CSSD staff members are committed to helping their students grow, learn, and change the world.
ASSURANCE OF NON-DISCRIMINATION
The Corrections Special School District does not discriminate in the administration of its admissions and educational programs, activities or employment practice on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation or marital status.

MISSION STATEMENT
The Corrections Special School District is dedicated to providing quality educational programs for incarcerated individuals. Academic knowledge, career and technical education competencies and life skills integrated with technology are offered to students in a positive environment to foster lifelong learning, multicultural awareness, and a successful re-entry to society.

MISSION STATEMENT
Corrections Special School District (CSSD) is a unique entity which exists within the New Hampshire State Prison System. As a result of RSA 194:60, Corrections Special School District was formed through an Interagency Agreement between the New Hampshire Department of Education and the New Hampshire Department of Corrections. Corrections Special School District offers, both male and female offenders the ability to enhance their knowledge through educational and vocational programs creating an avenue of success towards acceptable social and economic behavior. Corrections Special School District is comprised of Granite State High School (GSHS) and the Career and Technical Education Center (CTEC), which exists at the New Hampshire State Prison for Men, Concord, the New Hampshire Correctional Facility for Women, Concord and the Northern New Hampshire Correctional Facility, Berlin.

The Corrections Special School District hereby establishes, revises, and reasserts policies, in accordance with the Department of Education. The operational guidelines contained herein provide direction and continuity for the school organization, and help to assure that all offenders have equal opportunity to complete a course of study leading to a high school diploma.

GROW. LEARN. CHANGE THE WORLD.

CDL (COMMERCIAL DRIVER’S LICENSE)
Pre-requisites: Designed for those who are closest to leaving the facility, therefore MPD is a factor as well as having a driver’s license (current or expired).

The CDL preparation course is designed to prepare students for the written knowledge test for a Commercial Driver’s Permit (CDP). Topics include the operation of a commercial vehicle including safety, transporting cargo, air brakes, combination and tank vehicles, hazardous materials, and vehicle inspections. The class is blended with lab time on the CDL simulator, independent reading, and class time.

ELO (EXTENDED LEARNING OPPORTUNITY)
The Minimum Standards for School Approval require that local school districts adopt policies that enable extended learning opportunities for students. Extended learning means: the primary acquisition of knowledge and skills through instruction or study outside of the traditional classroom methodology, including, but not limited, to: Apprenticeships; Community service; Independent study; Online courses; Internships; Performing groups; Private instruction.

IS (INDEPENDENT STUDY)
Independent Studies are available for students to complete the high school diploma. An independent study must be the last class needed and not available that final quarter. Independent Studies are subject to approval by the Director of Education.

ELO
CDL
IS
ADDITIONAL OPPORTUNITIES

Commercial Driver’s License Preparation
Extended Learning Opportunity
Independent Study

VISION STATEMENT:
The vision of the Corrections Special School District is to be recognized as a community of dedicated professionals providing multifaceted educational programming to a diverse population in order to encourage the development of responsible citizens who will contribute to society in a positive way.

GOALS
1. Recognize learning as a lifelong process.
2. Demonstrate ability to function as independent individuals.
3. Master basic competency skills necessary in a technological society.
4. Develop appreciation and respect for differences among people.
5. Demonstrate an understanding of ethics and morals.
6. Develop appreciation for achievements in arts and humanities.
7. Acquire knowledge and skills for physical and mental health.
8. Integrate industry occupations and training to provide employable/marketable skills.

OBJECTIVES:
Goals are divided into a series of objectives, which provide students with tangible skills to achieve. These educational stepping-stones help both teachers and students progress through the learning process. As formal goals and objectives have been defined, district educators have developed multi-leveled educational programs that are designed to meet the individual needs and interests of each student.
Corrections Special School District enrollment opportunities are offered every eleven weeks throughout the year.

Under the Interagency Agreement in relation to the CSSD standards, 20 high school credits are required to obtain a high school diploma.

INTRODUCTION TO HAIRCUTTING AND HAIRSTYLING:
This basic course introduces the foundations of haircutting and hairstyling skills that all other designs are built upon. Basic principles of haircutting and hairstyling introduces how to use head form and shape to create the finished look for future salon clients. This course will introduce the tools and techniques and concepts of haircutting, wet, dry, and thermal styling and will provide the foundational concepts necessary to create simple and advanced finished haircuts and hairstyles.

