understand appellate court opinions and to solve hypothetical tort problems.

Pl 302 FAMILY LAW 3 Cr. Hr.
Family law covers all major subjects from marriage through divorce and from child support through child abuse and neglect. The main purpose of this course is to introduce major terms, topics, and issues.

Pl 403 ADVANCED LEGAL WRITING 3 Cr. Hr.
Advanced study of legal research methodology and legal analysis. Topics include preparation of complex office and advocacy memoranda, scholarly research papers, and ethical and philosophical issues related to legal research and writing applications.

Prerequisite: Pl 205

Pl 405 WORKER'S COMPENSATION 3 Cr. Hr.
Study of the nature, development and exclusive nature of worker compensation and concepts. Topics include: arising out of employment, personal injury by accident, disease, employment status, specific inclusions or exemptions, benefits, employee and employer misconduct, third party action, adjective law, conflict of laws, insurance, and relation to other kinds of wage-loss protection.

Pl 499 SPECIAL TOPICS IN PARALEGAL 3 Cr. Hr.
This is a course of variable content. Students in consultation with faculty will select topics of timely interest in the field of legal studies.

Prerequisite: By Permission

PT 300 CLINICAL EDUCATION I 3 Cr. Hr.

A five or six week full-time basic physical therapy skills affiliation scheduled in the summer following the first professional (junior) year. Designed to provide the learner with competency in the beginning clinical skills of client-therapist interactions, case history development, simple musculoskeletal and functional assessments, application of simple treatment techniques and modalities, and participation in the planning and design of treatment programs.

PT 410 ANATOMY 4 Cr. Hr.

An in-depth study of gross anatomy with an emphasis on muscular, skeletal, neural, and cardiovascular structures and systems. Course content will pay particular attention to functional anatomy of the appendages and their associated girdles, the back, and the head and neck.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 411 KINESIOLOGY AND BIOMECHANICS I 3 Cr. Hr.

Mechanics

A comprehensive study of human movement with an emphasis on biomechanical and kinesiological concepts of normal and pathological movement of each body region. The course will include lecture and laboratory components that will integrate fundamental mechanical and kinesiological principles in the analysis of joint motion throughout the body. The course builds on anatomical analysis of joint motion throughout the body. The course builds on anatomical knowledge to give students an in-depth appreciation of how normal and abnormal structure of the body influence movement. An appreciation will be gained of how human movement emerges as a property of the biomechanical and kinesiological constraints imposed by the structure and function of the body.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 412 KINESIOLOGY AND BIOMECHANICS II 3 Cr. Hr.

Motor Control and Motor Learning

This course comprises an intensive study of the quantitative techniques available for the analysis of human movement along with the behavioral substrates underlying such movement. Particular attention will be paid to the kinematic, kinetic, and behavioral analysis of gait and posture as they are the two most important action systems within which other activities of daily living are nested. At the behavioral level, the theoretical approaches of information processing and dynamic systems will be contrasted. This will allow students to constructively criticize current assumptions underlying motor control for neurologic rehabilitation and discover how theoretical frameworks bias evaluation and treatment options.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 415 THERAPEUTIC SKILLS I 2 Cr. Hr.

A course designed to introduce students to the assessment and treatment techniques integral to the practice of physical therapy. This course is the first of a four-part series designed to teach the appropriate selection and use of devices and techniques that all physical therapists should be capable of using. The aim of the course is for the student to safely apply the skills learned in the course to patients during the first clinical education placement at the end of year 3.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 416 THERAPEUTIC SKILLS II 2 Cr. Hr.

A course designed to introduce students to the assessment and treatment techniques integral to the practice of physical therapy. This is the second course of a four-part series.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 417 PHYSICAL AGENTS I 2 Cr. Hr.

A course designed to introduce the students to the scientific and clinical principles involved in the use of physical agents (modalities) in patient assessment and treatment. The course focuses on thermal agents used by physical therapists to treat patients, and explores the physics, physiology, and clinical aspects of

commonly used modalities. The aim of the course is for the student to understand the indications and contradictions for each modality, and to safely apply the skills learned in the course to patients during the first clinical education placement at the end of year 3.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 418 PHYSICAL AGENTS II 2 Cr. Hr.

This course continues the study of the scientific and clinical principles involved in the use of physical agents (modalities) in patient assessment and treatment. This is the second part of a two part series, and focuses on electrical and light agents used by physical therapists.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 420 LIFE CYCLES I 3 Cr. Hr.

The first of two courses which track the physical and psychological development of humans and its relationship to patient evaluation and treatment. This first course emphasizes the development of normal functional movement throughout the life span.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 430 PROFESSIONAL ISSUES I 2 Cr. Hr.

This course is an introduction to the profession of physical therapy with an overview of the past, present and the emerging roles of the physical therapist. Values, ethics and the standards of practice are explored as determinants of professional behavior. Communication skills are emphasized as the foundation of effective patient interactions.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 432 PROFESSIONAL ISSUES II* 2 Cr. Hr.

Practice and assessment of effective communication skills used with patients, families and other health care professionals. Verbal and nonverbal communication as well as the first phase of medical documentation, writing the SOAP notes, are included.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 450 NEUROPHYSIOLOGY 3 Cr. Hr.

A course aimed at providing students with an in-depth understanding of the neuroanatomical and neurophysiological control of human movement, language and cognition. The course will pay particular attention to the neural substrates, both sensory and motor, that contribute to the control of posture and movement.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 501 RESEARCH METHODS I 2 Cr. Hr.

This course is the first of a series of courses that will introduce students to research principles in Physical Therapy. This series of courses will give students the knowledge and skills necessary to conduct independent research projects of presentable and publishable quality. This first course will consolidate and expand upon the information presented in the Epidemiology course (SC 292) by reviewing fundamental aspects of scientific inquiry from a physical therapy perspective. Emphasis for this course will include experimental design, data analyses and ethical issues in clinical research. Throughout the course, students will be encouraged to critically review and analyze published papers and to develop their own research questions.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 502 RESEARCH METHODS II 2 Cr. Hr.

This course is the second of a series of courses that will introduce students to research principles in Physical Therapy. This course develops from the general review of clinical research presented in the first Research Methods course (PT 501) by focusing on research communication. The goal of this course is to have students develop a research proposal of sufficient quality that it might be carried out successfully in later

Research Methods courses. As in the first Research Methods course, reflective thinking will be encouraged by requiring group presentations of both the existing literature and of their own research ideas.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 505 ADVANCED HUMAN PHYSIOLOGY 3 Cr. Hr.

This course provides an overview of human physiology required for the understanding of clinical conditions in patients referred for physical therapy.

Prerequisite: Year 3 PT Student Status or Instructor's Permission

PT 510 NEUROMUSCULAR I 3 Cr. Hr.

This course provides an introduction to the evaluation and treatment of selected pediatric and adult neurological conditions.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 515 THERAPEUTIC SKILLS III 3 Cr. Hr.

This courses teaches the clinical evaluation and treatment techniques required for the practice of physical therapy, with special emphasis on orthopedic and neurologic conditions.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 516 THERAPEUTIC SKILLS IV 3 Cr. Hr.

This course teaches the clinical evaluation and treatment techniques required for the practice of physical therapy, with special emphasis on orthopedic and cardiorespiratory conditions.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 520 LIFE CYCLES II 3 Cr. Hr.

This course studies selected chronic disorders and their consequences through the life-span, including physical and psychosocial development.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 525 EXERCISE PHYSIOLOGY 3 Cr. Hr.

This course provides an overview of how exercise alters the structure and function of the human body.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 528 PROFESSIONAL ISSUES III

This course allows the student to explore in further detail the many legal and ethical issues inherent in the United States health care system. Tools such as the APTA code of Ethics and Standards of Practice, and the Maine Practice Act for Physical Therapy will be utilized while students resolve frequently encountered ethical and legal dilemmas through case study.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 530 REHABILITATION OF CHRONIC CONDITIONS 3 Cr. Hr.

This course studies various chronic disorders and their sequelae, including thermal, metabolic, autoimmune, malignant, traumatic, developmental and communication disorders. Areas covered include: pathology, medical and surgical management, psychosocial issues, and the role of the physical therapist and other health care team members in patient evaluation and treatment.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 531 PROFESSIONAL ISSUES IV - THE PHYSICAL THERAPIST AS EDUCATOR, CONSULTANT, AND ADVOCATE

The goal of this course is to guide the student in their utilization of educational principles and methodologies specific to multiple audiences within the health care setting. Students will have the opportunity to practice tailoring a presentation based on the learner's knowledge level, life-style issues, needs, and values. The student will also be encouraged to extend the role of educator to that of consultant

and advocate within the health care environment, with particular emphasis placed on the role of the therapist in community health care.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 550 MUSCULOSKELETAL I 3 Cr. Hr.
This course provides an introduction to the evaluation and treatment of various orthopedic conditions focussing on peripheral conditions.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 552 MUSCULOSKELETAL II 3 Cr. Hr.
This course provides an introduction to the evaluation and treatment of various orthopedic conditions, focussing on spinal conditions and special populations.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 560 CARDIORESPIRATORY I 3 Cr. Hr.
This course is an introduction to the evaluation and treatment of patients with pulmonary and cardiovascular diseases.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 601 RESEARCH METHODS III 1 Cr. Hr.
The primary purpose of this course is to provide participants with the opportunity to obtain Institutional Review Board (IRB) approval for the group research projects. Students will also plan to implement the data collection phase of the research process.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

PT 602 RESEARCH METHODS IV 1 Cr. Hr.
The primary purpose of this course is to provide participants with the opportunity to implement the data collection phase of thee research process.

