

*Spring 2010*  
*Continuing & Community Education*

# NHTI

**Concord's Community College**



NHTI Division of Continuing Education Spring 2010 Offerings

**Classes begin January 19.**  
**Registration opens**  
**November 30.**

Registration forms & more information at:  
[www.nhti.edu/continuingeducation/](http://www.nhti.edu/continuingeducation/)

**Four Ways to Register**

1. **By Mail:** Division of Continuing Education (DCE)  
 Sweeney Hall, NHTI, Concord's Community College  
 31 College Drive, Concord, NH 03301-7412
2. **By Fax:** (603) 223-0785
3. **By Phone:** (603) 271-7122
4. **In Person:** DCE, Sweeney Hall S-103

**Plan to attend the first class unless notified.**

*Tuition, fees, courses, policies, personnel,  
 programs and services are subject to change.*

**Refund Policy for Credit Courses**

The last day to drop with a refund for most classes is January 26, 2010.

Students who officially withdraw from the college or an individual course by the end of the eighth (8th) calendar day of the semester, or equivalent accelerated semester course (e.g., eight week course), will receive a 100% refund of tuition, less non-refundable fees. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

21192	CJ 210	Juvenile Justice Administration (1/19, 2/9, 3/23, 4/27)	3 T	5:00-7:50	Raymond	609
20844	CJ 225	Drug Abuse and the Law (1/25, 2/22, 3/22, 4/19)	3 M	5:00-8:00	Vittum	609
21004	EN 101	English Composition(1/20, 2/24, 3/10, Meeting 4/14)	4 W	5:30-8:00	Strine	812
21459	HS 101	Medical Terminology (1/20, 2/17, 3/24, 4/28)	3 M	6:00-8:30	Jean	609
21521	HT 260	Hosp/Sales & Marketing (1/25 meets from 5:30-7:00 p.m. 2/22, 3/29, 5/3 meets from 6:00-8:30 p.m.)	3 M	6:00-8:30	Harnois	609
20930	IT 102	PC Applications (1/20, 2/17, 3/10, 4/21)	3 W	5:30-8:00	Remillard	609
20931	PI 242	Contemporary Ethical Issues (1/19, 2/9, 3/9, 4/13, 5/4)	3 T	6:00-8:30	Elderkin	609
20547	PY 105	Intro. to Psychology (1/26, 2/16, 3/23, 4/20)	3 T	5:30-8:30	Sommers	609
20966	PY 205	Crisis Intervention (1/23, 2/20, 3/27 & 5/1)	3 S	9:00-12:00	Duval	609
21005	PY 220	Human Growth & Development (1/27, 2/17, 3/24, 4/21)	3 W	5:30-8:30	Sommers	609
21460	SO 105	Intro. to Sociology (1/23, 2/27, 3/27, 4/24)	3 S	9:00-12:00	Allison-Endriss	609
21539	SC 107	Intro. to Meteorology (1/19, snow date: 1/26, 2/2, 2/16, 3/2, snow date: 3/9, 3/30, 4/13, 5/4)	4 T	6:00-9:00	Rich	872

**100% Online Learning Courses**

**Important Dates**

January 19	Classes begin (after January 19 student must have permission of the instructor to add a course)
January 26	Last day to withdraw with full refund
March 29	Last day to withdraw with a grade of "W"
May 6	Classes end