CHEMICAL SERVICES THEORY:
Hair color and chemical texture services are not only among the most lucrative salon services they are the most creative. Hair color and chemical texture services allow the salon guest to wear any style or color regardless of natural color or texture. Knowing how to perform these services accurately and professionally will build a solid loyal clientele. Having a clear understanding how these chemical processes work will not only enable the stylist to customize the client’s appearance it will allow the stylist to deliver a safe and well thought out service.

HAIR COLOR AND TEXTURE CLINIC:
This course will consist of all practical application and develop the hands on skills necessary to become a Licensed Cosmetology Professional. Students will gain experience through performing techniques learned on mannequins and models adhering to all State Board safety sanitation guidelines under the supervision of a Licensed Cosmetology Instructor.

SKIN AND NAIL SERVICE:
This course provides a solid foundation of theory and practical applications for many luxury service skin and nail services. Knowledge of skin and nail services will increase the Cosmetologists portfolio offering a wider range of opportunities resulting in greater earning potential. Additionally, in this course you will learn how to conduct a consultation and skin analysis to identify individual skin type and skin conditions to recommend proper salon facial treatments, prescribe the correct product and options to safely and effectively improve the look and health of the skin. The second half of this course will focus on nail services including, care of the hands and natural nails, as well as available nail enhancement options.

BUSINESS SKILLS:
Business skills is a salon industry business class introducing the concepts of the salon business and the beauty industry while preparing them for a successful transition from school to salon. This class will help prepare the future professionals for the licensing exam and successful job interviews. Tips for building a resume and what options the industry has to offer will be discussed. At the completion of the program, students will be eligible to apply for the State Board Exam and earn a State of NH Cosmetology License.
COURSE OUTLINE

INTRODUCTION TO COSMETOLOGY:
Introduction to Cosmetology will introduce students to the field of Cosmetology, build personal and professional skills and set the foundation for a career in the Cosmetology Industry. Students will learn about the origin and history of the Cosmetology profession, how to develop a professional attitude, cultivate a professional image, and utilize effective communication techniques to successfully build professional relationships and work with the public, work in a salon environment, and gain personal skills to support success.

HEALTH SCIENCE:
Cosmetology Health Science explains the importance of infection control in the hair salon and how the essential practice of safety and sanitation procedures are crucial to protect both the Cosmetology Professional and the general public. Health Science dives into what the hair, skin and nails are made of as well as outlining the structure, chemical composition, systems and functions that support growth and health. Included as well is the ability to identify health and warning signs and various conditions, disorders and possible diseases, what can and cannot be treated and when to recommend a medical professional.

HAIR DESIGN:
Hair Design provides the foundation design, skills and concepts necessary for every hair service. Design concepts of the philosophy elements and principals establish the knowledge, develop the skills, and create the best possible and most flattering hairstyles for specific face shapes and hair texture. Knowledge of the proper shampooing, conditioning and treatment techniques will promote healthy hair and scalp and provide the skills necessary for all future hair service requirements.
The HiSET Program gives adults and out-of-school youth an opportunity to demonstrate their academic skills and to earn the New Hampshire High School Equivalency Certificate.

The high school equivalency exam consists of five subtests; English Language Arts, Reading, Math, Social Studies, and Science.

HiSET's purpose is to certify attainment of academic knowledge and skills equivalent to those of a high school graduate.

COURSE OUTLINE

Classes will consist of lectures and practical exercises (both individual and group). PowerPoint presentations, selected audio/video, and handout material will supplement the course.

ENERGY, POWER & TRANSPORTATION:
Contemporary energy, power, and transportation technology. Principles of energy; electrical, fluid, and mechanical power; and land, water, air, and space transportation will be studied. Propulsion methods and environmental concerns are included.

EXPLORING PRODUCTION:
Provides a study of two technological systems: Manufacturing and Construction. Throughout this course the student will be familiarized with the efficient use of tools, techniques, resources, and production systems used to manufacture products and structures.

TECHNOLOGY PRACTICUM:
Technology Practicum is an eleven-week course including hands-on work assignments in each of the industry locations. Students will be able to identify equipment, gain limited proficiency in the operation of equipment, recognize and apply safety standards, identify material flow, identify the products or services offered, and identify the basic business model employed.