Prerequisite: Year 4 PT Student Status or Instructor's Consent

Py 111 GENERAL PSYCHOLOGY 3 Cr. Hr
This is an introduction to the scientific study of the entire field of psychology. It involves the study of basic patterns of behavior including motivation, perception, learning, emotions, the physiological basis of behavior, human growth and development, personality theory and measurement, and abnormal and deviant behavior.

Py 212 APPLIED PSYCHOLOGY 3 Cr. Hr.
This course focuses on the application of psychological principles, facts, and research methods with the purpose of understanding and modifying human behavior. Particular emphasis is placed on the problems of adjustment in life situations including the areas of mental health, marriage, and the family, as well as the areas centering around work activities including job selection, employment motivation and adjustment to the work environment.

Prerequisite: Py 111

Py 241 HUMAN GROWTH AND DEVELOPMENT 3 Cr. Hr.
This course includes physiological processes of development including conception, prenatal growth, birth, maturation, and aging, provide a framework for examining the cognitive, affective and social development of the individual during his/her life-span.

Prerequisite: Py 111

Py 331 INTERPERSONAL RELATIONS 3 Cr. Hr.
This course provides an inclusive core of scientific information and functional skills concerning communication and interpersonal relations based on psychological principles. Practice in applying this information and these skills toward improved personal functioning in all life environments is strongly promoted.

Prerequisite: Py 111

Py 332 ABNORMAL PSYCHOLOGY 3 Cr. Hr.
This is a comprehensive course focusing on the better understanding of the field as an area of active inquiry both in clinical practice and in research. A complete presentation of the most important theoretical models along with topics that reflect contemporary interests are examined. Developmental perspectives along with current views of abnormality and current treatment approaches are studied.
Prerequisite: Py 111

Py 333 PSYCHOLOGY OF PERSONALITY 3 Cr. Hr.
This is a critical review of methods and content in the study of personality. The development of the field, with attention to recent applications of scientific methods to problems of personality, is examined. A survey of major theories of personality is undertaken.
Prerequisite: Py 111 or Permission

Py 431 BEHAVIOR MODIFICATION/SEMINAR IN LEARNING 3 Cr. Hr.
This is an advanced course examining how learning principles influence human behavior. The extension of these principles and concepts emerging from the experimental analysis of behavior to problems of behavior modification in academic, social, and industrial settings is studied.
Prerequisite: Py 111

Py 499 SPECIAL TOPICS IN PSYCHOLOGY 3 Cr. Hr.
This course has variable content depending on the interests of students and faculty. Topics that may be offered include behavioral modification, learning theory, and leadership.
Prerequisite: Py 111 or Permission

Sc 101 INTRODUCTION TO NUTRITION 3 Cr. Hr.
This course serves as an introduction to nutritional concepts and to the interconnections of health, nutrition, weight, and physical activity. This course is particularly appropriate for students with no science background.

Sc 111 INTRODUCTION TO ANATOMY AND PHYSIOLOGY I 3 Cr. Hr.
This course examines the structures and functions of the human body. It is designed for students pursuing careers in allied health fields and students who have minimal backgrounds in the biological sciences. The topics include the chemical basis of life, the cell and cellular metabolism, tissues, the skin, body organization, the skeletal system, the nervous system, somatic and special senses, and the endocrine system.

Sl 111 ANATOMY AND PHYSIOLOGY LAB I 0 Cr. Hr.

Sc 112 INTRODUCTION TO ANATOMY AND PHYSIOLOGY II 3 Cr. Hr.
This course is a continuation of Introduction to Anatomy and Physiology I. The topics studied in this course include the digestive system, nutrition and metabolism, the respiratory system, the blood, the cardiovascular system, the lymphatic system, the urinary system, water and electrolyte balance, and the reproductive system.
Prerequisite: Sc 111

Sl 112 ANATOMY AND PHYSIOLOGY LAB II 0 Cr. Hr.

Sc 121 ANATOMY AND PHYSIOLOGY I 3 Cr. Hr.
This course provides an in-depth understanding of the structures and functions of the human body and its parts. The course begins with the organization of the human body and descriptive terminology relating to various segments of the body. Cellular anatomy and physiology and study of tissues lead to the study of the organ systems. Topics included in the course are skin, the skeletal system, joints, the nervous system, and muscle.

Sl 121 ANATOMY AND PHYSIOLOGY LAB I 1 Cr. Hr.

Sc 122 ANATOMY AND PHYSIOLOGY II 3 Cr. Hr.
This course is a continuation of Anatomy and Physiology I. The course will provide a thorough understanding of structure function relationships down to the molecular level. The semester will cover the special senses, blood, the cardiovascular system, lymphatics, the respiratory system, the digestive system, the urinary system, the endocrine system, and reproduction.

Prerequisite: Sc 121

Sl 122 ANATOMY AND PHYSIOLOGY LAB II 1 Cr. Hr.

Sc 131 HUMAN GENETICS 3 Cr. Hr.
This course is designed to support the natural interest of most people in those human physical, behavioral, and social characteristics that have a hereditary basis. Lectures, discussions and the solving of simple genetic and statistical problems are used to form a basis for the consideration of current social issues with genetic implications.

Sc 132 BIOLOGY 3 Cr. Hr.
This course is designed for nonscience majors and enables them to become aware of their role in the complex biological system in which they live. It is the basic science on which all other life sciences are built. Topics include the unity and diversity of life, methods and organizing concepts in biology, the cellular basis of life, patterns of inheritance and subsequent development in organisms, plant and animal systems and their control, evolution, and the biology of populations.

Sc 141 ECOLOGY 3 Cr. Hr.
This course examines the interrelationships between living organisms and their environment. The science of ecology is presented at three levels: the ecology of the individual organism, the ecology of populations, and the ecology of groups of different kinds of organisms living together in communities. The effects of human activities within ecosystems are examined. Current environment issues and policies are discussed with emphasis on the economical, sociological and ecological aspects of each.

Sc 142 CONSERVATION AND RESOURCE MANAGEMENT 3 Cr. Hr.
This course emphasizes the basic principles of conservation which are applied to utilization and management of natural resources such as soil, water, range lands, forests, wildlife, minerals, and human populations. The study of the interrelationships between living organisms and their environment is known as ecology. This course applies ecological concepts to conservation problems and policies.

Prerequisite: Sc 141 or Permission

Sc 181 CHEMISTRY I 3 Cr. Hr.
This introduction to chemistry provides a basic understanding of theoretical and practical aspects of inorganic chemistry. The course includes the metric system, chemical elements and symbols, the structure of the atom, chemical bonds, molecules and compounds, and chemical reactions.

Sl 181 CHEMISTRY LAB I 1 Cr. Hr.

Sc 182 CHEMISTRY II 3 Cr. Hr.
This course is a continuation of Chemistry I. It focuses on organic chemistry and biochemistry and provides a background for understanding the chemical mechanisms of health and disease. Organic chemistry will emphasize the study of carbon, its special properties, and its compounds. Biochemistry will focus on the chemicals of living organisms, carbohydrates, lipids, proteins, and nucleic acids. Selected physiological topics such as energy metabolism, the genetic code, and protein synthesis are included.

Prerequisite: Sc 181

Sl 182 CHEMISTRY LAB II 1 Cr. Hr.

Sc 233 PATHOPHYSIOLOGY 3 Cr. Hr.
Pathophysiology is the study of abnormal, diseased physiological processes. The course begins with altered cell functioning, injury and death. The course continues with pathophysiology of the body systems and inability of diseased systems to maintain homeostasis. Also included are inflammation, immunity, neoplasia, and adaptations of the body to stress. Although aging is not considered a disease, some aspects of aging will be discussed.

Prerequisite: Sc 112 or Sc 122

Sc 234 NUTRITION 3 Cr. Hr.
This course examines the basic nutritional principles (biological, chemical and regulatory mechanisms); the changing nutritional requirements throughout the life cycle; the relationship between nutrition and disease; the principles of therapeutic nutrition (diet therapy) and the assessment of nutritional status.