21541	AN 101	ZZ Intro. to Cultural Anthropology	3	sallisonendriss@ccsnh.edu	609
20577	AN 210	ZZ Native American Studies I	3	kwinkelman@ccsnh.edu	609
21181	BI 159	ZZ Personal Nutrition	4	vlong@ccsnh.edu	872
21546	BI 180	ZZ Tropical Ecology and Conservation	4	nstrong@ccsnh.edu	872
20578	BU 245	ZZ Organizational Behavior	3	mhunt@ccsnh.edu	609
21547	BU 270	ZZ Principles of Mgmt.	4	jparratt@ccsnh.edu	812
21548	CP 107	ZZ Intro. to Programming with C++	4	tsimkin@ccsnh.edu	669
20814	CP 235	ZZ Algorithms with Object-Oriented Programming	4	nchandra@ccsnh.edu	872
21196	EC 102	ZZ Foundations of Early Childhood Education	3	Iranfos@ccsnh.edu	609
21503	EC 142	ZZ Curriculum & Environments II	3	aupton@ccsnh.edu	609
21197	EC 215	ZZ Infant/Toddler Development & Programming	3	Iranfos@ccsnh.edu	609
21182	ED 101	ZZ Intro. to Exceptionalities	3	edokton@ccsnh.edu	609
21059	ED 104	ZZ Foundations of Education	3	jepietrovito@ccsnh.edu	609
21620	ED 201	ZZ Legal Issues in Education	3	jepietrovito@ccsnh.edu	609
21183	ED 203	ZZ Teaching Strategies for Students with Disabilities	3	edokton@ccsnh.edu	609
20877	EN 101	ZZ English Composition	4	hstrine@ccsnh.edu	812
20816	EN 160	ZZ Intro. to Poetry	3	alindsay@ccsnh.edu	609
21543	EN 215	ZZ American Literature Survey II: 1865 to Present	3	klucas@ccsnh.edu	609
21542	EN 272	ZZ Modern Short Fiction	3	ceaton@ccsnh.edu	609

**Distance Learning Courses**

21063	BU 225	Business Law I (1/20, 2/17, 3/24, 4/28)	3 W	5:30-8:00	Gula	609
21189	BU 226	Business Law II (1/27, 2/24, 3/31, 5/5)	3 W	5:30-8:00	Gula	609
21190	BU 242	Business Ethics (1/21, 2/18, 3/25, 4/22, 5/6)	3 Th	6:00-9:00	King	609
21458	CJ 101	Intro. to Criminal Justice (1/20, 2/24, 3/24, 4/21)	3 W	5:30-8:00	McCabe	609
21191	CJ 205	Police Administration & Operations (1/19, 2/23, 3/23, 4/20)	3 T	5:00-8:00	Vittum	609

## NHTI Division of Continuing Education Spring 2010 Offerings

20878	EN 287	ZZ Women in Literature	3	klucas@ccsnh.edu	609
20879	EO 101	ZZ Macroeconomics	3	edoherty@ccsnh.edu	609
20817	EO 102	ZZ Microeconomics	3	edoherty@ccsnh.edu	609
21195	FA 105	ZZ Introduction to Music	3	skinne@ccsnh.edu	609
21544	FA 107	ZZ World Music	3	skinne@ccsnh.edu	609
21545	FL 121	ZZ French I	3	pdelbonis-platt@ccsnh.edu	609
21008	HI 104	ZZ Western Civilization: Antiquity to 1650	3	swallace@ccsnh.edu	609
20579	HS 101	ZZ Medical Terminology	3	wvachon@ccsnh.edu	609
20941	HS 104	ZZ Health Care Data Content & Delivery Systems	3	wvachon@ccsnh.edu	609
21519	HT 101	ZZ Intro. to Hosp/Tourism	3	madams@ccsnh.edu	684
21520	HT 270	ZZ Catering Operations	3	madams@ccsnh.edu	609
20884	IT 102	ZZ PC Applications	3	fharrington@ccsnh.edu	609
21186	IT 102	ZZ1 PC Applications	3	dremillard@ccnh.edu	609
21009	MT 103	ZZ Algebra I – Part I	4	hwood@ccsnh.edu	812
21010	MT 104	ZZ Algebra I – Part II	4	hwood@ccsnh.edu	812
20890	MT 120	ZZ Topics in Applied College Mathematics	4	mwood@ccsnh.edu	812
20818	MT 123	ZZ Intermediate Algebra	4	mwood@ccsnh.edu	812
21551	MT 123	ZZ1 Intermediate Algebra	4	vlavoice@ccsnh.edu	812
20580	MT 125	ZZ Finite Mathematics	4	rwhalen@ccsnh.edu	812
20819	MT 129	ZZ Math for Allied Health	3	ksawal@ccsnh.edu	609
21549	MT 133	ZZ Elementary Functions	4	mwood@ccsnh.edu	812
20820	MT 134	ZZ Pre-Calculus	4	slockwood@ccsnh.edu	812
21550	MT 205	ZZ Calculus I	4	slockwood@ccsnh.edu	812
20581	MT 251	ZZ Statistics	4	rwhalen@ccsnh.edu	812
21011	PI 242	ZZ Contemporary Ethical Issues	3	chunter@ccsnh.edu	609
20821	PY 105	ZZ Intro. to Psychology	3	efitzsimmons@ccsnh.edu	609
20896	PY 220	ZZ Human Growth & Development	3	efitzsimmons@ccsnh.edu	609
20576	SO 105	ZZ Intro. to Sociology	3	kwinkelman@ccsnh.edu	609
21187	TECP50	ZZ Intro. to Exceptionalities	3	edokton@ccsnh.edu	609
21060	TECP51	ZZ Foundations of Education	3	jepietrovito@ccsnh.edu	609
21621	TECP61	ZZ Legal Issues in Education	3	jepietrovito@ccsnh.edu	609
21188	TECP62	ZZ Teaching Strategies for Students with Disabilities	3	edokton@ccsnh.edu	609