UNDERSTANDING TECHNOLOGY:
Process to satisfy their needs, while also considering the effect that changes may bring to their environment. The students will learn the process of identifying and stating a problem, analyzing the problem, writing a design brief, making a decision, selecting and rejecting ideas, developing the ideas, finalizing the solution and evaluating the solution. Daily classroom activities will enforce the hands-on technology practices.
INTRODUCTION TO THE WORKFORCE PROGRAM

COURSES

APPLIED COMMUNICATION:
Examines the different methods of communication commonly utilized in today's workplace. Using an applied approach, students will read, discuss and practice the development of several types of communication to include effective public speaking, active listening, letter and memorandum writing, creating dynamic PowerPoint presentations, and effective use of visual graphics. Classes will consist of lectures, practical exercises (both individual and group) and student presentations. Selected audio and handout materials will supplement the course.

APPLIED MATH:
Teaches one unit of task oriented math per week. These units are taught in a conceptual approach engaging the student in real life experiences and hands-on applications of the individual math skills learned. Several word problems are also completed by the student inside or outside of the class.

CAREER AWARENESS:
Will learn skills to assist in both searching and obtaining a successful career path. It is designed to encompass the students' total lifestyle, education, occupation, social responsibility, and leisure activities. Rather than charting a career path toward a single, long-term goal, students will explore multiple career paths and their interrelatedness.

COMPUTATION FOR BUSINESS:
Designed to examine the different methods of mathematical operations commonly utilized in the business workplace of today. Using an applied approach, students will read, discuss and practice the development of several types of mathematical operations ranging from gross pay to international business.

OCCUPATIONS

Factory Worker // Production
Construction Laborer // Field Service Technician // Parks Maintenance Specialist // General Laborer // Project Manager

*Also Offered under CTEC's foundation courses

COURSE OUTLINE

There is a fee assigned to take this test. Please reach out to an Educational Case Manager for more information.

HiSET includes five subject tests

- Language Arts, Writing, Part I 60 questions, Part II Essay, total of 120 minutes
- Language Arts, Reading 50 questions, 65 minutes
- Social Studies, 60 questions, 70 minutes
- Science, 60 questions, 80 minutes
- Mathematics, 55 questions, 90 minutes (calculator allowed for entire test)

EQUIVALENCY TEST
If you have the funds or financial support to pay for classes you can earn a degree while incarcerated. Aside from having the money to pay for classes, all you need is a high school diploma (or equivalent GED/HISET), the ability to receive mail, and periodic access to a proctor for exams.

Process: Send a request slip to CTEC/North Yard and ask for the latest information about college course options. CTEC will assist you in scheduling proctors for your exams and inform you on the latest procedures for ordering/receiving course materials.

More Information for Applicants

Applicant must send a request slip to CTEC, North Yard requesting information about college correspondence courses and applications. Several colleges offer correspondence courses. CTEC has college catalogs available. To view these catalogs, send a request slip to CTEC, North Yard, requesting a copy.

College Courses

- **BRAKE SYSTEMS:** Designed to provide students coverage of the components, operation, design, and troubleshooting. Students will diagnose, evaluate and service basic brake systems, parking brake systems, anti-lock brake systems and traction control systems using a variety of testing tools (measuring tools, scan tools and multi-meters). Students will practice machining drums and rotors.

- **ELECTRICAL SYSTEMS:** Coverage of the components, operation, design, and troubleshooting. Students study electrical and electronics theory including the application of Ohms Law and Kirchoff’s Law to the solution of electrical and electronic concerns; wiring schematics and symbols, series and parallel circuits; the use of multi-meters, and oscilloscopes; wiring repair; electronic component and devices; battery, charging and starting systems. Students will practice diagnosis and repair using scan tools, oscilloscopes and multi-meters on communication and networking, body control systems, occupant safety systems, entertainment and audio systems and driver information and navigation systems.

- **ENGINE PERFORMANCE:** Service, diagnose and repair fuel delivery, ignition and emission systems used on today’s vehicles. Students will study four stroke theory and combustion theory for both spark-ignited and compression ignited engines. Students will study the emission concerns related to internal combustion engines and the systems and strategies used to control these emissions. Students will practice testing and diagnostic routines on vehicles with faults using scan tools, multi-meters, pressure gauges and oscilloscopes. The student must determine the root cause of failure following a logical diagnostic process, with an emphasis on the application of theory, to solve drivability and performance concerns on vehicles with failures in the systems.
COURSE OUTLINE

INTRODUCTION TO AUTOMOTIVE TECHNOLOGY:
Designed to inform students of the history of the automobile, career opportunities in the automotive industry, proper shop safety, identify and use shop tools and equipment, and provide an overview of common automotive components and perform routine fluid checks and minor maintenance such as lubrication and tire rotations.