Prerequisite: Sc 182 Recommended

Sc 241 MICROBIOLOGY 2 Cr. Hr.
This course provides a broad understanding of both beneficial and harmful microorganisms and their roles in human welfare. Emphasis is placed on the structure, physiology, and control of human pathogens, particularly bacteria and viruses. The lab provides experience in important techniques of culturing, identifying, and controlling microorganisms.

Sl 241 MICROBIOLOGY LAB 2 Cr. Hr.

Sc 251 ASTRONOMY 3 Cr. Hr.
This is an introductory course that will describe, develop and create physical models for many of the observable astronomical events in the sky. The topics may include motion in the night sky, the solar system, light, stars, star groups, the origin of the universe, life in the universe, and UFO's.

Sc 271 PHYSICS I 4 Cr. Hr.
Physics I is the first course in a two semester general physics sequence. The goal of this course is to introduce the student to the concepts of force and motion, work and energy, fluids and gases, heat and thermodynamics, and periodic motion. The class meets for three hours each week in lecture and recitation, and two hours each week in the lab. This course assumes no prior background in physics.

Prerequisite: Ms 242

Sc 272 PHYSICS II 4 Cr. Hr.
This course continues the development of the basic physical concepts begun in Sc 271. Topics include electricity and magnetism, optics, atomic theory, relativity. Quantum mechanics, nuclear physics, and elementary particles. The class meets for three hours each week in lecture and recitation, and two hours each week in the lab.

Prerequisite: Sc 271

Sc 291 CELL BIOLOGY 3 Cr. Hr.
A detailed analysis of cellular organelles in relation to active transport, endocytosis, cell-to-cell communications, cell division, and protein synthesis. Chromosome organization, gene structure, RNA synthesis and regulation of gene expression are also considered. Discussions will emphasize techniques and key experiments that have helped in the development and formulation of contemporary concepts.

Sc 292 EPIDEMIOLOGY 3 Cr. Hr.
Basic concepts of epidemiology and methods for identification of factors influencing health and disease in human populations. Considerations are centered on physical, biological, psychosocial, and cultural factors in relation to infectious and noninfectious diseases; interactions between agent, host, and environmental factors as determinants of health and disease; application of the epidemiologic approach to health services; and retrospective and prospective analysis of morbidity data. Instruction is by lecture, laboratory exercises, and seminars.

Sc 351 OCEANOGRAPHY 3 Cr. Hr.
This course examines the physical and biological characteristics of the marine environment. Topics include the origin of earth and its oceans, life in the oceans, the history of oceanography, plate tectonics, the nature of water, ocean circulation, waves, tides, shorelines, and coastal regions. A large portion of the course examines the interrelationships between organisms and the marine environment, mariculture marine pollution, and pollution control.

Sc 362 DYNAMICS OF THE EARTH 3 Cr. Hr.
This course presents the basic concepts of earth science which includes a broad and nonquantitative survey at the introductory level of topics in geology, oceanography, meteorology and astronomy. In geology, the topics emphasized are plate tectonics, volcanic activity, mountain building, minerals and rocks, earthquakes, geologic time and earth history. In meteorology, the specific areas include weather elements, weather patterns, and storms. The astronomy unit reviews constellations, the moon, the solar system and beyond. Laboratory activities are included to demonstrate concepts. Within each unit human use and manipulation of physical resources is examined from both a scientific and economic perspective.

Sc 371 HORTICULTURE 3 Cr. Hr.
This course presents the fundamentals of horticulture including topics such as environmental factors affecting plants, methods of growing plants, pruning, grafting, harvesting and storing, pests and horticulture plants and their control, horticulture for home grounds, and the vegetable garden. Laboratory activities enable students to practice experimental design and planting techniques used in horticulture.

Sc 392 RESEARCH 3 Cr. Hr.
This course introduces students to the scientific method by examining the purpose of research, the review of literature, approaches to research methodology and data collection, data analysis, and examination of current research studies. The student develops a research proposal, designs the research, and discusses statistical analysis.

Prerequisite: Ms 132

Sm 101 INTRODUCTION TO SPORTS MANAGEMENT 3 Cr. Hr.
Historical and philosophical aspects of sports management, an overview of current issues, and career opportunities in sports management. Students will formulate personal and career goals.

Prerequisite: Sports Management Major or Permission

Sm 202 SPORTS FACILITIES MANAGEMENT 3 Cr. Hr.
A resource guide to managing sports facilities for sports managers, athletic directors, sports club managers, and sports consultants. The course will include methodologies for planning and construction of new sports facilities as well as guidelines for evaluating the adequacy of existing sports facilities.

Prerequisite: Sm 101

Sm 302 PRINCIPLES OF SPORTS MEDICINE 3 Cr. Hr.
Basic medical concepts and related scientific information provide a foundation in the prevention, recognition, assessment, management, disposition, and reconditioning of sport-related injuries and illnesses.

Prerequisite: Course in Anatomy and Physiology (under development)

Sm 407 PSYCHOLOGY OF SPORT 3 Cr. Hr.
How people behave in sport and exercise settings: motivation, anger, fear, and how such emotions affect performance; how emotions can be moderated and how behaviors can be made more effective.

Sm 496-498 SPORTS MANAGEMENT INTERNSHIP 3-9 Cr. Hr.
This course is designed to provide sports management students with practical work experience in a sports management environment.

Prerequisite: By Permission

Sm 499 SPECIAL TOPICS IN SPORTS MANAGEMENT 1-3 Cr. Hr.
This course provides sports management students the opportunity to research and develop special projects within the realm of sports management. Open to Junior and Senior students only.

Prerequisite: By Permission

Ss 101 SPEEDWRITING I 3 Cr. Hr.
Fundamentals and principles of Speedwriting Shorthand: speedwriting outlines, brief forms, abbreviations, phrases, how to formulate word endings, and apply correct punctuation. Emphasis will be placed on correctly reading and writing outlines. The desired outcome will be to transcribe new-matter dictation of letters, memos, and reports at the rate of 80 wpm in mailable form.

Prerequisite: Ss 131

Ss 102 SPEEDWRITING II 3 Cr. Hr.
Speedwriting ability is increased through vocabulary building and speed development. Accurately transcribed letters are required at the minimum speed of 80 wpm.

Prerequisite: Ss 131

Ss 131 KEYBOARDING I 3 Cr. Hr.
Keyboarding I provides students with a thorough mastery of keyboard techniques and correct habits. Exercises include memoranda, letters, manuscripts, tables, and reports. Skills are developed in proofreading and word division and line-ending decisions. A minimum speed of 50 wpm with 3 or fewer errors is recommended.

Ss 132 KEYBOARDING II 3 Cr. Hr.
Keyboarding II covers the techniques conducive to the development of speed and accuracy. Emphasis is on the development and arrangement of business correspondence, legal and medical documents, and business publications with graphic elements. A minimum speed of 50 wpm for 5 minutes with 3 or fewer errors is recommended.

Prerequisite: Ss 131

Ss 231 KEYBOARDING III 3 Cr. Hr.
Emphasis is on the development of the highest degree of speed and accuracy and the ability to create original documents. Topics include banking and insurance integrated projects, job search, resumes, letters of application, application for employment, and follow-up letters. A speed of 60 wpm for 5 minutes with 3 or fewer errors is recommended.

Prerequisite: Ss 132

Ss 233 VOICE TRANSCRIPTION 3 Cr. Hr.
The student is taught to integrate the tools of transcription necessary for machine transcription: English and typewriting. Emphasis is placed on the setup and appearance of the transcript and upon punctuation and paragraphing in accordance with present standards. Practice tapes introduce the student to many diversified business fields.

Prerequisite: Ss 132

Ss 244 MEDICAL TRANSCRIPTION AND OFFICE PROCEDURES 3 Cr. Hr.
This course is designed to provide an opportunity to apply medical terminology through practical experience with machine transcription. A study of specialized procedures in the medical office is included.

Prerequisites: Ma 204 and Ss 132

Ss 246 BUSINESS TECHNOLOGY 3 Cr. Hr.
The role of the office professional, the electronic office, human relations and office ethics, time and stress management, and meeting and conference planning.

Ss 247 INTERNSHIP IN EXECUTIVE ADMINISTRATION 3 Cr. Hr.
This internship provides the Executive Administration student an opportunity to gain experience in the office environment using the skills and applications learned in previous courses. The student must complete a minimum of 140 supervised hours in a professional business environment.

Prerequisite: Seniors Only

Ss 251-Ss 253 COOPERATIVE EDUCATION 3 - 9 Cr. Hr.
A work-experience with employers in the business community is supervised by a member of the Professional Studies Department.

Prerequisite: By Permission

Ss 499 SPECIAL TOPICS IN SECRETARIAL STUDIES 1-3 Cr. Hr.
This course is designed for those students who wish to pursue research in the area of the Professional Studies Department.