## Community Education Topics

### IT Career Search Workshop

Price: FREE! Date: Feb. 4, 2010, 6:00pm – 8:00pm

### Parliamentary Procedures (Robert's Rules of Order)

Price: \$59 Date: Feb. 24, 2010, 5:30pm – 8:30pm

### Writing News Releases That Get Published

Price: \$49 Date: March 9, 2010, 9:00am – 11:00am

### Job Search Strategies Workshop

Price: \$49 Date: March 11, 2010, 6:00pm – 8:00pm

### Writing an Effective Elevator Speech

Price: \$49 Date: March 23, 2010, 9:00am – 11:00am

### Stress Reduction - Managing Emotions in the Workplace

Price: \$59 Date: April 1, 2010, 6:00pm – 9:00pm

## Landscaping Seminar Series

### Designing a Garden for all Seasons: The Mixed Border

Doug Gagne, award winning landscape designer and owner of "The Mixed Border Nursery & Gardens" will guide you through the process of planning, installing and maintaining a successful 4-season mixed border for sun or shade.

Price: \$49 Date: March 6, 2010, 9:00am - noon

### Beautiful Backyard Habitats: Landscaping For Wildlife

Marilyn Wyzga, coordinator of the "Homes for Wildlife" program, guides you through the process of creating valuable wildlife habitat using native vegetation & water features.

Price: \$49 Date: March 20, 2010, 9:00am - noon

### Spring Into Action!

Dave Seavey, an experienced agricultural educator, presents the basics of landscape maintenance techniques and methods to help the homeowner and landscape professional get a jump start on the upcoming growing season.

Price: \$49ea/\$89 both sessions Date: April 10 & 17, 2010, 9:00am – noon

For complete seminar descriptions;  
visit [www.nhti.edu/businesstraining/community.html](http://www.nhti.edu/businesstraining/community.html)

**Call (603) 271-6663 to register.**

### Join us for Paris in Springtime!

**May 20-27, 2010**

This 8 day tour includes flight, accommodations, 9 meals, a 5 day metro Pass, entrance to the Louvre and Eiffel Tower, and a full day excursion to the Champagne Region. With the perfect blend of city walking tours and plenty of free time to explore Paris on your own.