ENGINE REPAIR:
Instruction in the studies of engine components, operation, design and construction; engine mechanical diagnosis for performance, noise and leaks; engine disassembly procedures and best practices; engine evaluation and measurement; engine removal and installation techniques. It correlates material to task lists specified by Automotive Service Excellence (ASE) and National Institute for Automotive Service Excellence (NATEF) and emphasizes a problem-solving approach.

SUSPENSION AND STEERING SYSTEMS:
Instruction in the studies of steering and suspensions components, operation, design, and troubleshooting; in which the student will diagnose, evaluate and service basic steering and suspension systems and electronically controlled steering and suspension systems. Students will practice replacing steering and suspension components. It correlates material to task lists specified by ASE and NATEF and emphasizes a problem-solving approach.

CORRESPONDENCE COURSES

After you decide which college or university you would like to attend and have identified how you will pay for it, follow these steps:

1. Complete a Correspondence Application Form. (You must submit a separate application for each course you want to take).
2. You are then asked how you intend to pay for the course. If it is from an outside source, CTEC must receive a letter of intent to pay from this outside source. If paid from resident accounts, a current balance sheet is required. The course is not approved until this is on file.
3. Once the application is approved, you will receive a copy of the approval. Copies are also sent to property, mail room, vocational files, educational files, and to resident accounts if necessary.
4. All incoming correspondence courses must have a paid invoice in accordance with the PPD 9.2.
5. The only property you can get from the courses are books, study materials, and tests. It is your responsibility to notify the college of the restrictions on course materials in accordance with the PPD. Also, no CD’s, DVD's, Video Tapes and Internet access are allowed at this time.
6. When the course materials arrive, they will be sent to you. Exams will be completed with the Proctor in the North Yard CTEC Classroom.
7. Students must provide verification of completion of each course to be kept on file in the CTEC department.
CTEC Vocational Certificates provide both classroom studies and hands-on learning designed to prepare students for a career in the modern workplace.

Career and Technical Education Center (CTEC) is hands-on, real-world learning that applies directly to a job or career. CTEC is offered at the high school level statewide and leads to well-paying jobs and fulfilling careers. Students can explore their interests before entering college.

CTEC is organized by a national framework called Career Clusters, which presents a complete range of related career options to students of all ages, helps them discover their interests and passions, and empowers them to choose the educational pathway that can lead to success in high school, college and their chosen career.

CAREER AND TECHNICAL EDUCATION CENTER

ROUGH CARPENTER:
Build rough wooden structures, such as concrete forms, scaffolds, temporary frame shelters, tunnel and sewer supports, according to sketches, blueprints, or oral instructions. Students will measure boards, timbers, or plywood sheets using a square, measuring tape and a ruler to mark the cutting lines on the materials. Additional skills include sawing of boards and plywood panels to required sizes; nail cleats across boards to concrete supporting forms; and brace forms in place using timbers, tie rods and anchor bolts for us in building concrete piers, footings, and walls. Students will also cut and assemble timbers to build trestles and cofferdams, and build false work to temporarily strengthen, protect, or disguise buildings and undergoing construction.

METHODS OF CONSTRUCTION I & II:
Designed to introduce the student to the fundamentals of home and light commercial construction. The course is comprised of textbook, workbook, and blueprint reading. An in-depth print reading assignment is completed individually by each student. Videos are also included throughout this course.

CARPENTRY:
Allows the students the opportunity to construct, erect, install, and repair structures and fixtures made of wood, plywood, and wallboard using carpenter's hand and power tools to conform to local building codes. The students will study blueprints, sketches, or building plans for information pertaining to what type of material is required, such as lumber or fiberboard, and what the dimensions for the structure or fixture to be fabricated are. Students will also: layout materials, mark cutting, verify the trueness of structure and flooring structuring, apply shock-absorbing material, and construct forms.
COURSE OUTLINE

ROOFER:
Covers roofs with roofing materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, and waterproof roofs. Also included is the complete process of roofing various structures. Students will read, discuss, and practice with many different types of building materials, as well as learn the proper and safe use of tools and machines and the major processes of building construction.