Prerequisite: Seniors Only

Sy 110 CULTURAL ANTHROPOLOGY 3 Cr. Hr.
This course is an introduction to the fundamental concepts and perspectives of culture. It surveys the dynamics of cultural evolution and its significance to civilization. Special attention will be directed towards the geographical basis of culture, the origins of civilization, the structure of civilization and culture - economic, political, familial, and religious structures and factors that lead to the demise of civilization.

Sy 201 PRINCIPLES OF SOCIOLOGY 3 Cr. Hr.
This course is an introduction to the study of society and the interaction of individuals within society. It is a prerequisite for all other courses in sociology. Topics studies include basic sociological theory and concepts, socialization, cultures, institutions, patterns of social structure, and social change. Some emphasis is placed on cultural relativity in modern society and the implications of cultural differences for business.

Sy 205 ADDICTIONS: INSIGHTS AND ISSUES 3 Cr. Hr.
This course examines current models used to describe alcohol abuse, alcohol dependence, other drug abuse and dependence, and substance/process abuse in general. Assessment, treatment, addictive behaviors, and outcomes will be examined. The course is helpful to health care students, to any business student who expects to supervise others, and to anyone expected to function within a group. The course will also give each student the opportunity to gain insight into an issue of personal choice.

Sy 211 CONTEMPORARY SOCIAL ISSUES 3 Cr. Hr.
The course presents an analysis of major social issues. Statistical data and their interpretation are analyzed to explain and illustrate the concepts of social disorganization, value conflicts, and personal deviation. Those issues to be investigated include problems related to urbanization, marriage and the family, civil liberties, discrimination, mass communication, quality of environment and social policy.

Prerequisite: Sy 201

Sy 312 SOCIOLOGY OF WORK 3 Cr. Hr.
This course examines work-related processes, social structures, and role behavior associated with blue collar, white collar, executive, and professional levels of employment. Among the topics considered are socialization in work roles; occupational professional ideologies; the interrelationship of work, status, and life-style; and adjustment to life cycle changes as they affect work and career. Particular attention will be focused on changing work patterns and values in the late twentieth century.

Prerequisite: Sy 201

Sy 499 SPECIAL TOPICS IN SOCIOLOGY 3 Cr. Hr.
This is a course of variable content depending on the interests of the students and faculty.

Prerequisite: Sy 201

Wp 211 WORD PROCESSING 3 Cr. Hr.
This course is a study of modern information processing and administrative support concepts.

Prerequisite: Ss 131

Wp 213 WORD PROCESSING II 3 Cr. Hr.
Continues the study of modern word processing and administrative support concepts.

Prerequisites: Wp 211 and Ss 132

Wp 215 DESKTOP PUBLISHING 3 Cr. Hr.
Students will create, edit, format, and layout sophisticated documents. Advanced text-handling and graphic-handling features will be utilized.

Prerequisites: Ss 131 and Wp 211

Wp 499 SPECIAL TOPICS IN INFORMATION PROCESSING 3 Cr. Hr.
This is a course of variable content. Faculty and students prepare a special topic of timely interest in information processing. This course may consist of seminars, individualized instruction, and/or research related to a specific area of specialization.

Prerequisite: By Permission

GRADUATE COURSES

GR 708 MANAGING CHANGE 3 Cr. Hr.
Managing Change focuses on the skills required to deal effectively with organizational change. The course addresses first the pressures in the business environment which make change a fundamental reality for managers. Then it examines the manager as change agent responsible for initiating innovation and explores both the personal skills required in the role of change agent and the tools and techniques available to support the manager in that role. The course also examines the problems and opportunities of those who are the recipients of change in an organization and the skills required to cope effectively with that situation.

GR 710 HUMAN RESOURCE MANAGEMENT 3 Cr. Hr.
This course explores human resource management as an integrated process of planning and control designed to achieve high employee productivity and job satisfaction. The course focuses on the essential functions of

human resource management as they apply both to the general supervisory responsibilities of every manager and to the specific operations of the personnel department.

GR 716 MANAGEMENT COMMUNICATIONS 3 Cr. Hr.
This is an advanced communications course that builds upon a student's experience and prior undergraduate course work in writing and oral communications. Topics include: advanced business writing, use of visual materials, selection of secondary sources of information, report preparation, and presentations to small and large groups.

GR 718 RESEARCH METHODS IN BUSINESS AND EDUCATION 3 Cr. Hr.
This course is designed for beginning graduate students who have little or no formal preparation in those areas of research and problem-solving essential for a comprehensive study of business and education at the graduate level. Emphasis is placed on the identification of common problem types and the selection and use of appropriate methods of analysis (primarily statistical in nature).

GR 720 COMPUTER APPLICATIONS FOR BUSINESS AND EDUCATION 3 Cr. Hr.
This course deals with the use of electronic data processing systems for solving problems related to management. Emphasis is placed on the use of microcomputers for a variety of applications including database management, spreadsheets, and word processing. Students complete a project related to their field of interest. Lab fee: $40.00

GR 721 DATABASE SYSTEMS 3 Cr. Hr.
This course covers in detail the design and implementation of a database to support the operational, reporting and inquiry requirements of an information system. Students will gain hands-on experience in creating and processing a database by using appropriate commercial software.
Prerequisite: GR 720 or Permission

GR 724 LEADERSHIP IN BUSINESS AND PROFESSIONS 3 Cr. Hr.
This course is designed to provide graduate management students with a comprehensive review of the essentials for effective leadership. It focuses on the identification of basic leadership styles, explores the theoretical and practical findings of research in leadership development, and seeks to synthesize the student's leadership style with the most effective working models of leadership.

GR 726 ORGANIZATIONAL POLICY AND STRATEGY 3 Cr. Hr.
This is a capstone for other business-related courses. It is designed to acquaint the student with types of managerial decisions, the basis for making them and ways to avoid stereotyped decisions. Students have an opportunity to practice decision-making through the use of case studies and simulations, and whenever possible, through participation in actual decision-making situations. An understanding of elementary statistics, managerial accounting, and managerial economics is advisable before the student participates in the course.
Prerequisite: 18 Graduate Credit Hours

GR 728 CORPORATE STRATEGY AND PUBLIC POLICY 3 Cr. Hr.
This course is designed to develop in the student an understanding of the corporation's position in the dynamics of the political system and to increase his or her capacity to deal effectively with public policy initiatives impinging on business. The course examines the roots of public perception of business, reviews the nature of policy-making in the public sector, and explores methods of influencing public opinion and intervening in the public policy process. Readings are drawn from classical and current literature on the subject, and case studies are used to demonstrate management responses to public policy developments.

GR 730 FINANCIAL MANAGEMENT 3 Cr. Hr.
Topics considered include financial planning, operating and capital budgets, cash flow, purchasing and accounting procedures, the sources and uses of corporate and institutional funds, and financial analysis for

evaluation and control. Students develop projects specifically related to their needs in educational administration, small business, or corporate management.

Prerequisite: GR 740 or Equivalent

GR 732 MARKETING MANAGEMENT 3 Cr. Hr.
This course focuses on complex problems facing decision-makers in the marketing of goods and services. Emphasis is placed on the decision-making process, including assessment of the social, economic, and political environment in which the organization operates; problem definition; development and evaluation of alternatives, and the implementation of the best alternative. Cases in advertising, sales, marketing research, and strategic marketing management provide practice in marketing analysis and decision-making.

GR 734 PRODUCTION MANAGEMENT 3 Cr. Hr.
Emphasis is placed on the use of quantitative techniques for solving manufacturing problems. The student is given an opportunity to practice mathematical model-building and manipulation. Other topics considered include queuing system design, plant layout, statistical quality control, inventory modeling, Program Evaluation and Review Technique (PERT), linear and nonlinear programming, and control theory.

GR 735 MANAGEMENT IN THE SERVICE SECTOR 3 Cr. Hr.
This course explores issues and problems specific to the management of organizations which design, produce and deliver services rather than manufactured products. The course focuses in particular on the service concept or vision, the development of operating strategies, delivery systems, quality control processes, and the role of services in the larger economy. Particular attention is paid to the integration of marketing, operations and human resource management in service firms. Additional topics include: achieving customer satisfaction, the role of information in services, and organization and motivation for work in service firms.

GR 736 BUSINESS LAW 3 Cr. Hr.
This course examines the Uniform Commercial Code which forms the basis of the legal framework within which the formal business organization must operate. Topics include: sales contracts, partnerships, corporations, and law governing the sale of personal property.

GR 738 MANAGERIAL ECONOMICS 3 Cr. Hr.
This course begins with a comprehensive overview of micro- and macroeconomic concepts with the aim of developing within students a picture of how business and nonprofit organizations relate to the economy as a whole. The course then focuses on practical applications of economic analysis to problems of concern to managers. Case studies and projects are used to demonstrate the methods used to determine economic feasibility and cost-effectiveness of products, services, and programs.