**OR**

### Travel to the Edinburgh (Scotland)

### International Film Festival

**Tentative dates: June 16 – 22, 2010**

Attend one of the oldest and most dynamic festivals in Europe. Optional three credit intensive Introduction to Film (EN121) available.

For more information, visit

[www.nhti.edu/continuingeducation/dceedabroad.html](http://www.nhti.edu/continuingeducation/dceedabroad.html)

or contact Dawn Comito at [dcomito@ccsnh.edu](mailto:dcomito@ccsnh.edu).

## NHTI Open House

**January 6, 2010 • 5-7 pm**

### Do you want to:

- earn more money?
- pursue a new career?
- earn a college degree?

### Find out what NHTI has to offer

Tour the Campus  
Talk to Academic Department Heads  
Discuss Financial Aid  
Meet Admissions Representatives  
Get Answers to  
the Questions You Have

Call (603) 271-7134 or 800-247-0179.

## ***Important Dates***

### **Spring Registration begins November 30!**

November 30	Registration opens
January 18	Last day to register online
January 19	Spring semester begins
January 19	If payment arrangements have not been made, a service fee of \$50 may be assessed
January 23	Saturday classes begin
February 15	President's Day – Evening classes meet/no day classes
March 15-20	Spring Break
April 19	Summer and Fall 2010 registration opens
May 6	Last day of evening classes

## ***Academic Counseling***

### **Discuss program options, course choices, and how to register.**

Mon. - Thurs., 8:30 am - 6:30 pm, Fri., 8:30 am - 4:00 pm and  
Sat., 9:00 am - Noon

Call (603) 271-7124 or 271-7125 for an appointment.

## ***Career Changer Open House***

**Wednesday, December 16 • 6:00 - 8:00 pm**

### **Find out about:**

- How you can afford a quality education
- How you qualify for financial aid
- How to get through the admissions/transfer process
- How to access academic support
- How to earn your degree with minimal time away from home

## ***Evening Orientation Session for Spring Enrolled Students***

**Wednesday, January 13 • 6:00 - 8:00 pm**

### **Get answers to:**

- Student ID's
- Financial Aid Questions
- Study Skills Workshop
- Library & Learning Ctr. Workshops

### **Learn to Get Connected:**

- Student Information System (SIS)
- Student E-mail
- Blackboard

Attendees must be registered for a spring NHTI course at least 48 hours prior to the orientation.

## ***Library Hours***

Mon. - Thurs.	7:30 am - 9:00 pm
Friday	7:30 am - 4:00 pm
Saturday	9:00 am - 3:00 pm
Sunday	Noon - 9:00 pm

Subject to change: the Library observes Federal and State holidays and is also closed for certain college functions. Patrons are encouraged to check the Library's homepage [www.nhti.edu/library](http://www.nhti.edu/library) or call 271-7186 for more information.

## ***Bookstore Hours***

Mon. - Thurs.	9:00 am - 5:00 pm
Friday	9:00 am - 1:00 pm

The Bookstore will have expanded evening hours the first week of classes.

Call (603) 224-8231 to confirm



31 College Drive • Concord, NH 03301  
 Day Classes—Registrar's Office (603)271-7142 Fax—(603)271-6431  
 Evening Classes—Continuing Education (603)271-7122 Fax—(603)223-0785

NAME

## Spring 2010 REGISTRATION FORM

(Complete all items. Please print clearly and sign in ink at bottom.)

STUDENT ID # \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

Check here if this is a change in name, address, or phone.

Prior Name(s): \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ \*Social Security #: \_\_\_\_\_

Students will be issued an NHTI email account, which will be used for all college communication.

\* Federal law requires that NHTI collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1098-T tax form (26 U.S.C.A. Section 6050 or Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

**Federal Governmental Statistical Information (Optional):** Sex: \_\_\_\_ Female \_\_\_\_ Male Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Ethnic Background:** Are you Hispanic or Latino: \_\_\_\_ Yes \_\_\_\_ No

**Select one or more races:** \_\_\_\_ American Indian/Alaskan \_\_\_\_ Asian \_\_\_\_ Black or African American \_\_\_\_ Native Hawaiian/Pacific Islander \_\_\_\_ White

CRN	Course # and Section	Course Title/Description	Credits	Tuition

I have met any prerequisite and corequisite requirements that may be required for any of the above courses.