PAINTER:
Ability to apply coats of paint, stain, or lacquer to decorate and protect interior or exterior surfaces, trimmings and fixtures of building and other structures. The student will be able to read and interpret work orders and receive instructions from a supervisor regarding painting.

LABORER-CARPENTRY:
Perform any combination of the following duties on construction projects, usually working in a utility capacity. Students will accomplish this by transferring from one task to another where demands require workers with varied experience and the ability to work without close supervision. Students will measure distances from grade stakes; drive stakes; stretch tight line; and learn how to bolt, nail, align, and block up under forms.
PROFESSIONAL BAKING:
Solid theoretical and practical foundation in baking practices, including selection of ingredients, proper mixing and baking techniques, and skilled and imaginative decoration and presentation of products. With its attention to both theory and practice, the methods and procedures learned are primarily those of small bake shops and food service organizations.

PROFESSIONAL COOKING & BASIC FOOD COURSE/LAB:
Cooking theory, basic cooking, mastery of a set of manual skills, and the development of the ability to apply learned skills to a wide range of cooking styles and products. This course also focuses on the development of flexible skills, which are essential for success in a cooking career.

PROFESSIONAL TABLE SERVICE:
Knowledge of the concepts of customer service and the fundamental skills necessary to achieve service goals. The course instructs the pupil on how to train service employees in suggestive selling, handling complaints, and food and beverage basics. It also provides information on the tools of professional service, menu formats, service styles, and sale control.

PURCHASING:
View of the election and procurement of supplies for the hospitality industry, as well as the relationship to management of a successful operation. Its objective includes discussions of the purchasing activity and product information from a management perspective. It has an up-to-date view of purchasing techniques and practices, as they are currently being employed in the hospitality industry.

SANITATION - SERVSAFE ESSENTIALS:
Accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. The student will learn science-based information on how to run a safe establishment; information all students will need to have in order to be part of the food safety team.
CULINARY ARTS

CAREER OUTLINE

FOOD & BEVERAGE COST CONTROL:
Designed to introduce future food service managers to the importance of cost control throughout the operation. Cost control management is necessary in order for the operation to maximize profits and operate successfully. Students will learn the basics concerning food, beverage and labor cost controls, and how to apply basic accounting principles to cost control.

HUMAN RESOURCE MANAGEMENT:
World of Human Resources Management in the Hospitality Industry, which is the legal environment in which HR performs their functions. HR Management is key in planning and implementing employment policies, procedures, recruitment, employee selection, training, evaluation, and discipline; health and safety policies, and strategic planning and organizational change, which affect all employees.

INTRODUCTION TO HOSPITALITY INDUSTRY:
Tour through the fascinating and challenging related fields in the hospitality industry including: travel and tourism, lodging, food service, meetings, conventions and expositions, and leisure and recreation. Students will study marketing, human resources, leadership, and management and how they apply to hospitality management.

NUTRITION FOR FOOD SERVICES & CULINARY PROFESSIONALS:
Students in hotel, culinary arts, and the institution management programs. It is tailored to the needs of the students as a practical how-to-book. It is essential for those who need to use nutritional principles to evaluate and modify menus and recipes, as well as to respond knowledgeably to customers’ questions and needs.

PERSONAL FINANCE:
Designed to teach students about financial planning, which will include goal setting, budgets, insurance, banking, and investments. Students will learn basic business vocabulary as it relates to the tasks above. Through the course work, the students will gain the necessary skills to help them establish and work toward the achievement of their financial goals.

TYPING/KEYBOARDING:
Provides students with the opportunity to develop and master competency in alphabetic, numeric keyboarding and numeric development. Through 80 exercises, the students will learn how to develop accuracy and speed while mastering their keyboard techniques.

COMPUTER FUNDAMENTALS:
Includes computer hardware, software, the Internet, e-mail, programming, security, introduction to Computers and Digital Basics. Further information includes computer hardware, software, operating systems, and file management, LANs and WLANs, digital media and the computer industry. The course will wrap up with more advanced topics, such as information systems, databases, and computer programming.

BUSINESS COMMUNICATION:
Examines the different methods of communication commonly utilized in the business workplace of today. Using an applied approach, students will read, discuss, and practice the development of several types of business communication skills ranging from letter and memoranda to PowerPoint presentations.