GR 740 MANAGERIAL ACCOUNTING 3 Cr. Hr.
This is an accelerated accounting course for those with little or no formal accounting background. The emphasis is on concepts which managers need to know in order to be effective. Topics include the preparation and interpretation of financial statements, working capital, cost planning and control, break-even analysis, and capital budgeting.

GR 742 ACCOUNTING IN PLANNING, BUDGETING AND CONTROL 3 Cr. Hr.
This course examines the role of accounting in the planning, budgeting, and control process of a business or nonprofit organization. Various types of budgets are discussed, including line-item and program budgets. The integration of budgeting with planning and control functions is emphasized. Case studies are used to provide the opportunity to apply these tools to managerial problems.

Prerequisite: GR 740

GR 744 QUANTITATIVE DECISION MAKING 3 Cr. Hr.
This course presents important mathematical concepts and tools used by managers of business, education and nonprofit organizations. Topics include problem definition, linear programming, regression analysis, subjective probability, decision analysis, and Program Evaluation and Review Technique (PERT).
Prerequisite: GR 718 or 12 Credits of Undergraduate Mathematics

GR 746 INVESTMENT ANALYSIS 3 Cr. Hr.
This course provides a detailed description of securities market organization and approaches to investment opportunities. Students will examine theories used in the valuation of financial securities and employ projects and applications to develop a real world understanding of portfolio management.

GR 748 MANAGEMENT INFORMATION SYSTEMS 3 Cr. Hr.
This course explores information resource management systems which support planning and control functions in an organization. Lectures, readings, and case studies are used to provide students with exposure to and practice in the application of appropriate concepts.

GR 752 CURRENT ISSUES IN BUSINESS 3 Cr. Hr.
This course, conducted in seminar fashion, draws on current literature to analyze contemporary and emerging issues facing management in the late twentieth century. Content will vary.

GR 754 NEW VENTURE PLANNING AND MANAGEMENT 3 Cr. Hr.
This course deals with the foundation of new ventures and related aspects of managing the small growing enterprise. Techniques taught in this course are equally applicable to small businesses, nonprofit organizations, and new ventures of larger organizations. Topics include: use of scarce resources, such as money, talent and technological expertise; identification of environmental threats and opportunities; and operational considerations such as organizational structure, legal requirements, financing, and accounting procedures.
Prerequisite: GR 740 or Equivalent

GR 756 HEALTH CARE MANAGEMENT 3 Cr. Hr.
This course examines management problems and policy-making in the health care industry. Several areas are considered including: (1) functions of the health care manager, (2) types of health care delivery systems, (3) the administration of hospitals, (4) the financing of medical care, and (5) the role of government. Through readings, lectures, discussions, and projects, students clarify their own role in the delivery of health services. The course regularly draws on experts in health planning and health care administration.

GR 757 LEGAL ENVIRONMENT OF HEALTH CARE MANAGEMENT 3 Cr. Hr.
The course provides a foundation in the legal and regulatory framework in which health care institutions operate. Students will also examine the legal issues confronting health care managers including director and administrative liability, malpractice, negligence, patient rights and confidentiality, licensure requirements, and the like.

GR 758 HEALTH CARE ECONOMICS 3 Cr. Hr.
In this course, the principles and tools of economic decision-making are applied to management in the health care sector. The course explores the application to health care management functions of such concepts and processes as supply and demand, resource allocation and utilization, costing and pricing, resource productivity, forecasting and economic aspects of planning, and utilization review. While the principal emphasis in the course is on micro-economic analysis, some consideration is also given to an economic analysis of public policy alternatives for the delivery of health care service.
Prerequisite: GR 738

GR 759 FINANCIAL MANAGEMENT IN HEALTH CARE ORGANIZATIONS 3 Cr. Hr.
This course applies the perspectives and tools of financial analysis to the management of health care organizations and evaluation of organizational performance. Topics covered include capital budgeting,

sources of operating revenue, management of cash and inventories, risk analysis and forecasting. Particular attention is paid to cost containment regulatory strategies and their implications for financial planning and management.

Prerequisite: GR 740

GR 761 THE NON PROFIT SECTOR: PHILANTHROPY AND VOLUNTEERISM IN THE AMERICAN ECONOMY 3 Cr. Hr.

This course examines the philosophical and legal foundations of the nonprofit sector. The course reviews the social. legal. and economic significance of nonprofit organizations in the larger economy and considers the relationship of the nonprofit sector with the public and private sectors. Board/staff relations, volunteer development and other issues specific to the management on nonprofit organizations are also addressed.

GR 763 STRATEGIC MARKETING FOR NON PROFIT ORGANIZATIONS 3 Cr. Hr.

This course applies the concepts of marketing and strategy to the management of non profit organizations. Through class lectures, discussion, case studies, and applied projects, students will build an understanding of the marketing process in the nonprofit environment in order to be able to design, implement, and evaluate an organization's approach to marketing and strategic positioning.

GR 765 FUND-RAISING 3 Cr. Hr.

This course takes a systems approach to the process of fund-raising. Topics covered include: donor cultivation, use of the annual fund, major gifts, corporate giving, and grant-writing.

GR 772 SPECIAL TOPICS IN BUSINESS EDUCATION 3 Cr. Hr.

Topics considered by participants may include the legal ramifications of local and governmental regulations, contract negotiations, professional ethics, curriculum and public interest, and other current problems or issues.

GR 790 INDEPENDENT STUDY 3 Cr. Hr.

The student studies with a faculty member who specializes in an appropriate field. Emphasis is on individual reading and directed action or research programs which involve student and professor. The student must have the approval of the Dean, the faculty member involved, and must file a written plan of the project with the Graduate Dean. A maximum of three (3) credits may be earned.*

GR 792 PROFESSIONAL PROJECT 3 or 6 Cr. Hr.

The student, or group of students, in consultation with a faculty advisor, determines the nature and scope of the project to be undertaken. The project is essentially practical in nature and is usually related to the student's work experience. The plan for the project must be filed with the Graduate Committee. A maximum of six (6) credit hours may be earned.*

GR 794 BUSINESS/EDUCATION INTERNSHIP 3 or 6 Cr. Hr.

The internship is designed for the person who lacks recent work experience in business or education. It is on-the-job work in a special area of concentration. The nature of the work and the location of the internship must be approved by the student's advisor and the Graduate Committee. Included in the experience are precounseling, on-site supervision, periodic summary and evaluation reporting, supplemental reading, and pertinent research or practical work-related projects. A maximum of six (6) credit hours may be earned.*

GR 795 HEALTH CARE MANAGEMENT INTERNSHIP 3 or 6 Cr. Hr.

This internship is designed for individuals who lack experience in health care administration. The location of the internship and the nature of the work experience must be approved by the Graduate Dean and the Graduate Committee. Included in the internship are precounseling, on-site supervision, periodic summary and evaluation reporting, supplemental readings, and/or seminars, and pertinent research or work-related projects. A maximum of six (6) credit hours may be earned.*

**A maximum of nine (9) credit hours of any combination of Independent Study/Project/Thesis/Internship is allowed.*

GR 796 THESIS 6 Cr. Hr.
The thesis may be library-oriented research with extensive reliance on documents and a relatively limited amount of primary field research, or it may be action-oriented field research with relevant documentation from the literature. The title of the thesis topic must be filed with the Graduate Committee. A student, with the approval of his/her advisory committee, may register for the thesis after completion of twenty-four (24) semester hours.*

GR 799 MANAGEMENT SEMINAR 3 Cr. Hr.
Students work together in a seminar setting under the direction of a member of the graduate faculty. The content of the seminar will vary according to the interests of students and faculty involved.

Nu 700 THEORIES AND ROLES FOR ADVANCED NURSING PRACTICE 3 Cr. Hr.
This course has dual foci. The first is to provide an opportunity to analyze theoretical concepts, principles and processes from nursing and related disciplines to guide advanced clinical practice and role development. The second emphasis is the acquisition of knowledge needed to conceptualize and identify with the relevant current practice issues inherent in the role of a nurse practitioner.

Nu 701 THEORIES FOR ADVANCED NURSING PRACTICE 2 Cr. Hr.
This course provides an opportunity to analyze theoretical concepts, principles and processes from nursing and related disciplines to guide advanced clinical practice and role development. Students will have the opportunity to analyze specific case studies within a theoretical perspective.

Nu 702 PHARMACOTHERAPEUTICS 3 Cr. Hr.
This course provides an opportunity for students to focus on the clinical applications of the major classifications of drugs. The emphasis is on clinical pharmacology and therapeutics. Clinical correlations using case studies with applications to special populations, in primary, secondary, and tertiary settings will be addressed. Legal parameters for prescription writing protocols and factors promoting patient compliance with drug therapy will be included. Application of this knowledge for special patient populations will be further developed in Nu 800, 802, 804, and 806.