**Please Note --** You must fulfill your financial obligation before the beginning of the semester or you may be subject to a \$50.00 service charge.

**Financial Obligation Statement --** I understand by registering for courses at NHTI, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the cost of the outside collection agency, any legal fees and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

**Refund Policy --** Students who officially withdraw from NHTI or an individual course on or before **01/26/10** will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g. a mid-semester start) will have eight (8) calendar days from the start of the class to withdraw for a full refund. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to receive a 100% tuition refund, less non-refundable fees

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor Signature (Day Only) \_\_\_\_\_ Date \_\_\_\_\_

**Method of Payment:**

Credit Card: MasterCard/Visa/Discover Only:  
 Account # \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Zip Code \_\_\_\_\_  
 V-Code Required (Last 3 Digits on back of card) \_\_\_\_\_  
 Signature \_\_\_\_\_

- Cash
- Check (Attach)
- Company Billing (Attach authorization letter)
- Financial Aid
- FACTS (a nelnet company) Payment Plan

Registrations will **NOT** be processed if you have an outstanding obligation to NHTI. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the NHTI website ([www.nhti.edu](http://www.nhti.edu)) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.

# TRAINING FOR BUSINESS & INDUSTRY PROFESSIONALS

**Gain New Skills and Increase Your Value in Today's Job Market!**

## Front Line Manager's Certificate

Price: \$795 for Certificate (includes text & assessments)

- **Defining the Role**  
February 4 1 - 4:30
- **Motivation and Communication**  
February 11 1 - 4:30
- **Selecting for Excellence**  
February 18 1 - 4:30
- **Coaching and Performance Management**  
February 25 1 - 4:30
- **Building a Successful Team**  
March 4 1 - 4:30
- **Continuous Improvement**  
March 11 1 - 4:30

## Advanced Management Topics

A certificate will be awarded upon completion of Core Course plus 12 hours of electives.

### Core Course:

- **Decision Making: Strategy & Application** \$225  
March 25, April 8 & 22 9 - noon

### Electives:

- **Life is a Series of Presentations** (9 hours)  
\$250 (incl. online component)  
March 31, April 7 & 14 9:30 - noon
- **Managing Conflict in the Workplace** (3 hours) \$75  
April 13 1 - 4
- **Project Management Open House**  
(does not count toward certificate requirement)  
FREE! (RSVP Required)  
April 15 6 - 7
- **Effective Business Writing** (6 hours) \$175  
April 28 9 - 4
- **Bridging the Gap - Harvesting the Advantages of the Multi-Generational Workforce** (3 hours) \$75  
April 29 9 - noon
- **Project Management: A Non-Technical Approach** (6 hours) \$150 + text  
April 29 & May 6 6 - 9
- **Performance Improvement - Many Paths to the Same Goal** (3 hours) \$75  
May 5 9 - noon
- **Meeting and Time Management** (3 hours) \$75  
May 12 1 - 4
- **Building High Performance Teams** (6 hours) \$150  
May 13 & 20 1 - 4
- **MS Project 2003/2007** (6 hours) \$125 + text  
May 13 & 20 6 - 9

## Customer Service Specialist Certificate

Price: \$495 for Certificate (includes text & assessments)

- **Quality Service Matters**  
March 2 1 - 4
- **Strategies for Communicating Effectively With Your Customers**  
March 9 1 - 4
- **Know Your Customer**  
March 16 1 - 4
- **Successful Service Recovery Strategies**  
March 23 1 - 4
- **Commitment to Service Excellence**  
March 30 1 - 4