COMPUTATION FOR BUSINESS:
Designed to examine the different methods of mathematical operations commonly utilized in the business workplace of today. Using an applied approach, students will read, discuss, and practice the development of several types of mathematical operations ranging from gross pay to international business. Classes will consist of lectures and practical exercises (both individual and group). PowerPoint presentations, selected audio/video, and handout material will supplement the course.
START I & START II:
This class can be your first step toward a successful career in the ever-growing, even more challenging hospitality industry. START will introduce you to the lodging industry and help prepare you for a rewarding career. The START Program is a 180 hour curriculum intended to provide students with an overview of the lodging industry, followed by an in-depth look at the most common line-level positions at most hotels. Upon completion of this program, the student is ready to perform the acquired skills on the job. (This course includes an internationally recognized line-level certification of the student’s choice, once the work requirement has been met and completion of the exam through the American Hotel & Lodging Association)
COURSE OUTLINE

BUSINESS MANAGEMENT:
Teaches the fundamental structure, organization, and operation of business enterprises. It encompasses the three basic forms of business from proprietorships and partnerships to corporations. It includes global business strategies, total quality management, organizational cultures, human resource management and strategic management.

LAW FOR BUSINESS:
Acquaints the student with current and relevant topics students need to understand about business transactions and issues, such as contracts, property, employer/employee relations, and insurance. Students will find that behind the scenes of business activity—from startups of new businesses to corporate mergers, marketing, advertising, technology and employment—laws governing business play a vital role. The study of business law is necessary to provide students with an overview of the law of commercial transactions and other legal issues.
BUSINESS MANAGEMENT AND ADMINISTRATION:

ACCOUNTING TECHNOLOGY / TECHNICIAN & BOOKKEEPING

COURSES
Accounting I
Accounting II

OCCUPATIONS
Accountant
Bookkeeper
Office Clerk
Office Manager
Data Processing Operator
Data Entry Clerk

TECHNOLOGY FOR BUSINESS I:
Introductory course focuses on the use of computer software as a tool for personal and business use. The course covers the essentials of Microsoft Word processing and spreadsheet software, as well as discusses some of the basic computer literacy skills needed in society today. Classes will consist of the lectures, practical exercises (both individual and group), Power-Point presentations, and selected video and handout material.

TECHNOLOGY FOR BUSINESS II:
Focuses on the use of computer software as a tool for personal and business use. The course covers the essentials of Microsoft Access and PowerPoint software, as well as discusses some of the basic computer literacy skills needed in society today. Classes will consist of the lectures, practical exercises (both individual and group), power-point presentations, and selected video and handout material.
ACCOUNTING I:
Introduction to Accounting as the language of business. The student will be introduced to the procedures necessary to record, classify, and summarize basic business transactions. The course will cover the business cycle for service and merchandising sole proprietorships, including journalizing transactions in general and special journals, recording, adjusting, and closing entries; and preparing worksheets and financial statements. This course will also cover banking procedures and payroll.

ACCOUNTING II:
In-depth study of accounting procedures and concepts. The course closely examines balance sheet accounts, i.e. accounts receivable, notes receivable and payable, inventory, property plant and equipment, and long-term debt. Different structures of equity are examined through the study of partnership and corporate forms of business. Financial statement analysis and statement of cash flows are introduced. General accounting principles and QuickBooks applications are introduced and discussed throughout the course.
MARKETING I:
Survey the field of marketing and practices commonly employed in the business environment of today. Using this survey approach, students will learn the basics of marketing and the considerations that should be practiced when developing a marketing plan. Classes will consist of the lectures, practical homework exercises (both individual and group), quizzes and exams. Power Point presentations, selected audio, video, and handout material will be utilized to supplement the course.

MARKETING II:
Using this survey approach, students will learn the basics of marketing and the considerations that should be practiced when developing a marketing plan. Classes will consist of the lectures, practical homework exercises (both individual and group), quizzes and exams. Power Point presentations, selected audio, video, and handout material will be utilized to supplement the course.

SMALL BUSINESS MANAGEMENT:
Functional structure, organization, and operational issues of small business organizations. It includes developing an awareness of entrepreneurial approaches, franchising, as well as the requirements of building a business plan. Students will be introduced to the quantitative tools of contemporary management science. Students will also develop an understanding of the marketing components required for successful strategy implementation. Classes will consist of the lectures, practical homework exercises (both individual and group), quizzes and exams. Power Point presentations, selected audio, video, and handout material will be utilized to supplement the course.