Nu 703 ROLES FOR ADVANCED NURSING PRACTICE 2 Cr. Hr.
This course provides an in-depth analysis of the role of the advanced practice nurse. That knowledge is needed to conceptualize and identify with relevant historic, current and future practice issues inherent in the role of a nurse practitioner. Both state and national legislation and trends are addressed, as they relate to the effective and appropriate use of advanced practice nurses within the rapidly changing healthcare system.

**A maximum of nine (9) credit hours of any combination of Independent Study/Project/Thesis/Internship is allowed.*

Nu 704 ADVANCED HEALTH ASSESSMENT 3 Cr. Hr.
The focus of this course is the assessment of total health status of clients throughout the lifespan. It is designed to enable the student to refine and further develop diagnostic reasoning skills and utilize a regional approach to physical exam in the delivery of primary health care. The course builds on undergraduate health assessment skills and includes a clinical practicum which provides the student the opportunity to apply advanced nursing knowledge and practice in the areas of physical and psychosocial assessment of clients. Students will perform complete health assessments on selected clients, obtaining an in-depth health history, performing a comprehensive physical examination, recording findings and developing a problem list and treatment plan.

Nu 705 ADVANCED PSYCHOPHARMACOLOGY 3 Cr. Hr.
This course will review the application of pharmacotherapeutic principles to psychiatric disorders. Each major class of medications will be covered: antidepressants, mood stabilizers, stimulants, antipsychotic medications and anxiolytics. The indications, contra-indications, side effects and severe adverse reactions and drug interactions will be reviewed in detail. The use of herbal remedies, aromatherapy, diet, along with

indigenous healing will be addressed. The applications of psychopharmacology to clinical case studies across the life span and practice implications will be emphasized.

Prerequisite: Nu 702

Nu 706 ADVANCED PATHOPHYSIOLOGY 3 Cr. Hr.

This course examines the reaction of the body to disease throughout the lifespan. Using a conceptual approach that is designed to integrate knowledge from basic and clinical sciences, it focuses on alterations in biological processes which affect the body's dynamic equilibrium. Alterations at the cellular and organ level are presented and include genetic, metabolic, infectious, immunologic, degenerative, and neoplastic processes. Clinical problems will be developed and explored to facilitate the acquisition of critical thinking, problem-solving and evaluation skills needed by practitioners in the management of clients with chronic and acute health problems.

Nu 707 NEUROBIOLOGY (Neuro Science) 3 Cr. Hr.

This course focuses on the study of brain, mind and behavior and examines the neuroanatomical, neurophysiological, and biochemical foundations of cognition, mood, emotion, affect, and behavior and the interactions among them. It takes into consideration both internal and external influences across a person's life span. Included is an overview of brain functioning and mechanisms of neurotransmission, genetics, the effects of other body systems such as the endocrine and immune systems, temperament, and the environment.

Prerequisite: Nu 706

Nu 710 NURSING RESEARCH 3 Cr. Hr.

This course explores the principles and uses of the research process in nursing. It is designed to provide the nurse practitioner student with the knowledge and enthusiasm by being active participants in the research process. Content will focus on critically analyzing published research, utilization of research findings within the clinical setting, development of a clinical research question into a researchable proposal and active participation in a group research project.

Nu 722 ADVANCED MENTAL HEALTH ASSESSMENT 3 Cr. Hr.

This course is designed for the development of advanced mental health assessment skills. The processes of psychiatric history-taking, mental status examination, biological and neurological assessment for clients throughout the life span is addressed. Students are prepared to use the Diagnostic Statistical Manual (DSM) multiaxial system. Students perform a comprehensive mental health assessment, including biopsychosocial, developmental, economic, cultural and spiritual aspects.

Prerequisite: Nu 704

Nu 730 RURAL HEALTH NURSING 2 Cr. Hr.

A national and regional perspective of rural health in America will be presented. Various characteristics of rural life will be used to provide a framework to examine and explore rural nursing theory and issues relevant to the delivery of rural health care. A course emphasis will be exploration of the challenges in providing primary health care to medically underserved populations. Community-driven strategies for addressing rural health needs, as well as interdisciplinary collaboration, will also be addressed.

Nu 750 FAMILY AND COMMUNITY THEORIES I 1 Cr. Hr.

This course begins an exploration of major concepts basic to the development, implementation and evaluation of community health services provided by family nurse practitioners. The focus of the course addresses concepts related to family and community theory and assessment strategies, cultural diversity and health promotion. An exploration of the advanced practice nurse's role related to primary health care of families and communities within the context of Health People 2000 will be explored.

Nu 751 FAMILY AND COMMUNITY THEORIES II 1 Cr. Hr.

This course expands upon the major concepts necessary for the development, implementation and evaluation of community health services provided by family nurse practitioners. The focus of the course addresses

community assessment, nursing and health education theory and epidemiology. Continued exploration of the advanced practice nurse's role related to primary health care of families and communities within the context of Healthy People 2000 will occur.

Nu 752 FAMILY AND COMMUNITY THEORIES III 1 Cr. Hr.
This course synthesizes major concepts from Nu 750 and Nu 751. Previous family and community assessment strategies will form the basis for comprehensive family and community interventions. The instrumental role of the advanced practice nurse in these processes will be analyzed.

Nu 790 SCHOLARLY PROJECT 1 Cr. Hr.
This is a culminating event that provides graduate students with the opportunity to experience the education, consultation, collaboration, and research roles of the Advanced Practice Nurse.

The course consists of two parts, both of which are completed in the final year of the graduate program.

I. The teaching component provides students with experience in the planning and implementation of an educational program. Students select a topic to be taught in the undergraduate-nursing program. Students work in pairs to research, plan, and deliver a one-hour class to undergraduate students.
II. The writing component provides students with experience in scholarly writing and the Publication process. Students select one aspect of the undergraduate class taught and develop it into a publishable paper. Papers must be submitted to a scholarly journal for peer review prior to graduation.

Nu 799 SPECIAL TOPICS IN NURSING 1-3 Cr. Hr.
Selected topics in nursing are offered under the guidance of graduate faculty. The course enhances students knowledge of advanced practice nursing, building on previous knowledge of nursing and healthcare in today's complex and rapidly changing healthcare system. This course may be used as an elective in the students' program of study and may be taken more than once as long as different topics are taken.

Nu 800 FAMILY HEALTH I 5 Cr. Hr.
Class - 3 Credits, Clinical - 12 Hours
This course explores the theories and practice of health care for reproductive families and children from infancy through adolescence. The course will focus on health-illness issues experienced by this population in underserved rural and urban areas. The clinical practicum will present the nurse practitioner student with precepted clinical experience in assessing, planning and managing care for clients and families in these age groups at a variety of clinical sites.
Prerequisites: Nu 702, 704, and 706

Nu 802 FAMILY HEALTH II 5 Cr. Hr.
Class - 3 Credits, Clinical - 12 Hours
This course explores relevant theories and practice issues in the health care of individuals and families in early and middle adulthood. It will focus on acute and chronic health problems experienced by this population within a family and community context. Sociopolitical, cultural and ethical issues will be addressed. The clinical practicum will present the nurse practitioner student with precepted clinical experience in assessing, planning, and managing care for clients and families in these age groups at a variety of clinical sites.
Prerequisites: Nu 702, 704, and 706

Nu 804 FAMILY HEALTH III 5 Cr. Hr.
Class - 3 Credits, Clinical - 12 Hours
The focus of this course includes relevant theories and practice issues in the health care of individuals and families in late adulthood. It will explore the acute and chronic health care needs and conditions experienced by this group of clients within a family and community context. Sociopolitical, cultural, and ethical issues will be analyzed as they relate to this population. The clinical practicum will present the nurse practitioner student

with precepted clinical experience in assessing, planning, and managing care for clients and families in this age group at a variety of clinical sites.

Prerequisites: Nu 702, 704, and 706

Nu 806 INTERNSHIP/PRACTICUM 4 Cr. Hr.

Class - 1 Credit, Clinical - 18 Hours

This is the culminating clinical course in the program. The focus is on integrating the knowledge and clinical management skills from previous courses in preparation for the transition from graduate student to nurse practitioner. Students take part in weekly seminars, allowing them to thoroughly explore the clinical issues that arise while caring for clients across the lifespan, having varied health care needs.

Prerequisites: Nu 800, 802, and 804

Nu 810 PSYCHIATRIC NURSING I 5 Cr. Hr.

(Advanced Practice Nursing Interventions for the Acute Mentally Ill

This course focuses on the advanced practice psychiatric nurse's role in the delivery of mental health care for acute mentally ill individuals and families across the life span. Theories relevant to family therapy, individual psychotherapy and crises intervention will be examined. Practicum experiences will focus on student application of family interventions/therapy, individual interventions/psychotherapy, and crises intervention programs in acute care settings, the clients' homes, group homes, and crisis centers.