## Technical Training

- **IT Career Search Workshop** FREE! (RSVP Required)  
February 4 6 - 8
- **SolidWorks I** \$525  
February 9, 16, 23, March 2 & 9 6 - 9
- **SolidWorks II** \$525  
March 30, April 6, 13, 20 & 27 6 - 9
- **PLC I: Programmable Logic Controller** \$525  
February 22, March 1, 8, 22 & 29 6 - 9
- **PLC II: Programmable Logic Controller** \$525  
Call for scheduling information
- **Microsoft C# Retooling** \$525  
February 19, 26, March 5, 12 & 26 8:30 - 11:30
- **Microsoft ASP.NET Web Application Development, Module I** \$525  
April 2, 9, 16, 23 & 30 8:30 - 11:30
- **Microsoft ASP.NET Web Application Development, Module II** \$525  
May 7, 14, 21, 28 & June 4 8:30 - 11:30
- **Statistical Process Control** \$525  
March 24, 31, April 7, 14 & 21 1 - 4
- **Fundamentals of PC Security for Small and Medium Size Businesses** \$150  
April 20 & 22 1 - 4

## Computer/Web Applications

A certificate will be awarded upon completion of four foundation courses and six hours of elective courses.

### Foundation Courses:

(Prerequisite: Intro to the PC or equivalent)

- **Microsoft Word** \$99  
February 8 & 10 9 - noon
- **Microsoft Excel** \$99  
April 12 & 14 5:30 - 8:30
- **Microsoft Excel** \$99  
February 16 & 18 1 - 4
- **Microsoft PowerPoint** \$99  
March 23 & 25 5:30 - 8:30
- **Microsoft PowerPoint** \$99  
March 29 & 31 1 - 4
- **Microsoft Access** \$99  
April 19 & 21 5:30 - 8:30
- **Microsoft Access** \$99  
March 2 & 4 1 - 4
- **Microsoft Access** \$99  
April 26 & 28 5:30 - 8:30

### Elective Courses:

- **Introduction to the PC** \$49  
February 2 9 - noon
- **MS Office 2007 Transition** \$49  
March 10 5:30 - 8:30
- **MS Office 2007 Transition** \$49  
March 4 5:30 - 8:30
- **Simplify File Management** \$49  
April 6 1 - 4
- **Simplify File Management** \$49  
March 11 5:30 - 8:30
- **Microsoft Word Intermediate** \$99  
April 13 1 - 4
- **Microsoft Word Intermediate** \$99  
April 5 & 7 1 - 4
- **Microsoft Word Intermediate** \$99  
May 3 & 5 5:30 - 8:30
- **Microsoft Excel Intermediate** \$99  
February 23 & 25 1 - 4
- **Microsoft Excel Intermediate** \$99  
May 25 & 27 5:30 - 8:30
- **Microsoft Access Intermediate** \$99  
March 9 & 11 1 - 4
- **Microsoft Access Intermediate** \$99  
May 10 & 12 5:30 - 8:30
- **Migrating Excel Data to Access** \$49  
April 22 5:30 - 8:30
- **Migrating Excel Data to Access** \$49  
May 11 1 - 4

- **Pivot Tables** \$49  
March 25 1 - 4
- **Pivot Tables** \$49  
April 29 5:30 - 8:30
- **Microsoft Publisher** \$99  
April 12 & 14 1 - 4
- **Microsoft Publisher** \$99  
May 17 & 19 5:30 - 8:30
- **Microsoft Outlook** \$49  
April 19 1 - 4
- **Microsoft Outlook** \$49  
May 11 5:30 - 8:30
- **PC Security for the Home Computer** \$49  
February 25 5:30 - 8:30
- **PC Security for the Home Computer** \$49  
April 8 1 - 4
- **Digital Photography** \$49  
April 1 5:30 - 8:30
- **Digital Photography** \$49  
May 18 1 - 4