Prerequisites: Nu 700, Nu 704, Nu 706, Nu 707, Nu 710, and Nu 722

Nu 812 PSYCHIATRIC NURSING II 5 Cr. Hr.

Primary Care Mental Health Nursing

This course focuses on the advanced practice psychiatric nurse's role in the delivery of primary mental health car with an emphasis on promotion of optimum mental health, the prevention of mental illness, health maintenance, and preventing new occurrences of mental illness. Theories relevant to group therapy interventions and consultation will be examined. The advanced practice nursing student will development interventions and programs that decrease of reduce stressors and maximize mental health for individuals and communities.

Prerequisite: Nu 810

Nu 814 PSYCHIATRIC NURSING III 6 Cr. Hr.

Management of the Severely and Persistently Mentally Ill

In this capstone course the advanced practice psychiatric nursing role is further developed as the learner integrates psychiatric theory and practice skills while intervening with the chronic mentally ill in the rural community. Emphasis is on combining biopsychosocial, psychotherapeutic, pharmacological, and alternative therapeutic approaches. Through seminar and practicum experiences students incorporate the comprehensive goal of case management which is to decrease fragmentation and insure access to appropriate individualized cost effective care (ANA Standards of CARE 1994). During practicum experiences students coordinate care and advocate for special populations of individuals, families, and groups.

Prerequisite: Nu 812

ACADEMIC CALENDAR 1998 - 1999

FALL SEMESTER - 1998

September	5 - 6	Saturday/Sunday	Student Orientation
September	7	Monday	Registration
September	8	Tuesday	Classes Begin
September	8 - 15	Tuesday - Tuesday	Add/Drop
October	12	Monday	Columbus Day - No Classes
October	30	Friday	Midterm
Oct./Nov.	26 - 06	Monday - Tuesday	Preregistration
November	25 - 27	Wednesday - Friday	THANKSGIVING VAC.
December	16	Wednesday	Last Day of Classes
December	17 - 19	Thursday - Saturday	Final Exams

SPRING SEMESTER - 1999

January	11	Tuesday	Orientation & Registration
January	12	Wednesday	Classes Begin
January	11 - 22	Thursday - Friday	Add/Drop
February	26	Friday	Mid-Term
March	8 - 19	Monday - Friday	SPRING VACATION
March/April	22 - 02	Monday - Friday	Preregistration
April	30	Friday	Last Day of Classes
May	03 - 05	Monday - Wednesday	Final Exams
May	8	Saturday	Commencement
June	01	Tuesday	Summer Session I
July	12	Monday	Summer Session II

ACADEMIC CALENDAR 1999 - 2000*

FALL SEMESTER - 1999

September	4 - 5	Saturday/Sunday	Student Orientation
September	6	Monday	Registration
September	7	Tuesday	Classes Begin
September	7 - 14	Tuesday - Tuesday	Add/Drop
October	11	Monday	Columbus Day - No Classes
October	29	Friday	Midterm
Oct./Nov.	25 - 02	Monday - Tuesday	Preregistration
November	24 - 26	Wednesday - Friday	THANKSGIVING VAC.
December	15	Wednesday	Last Day of Classes
December	16 - 18	Thursday - Saturday	Final Exams

SPRING SEMESTER - 2000

January	10	Tuesday	Orientation & Registration
January	11	Wednesday	Classes Begin
January	10 - 21	Thursday - Friday	Add/Drop
February	25	Friday	Mid-Term
March	6 - 17	Monday - Friday	SPRING VACATION
March/April	20 - 31	Monday - Friday	Preregistration
April	28	Friday	Last Day of Classes
May	1 - 3	Monday - Wednesday	Final Exams
May	6	Saturday	Commencement
May	30	Tuesday	Summer Session I
July	10	Monday	Summer Session II

**Pending approval*

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INDEX

About Husson College 5
Academic Calendar 153
Academic Grants 30
Academic Integrity 21
Academic Policies
  Undergraduate 17
  Continuing Education 110
  Graduate
    Business 37
    Nursing 87
  Nursing - Grading Policies 84
Academic Standards - Graduate 37
Academic Warning, Probation, and Dismissal 22
Accounting Minor 76
Accounting Programs 49
Accounting Courses (Ac) 111
Accreditations 2
Accident and Sickness Insurance 10
Activities and Organizations 10
Administration 156
Admission Policies
  Continuing Education 109
  Day 13
    Nursing Program 82
  Graduate Division
    Business 47
    Nursing 86
    Physical Therapy 92
Advanced Practice Psychiatric Nursing Program 91
Advanced Standing - Test Programs 16
Advanced Standing - Transfer Credit 17
Annual Charges (Day) 26
Appeal of a Course Grade 21
Application and Information (day) 13
ASAP 16
Assistance for Students with Disabilities 10
Associate in Science Degree Requirements
  Accounting 51
  Broadcast Communications 104
  Business Administration 53
  Business Studies 62
  Computer Information Systems 65
  Executive Administration 67
  Medical Assisting 71
  Paralegal Studies 72
Athletics and Recreation 11
Attendance 19

Bachelor of Science Degree Requirements
  Accounting Programs 49

Business Administration Programs 52
Business and Technology Program 60
Business Technology Education Program 63
Computer Information Systems Program 65
Executive Administration Program 67
Hospitality Management Program 69
Life Science Program 99
Life Science Teacher Education Program 100
Nursing Program 84
R.N. and On-line R.N. Completion Program 85
Paralegal Program 72
Physical Education Program 74
Psychology Program 101
Science and Humanities Program 103
Behavioral Science Minor 105
Board of Trustees 155
Bookstore 11
Broadcast Communications Program 104
Business Administration Program 52
Business Administration Courses (Ba) 114
Business and Technology Program 60
Business Studies Program 62
Business Technology Education 63

Campus, About the 6
Campus Map 168
Career Development 11
Change of Program 19
Chaplain 12
Class Identification 23
CLEP/CEEB 16
Compliance 25
Computer Information Systems Program 65
Computer Information Systems Courses (Mi) 125
Computer Information Systems Minor 76
Confidentiality 25
Continuing Education Division 107
Academic Policies and Procedures 110
Admissions 109
Program Sites 108
Student ID Cards 110
Tuition 109
Withdrawals and Course Add /Drops 110
Contract for Degree 25
Cooperative Education 36
Counseling Services
Substance Abuse 10
Personal and Academic 9
Spiritual 12
Course Change and Withdrawals 19
Course Load 29
Courses of Study
Graduate 144
Undergraduate 111

Deposit (See Application and Information) 14
Dining Facilities 9
Directed Study 20
Disabilities, Students with 4, 10
Dismissal 22

Economics Courses (Ec) 118
Education Courses (Ed) 118
Employment, Student 12
English Courses (Eh) 119
English Minor 105
English Placement Exam 18
Executive Administration 67
Executive Administration Courses (Ma) (Ss) 124, 142

Faculty
College Wide 158
School of Business 42
School of Health 78
School of Science and Humanities 96
Family Business Concentration 54
Family and Community Nurse Practitioner Program 89
Fees 26
Finance Concentration 55
Financial Aid 29
Academic Grants 30
Community Sources 29
Continuing Education Division 109
Federal/State 29
Financial Aid Sources 29
For Teacher Education Students 29
Graduate 40
Institutional Grants 30
Non-need Sources 29
Physical Therapy 92
Financial Information
Continuing Education 109
Graduate 39
Undergraduate 26

General Education 34
General Information
Graduate 37
Undergraduate 9
Geography Courses (Ge) 121
Grading System
Graduate
M.S. in Business 37
M.S. in Nursing 87
Nursing 83
Undergraduate 21
Graduate Studies 37
Business 45
Nursing 86

Physical Therapy 92
Graduation Requirements (Undergraduate) 23
Grants/Scholarships
Day (Academic/Athletic) 30
Graduate 40

Health Care Management Program 46
Health Services 10
History Courses (Hy) 123
Honors, Academic Requirements 24
Honors Courses (Hs) 122
Hospitality Management Courses (Ha) 121
Hospitality Management Minor 76
Hospitality Management Program 69
Housing - Graduate 40
Humanities Courses (Hu) 122

Information Resources Department 7
Immunization Requirements 10
Incomplete Grades 22
Independent Study 20
Independent Study Course (Is) 124
Insurance (Accident and Sickness) 10
International Business Concentration 56
International Center for Language Studies 7
International Students - Admissions 15
International Students (Graduate Program) 48

Judicial Affairs 12

Language Courses (Lf/Ls) 124
Leave of Absence 20
Library 6
Life Science Program 99
Life Science Teacher Education Program 100

Management Concentration 57
Map, Campus 168
Marketing Concentration 58
Master of Science in Business 45
Admission 47
Core Requirements 45
Courses (Gr) 144
International Students 48
Health Care Management 46
Non-Profit Management 46
Status 47
Transfer Credit 48
Master of Science in Nursing 86
Academic Policies 87
Admissions Policies 86
Courses (Nu) 149
Program Requirements
Advanced Practice Psychiatric Nursing 91

Family and Community Nurse Practitioner 89
NP to MSN Option 90
Post Master's Certificate Option 90
Master of Science in Physical Therapy 92
Accreditation 92
Admissions Criteria 92
Courses (PT) 134
Financial Aid 92
Program Requirements 93
Mathematics Courses (Ms) 127
Mathematics Minor 106
Medical Assisting Program 65
Medical Assisting Courses (Ma) 124
Ministry, Campus 10
Minor Programs 33, 76, 105
Mission Statement 4

New England School of Communications 7
Non-Profit Management 46
NP to MSN Option 90
Nursing Courses (Nu)
Graduate 149
Undergraduate 128
Nursing Program 81
Academic Policies -Grading 83
Admissions Policies 82
Faculty 78
Program Requirements 83

Occupational Therapy 79
Orientation (New Students) 9

Paralegal Program 72
Paralegal Courses (Pl) 132
Pass/Fail 22
Payment Plans
Day School 25
Graduate 40
Peer Tutoring 10
Personal and Academic Counseling 9
Philosophy Courses (Ph) 132
Physical Therapy 92
Accreditation 92
Admissions Criteria 92
Financial Aid 92
Program Requirements 93
Physical Therapy Courses (PT) 134
Placement Testing 9
Post Master's Certificate Program 90
Probation 22
Proficiency Examination Policy 16
Programs of Study
Graduate 37
Nursing 81

Undergraduate 35
Psychology Courses (Py) 137
Psychology Program 101
Psychology Minor 106

Quality Point Evaluation (Q.P. - See Grading System) 21
Quarter Courses (See Special Schedule Options) 20

Readmission 14
Refund Policy
CED (See Withdrawals) 110
Day 27
Graduate 39
Repeating a Course 13
Residence Refund Policy 28
Residential Life 9
Resources for Graduate Studies
Business 38
Nursing 87
Returning and Readmitted Students 27
ROTC (Army and Navy) 36

Safety and Security, Campus 12
Salutatorian Eligibility 24
Science and Humanities Program 103
Science Courses (Sc/Sl) 138
Semester Hour Defined 19
Scholarships/Grants 29
School of Business 44
Faculty 45
Minors 76
Programs 43
Program Requirements 47
School 46
School of Health 77
Academic Policies 83
Admissions Policies 82
Faculty 78
Master of Science in Nursing 86
Master of Science in Physical Therapy 92
Program Requirements for Nursing 74
School of Science and Humanities 95
Faculty 96
Minors 105
Programs 97
Program Requirements 99
School 98
Schedule Options (Special) 20
Science Courses (Sc) 138
Secretarial Programs-See Executive Administration 67
Semester Hour Defined 19
Sociology Courses (Sy) 143
Spiritual Counseling 12
Sports Management Concentration 59

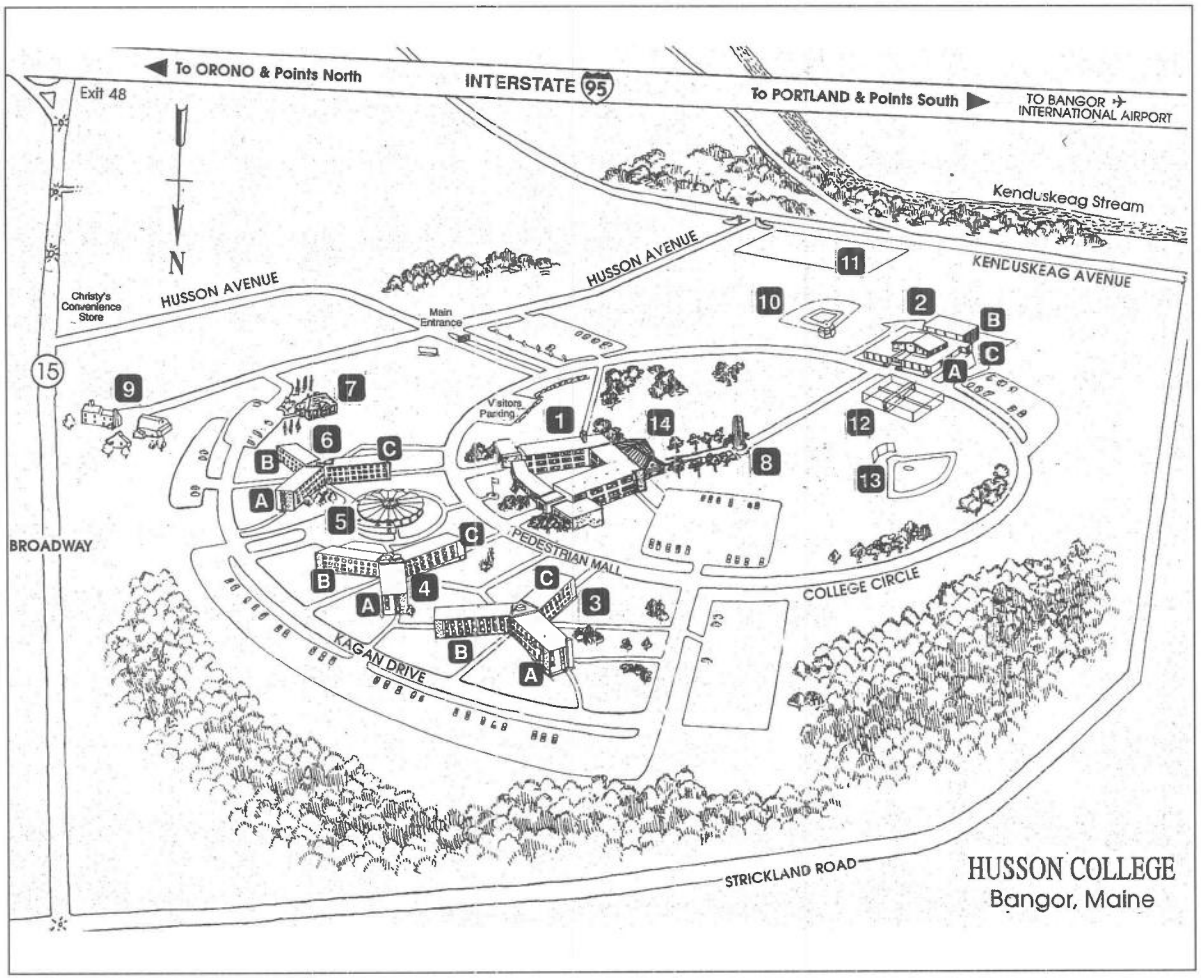
Sports Management Courses (Sm) 141
Status
  M.S. in Business 47
  M.S. in Nursing 86
Student Affairs 9
Student Course Load 19
Student Classification
  Graduate (See Status) 47
  Undergraduate 15
Student Health Services 10
Student I.D. Cards (CED) 110
Student Records - Confidentiality 25
Substance Abuse 10
Summer Sessions 20

Textbooks 26
Theater Courses (Ca) 118
TOEFL Examinations 83
Transfer Credit Policies
  Graduate
    Business 48
    Nursing 87
  Undergraduate 20, 14
Tuition
  Continuing Education 109
  Day School 26
  Graduate 39
Tutoring 10

Undeclared Major 18

Valedictorian Eligibility 24
Vehicle Regulations 12
Veterans 14

Warning, Academic 22
Withdrawal
  Continuing Education 110
  Day School
    Course 19
    Program - See Tuition Refund Policy 27
    Graduate 39
Writing Center 10
Word Processing Courses (Wp) 144



1. George F. Peabody Hall
   Administrative Offices
   Admissions Office
   Career Development Office
   International Center for Language Studies
   Kominsky Auditorium
   Library
   Mary McDonald Bookstore
   New England School of Communications
   Student Affairs Office
   WHSN Radio Station
2. William P. Newman Gymnasium
   A. Gymnasium
   B. Pool
   C. TV and Sound Studio
3. Hart Hall
   A. Levels 3, 6, and 9
   B. Levels 2, 5, and 8
   C. Levels 1, 4, and 7
4. Carlisle Hall
   Office of Residential Life and Student Health Office Services
   A. Levels 3, 6, and 9
   B. Levels 2, 5, and 8
   C. Levels 1, 4, and 7
5. Dickerman Dining Commons
6. Bell Hall
   A. Levels 3, 6, and 9
   B. Levels 2, 5, and 8
   C. Levels 1, 4, and 7 - School of Health
7. Richard E. Dyke Center for Family Business
8. Pi Rho Zeta Bell Tower
9. President's Home
10. Baseball Field
11. Soccer Field
12. Tennis Courts
13. Softball Field
14. G. Peirce Webber Campus Center