## Website Development

- **Introduction to Website Development and Management** \$65  
February 4 9 - noon
- **Introduction to Flash** \$125  
February 5 & 12 9 - noon
- **Introduction to Functional Web Design** \$65  
February 18 9 - noon
- **Introduction to Dreamweaver** \$250  
March 4, 11, 25 & April 1 9 - noon
- **Search Engine Optimization** \$65  
April 15 9 - noon
- **Introduction to Photoshop** \$125  
April 24 9 - 4
- **Introduction to HTML** \$250  
April 29, May 6, 13, & 20 9 - noon

## QuickBooks

Price: \$225 (4 modules) Courses can be taken on an individual basis - see pricing below

- **QuickBooks: Introduction** \$65  
February 3 5:30 - 8:30
- **QuickBooks: Customers & Income** \$65  
February 17 5:30 - 8:30
- **QuickBooks: Vendors & Checks** \$65  
March 3 5:30 - 8:30
- **QuickBooks: Bank Reconciliation & Credit Cards** \$65  
March 24 5:30 - 8:30

## Online Learning

- **Financial Documents Made Simple** \$195
- **Business Math - Essential Math Concepts for any Business Environment** \$195
- **Workplace Writing Essentials** \$195

For full course descriptions and registration information, please visit our website at [www.nhti.edu/businesstraining/](http://www.nhti.edu/businesstraining/) or call (603) 271-6663.

**Refund policy:** In order to receive a full refund, you must contact us a minimum of three business days before the training start date. Cancellations made after this deadline will result in a letter of credit being issued for use at the Business Training Center.

Many of our management and technical training programs can be delivered on site at your company.

We'll work with you to:

- Identify your business challenge
- Determine the performance gap
- Implement a training solution
- Provide ROI (return on investment)

Call (603) 271-6663 for details

For details and registration information, visit [www.nhti.edu/businesstraining/](http://www.nhti.edu/businesstraining/) or call (603) 271-6663.

**NHTI – Concord's Community College**  
Business Training Center

## REGISTRATION FORM – Spring 2010

Name:	DOB:	Date:	
Home Address:	City:	State:	Zip:
Home Phone:	Cell #	E-mail Address:	
Work Name:	City:	State:	Zip:
Address:	Ext.	Fax:	
Work Phone:			
Course Title:	Date:	Cost:	Course # (office use only)

<p><b>FOUR WAYS TO REGISTER:</b></p> <p><b>By Mail:</b> Business Training Center Farnum Hall NHTI 31 College Drive Concord, NH 03301</p> <p><b>By Fax:</b> (603) 271-6667</p> <p><b>By Phone:</b> (603) 271-6663</p> <p><b>In Person:</b> at the address above</p>	<p>Cash Check (made payable to: NHTI Concord's Community College) Credit card (VISA, MC, Discover)</p> <p>Card #</p> <p>Exp. date:      V-code:</p> <p><b>How did you hear about us?</b></p> <p><input type="checkbox"/> Flyer mailed to home    <input type="checkbox"/> Newspaper    <input type="checkbox"/> Other <input type="checkbox"/> Website                      <input type="checkbox"/> Workplace</p> <p><b>Cancellation Policy:</b> The Business Training Center reserves the right to cancel or reschedule any training that does not meet the minimum enrollment numbers.</p>
<p style="font-size: small;">"I understand by entering into this contract with NHCTC, I am financially obligated for ALL costs related to same. I further understand that if I do not make payment in full, my account may be turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA-6:11, which will add significant costs to any unpaid balance."</p> <p><b>Signature:</b> _____</p> <p><b>Refund Policy:</b> In order to receive a full refund, you must contact us a minimum of three business days before the training start date. Cancellations made after this deadline will result in a letter of credit being issued for use at the Business Training Center.</p>	
<p><b>Inclement weather policy: visit our website at <a href="http://www.nhti.edu">www.nhti.edu</a></b></p>	