

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/

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.

Evening Courses

CRN#	Course Number & Title	Cr. Day	Time	Instructor	Cost
ACCOUNTING					
20524	AC 101 Accounting I	3 M	6:00-8:45	Payeur	609
20993	AC 102 Accounting II	3 T	6:00-8:30	Mosher	609
20525	AC 102 Accounting II	3 Th	6:00-8:30	Shurbert	609
21058	AC 206 Intermediate Accounting II	4 T	5:30-8:50	Shurbert	812
20567	AC 230 Taxes	4 Th	6:00-9:20	Howells	812

ADDICTION COUNSELING

20583	AD 120 Survey of Addictive Behaviors and Treatment	3 Th	5:30-8:00	Tonkin	609
21179	AD 235 Physiology and Pharmacology of Addiction	3 T	5:30-8:00	TBA	609

ANIMATION AND GRAPHIC GAME PROGRAMMING

20947	AG 101 Introduction to Game Design & Creation with Programming	3 T	5:30-9:40	Dellafelice	669
20977	AG 110 Math and Physics for Game Programmers	3 W	5:30-9:40	Laurie	669
21178	AG 120 Advanced Topics in C# And C++	3 Th	6:00-10:10	Yusuf	669
21068	AG 130 Intro. to 2-D Game Development	3 Th	5:30-9:40	Walek	669
21438	DV 193 Intro. to Photoshop	3 T	5:30-8:00	Bulger	609

ARCHITECTURAL ENGINEERING TECHNOLOGY

20584	AR 102 AutoCAD 3D	3 M	6:00-8:45	Ely	609
21464	AR 160 Intro. to GIS	3 M	6:00-9:35	Pingree	669
20822	AR 191 AutoCAD Architecture	3 W	6:00-8:30	Hodgdon	609
21632	AR 270 Construction Management	3 M	6:00-8:30	Guimond	609
21466	CV 235 Reinforced Concrete Design	3 Th	6:00-10:10	Levine	669
21467	CV 245 Hydrology/Drainage Design	3 T	6:00-8:30	Kupper	609

ASTRONOMY & SCIENCE

20556	SC 104 Astronomy & Space	4 M	5:00-9:30	Hill	872
20527	SC 104 Astronomy & Space	4 W	5:00-9:10	Hill	872
21634	SC 110 Alternative Energy Fundamentals	4 W	6:00-8:30		
		Th	6:00-8:00	Hart	872

AUTISM EARLY INTERVENTION SPECIALIST CERTIFICATE

21077	EC 101 Growth and Development of the Young Child	3 W	6:00-8:30	LaClair	609
21501	EC 270 Teaching Young Children with Special Needs	3 M	6:00-8:45	Upton	609

BIOLOGY

20559	BI 100 Introduction to Biology with Laboratory (for institutional credit only)	4 Th	5:30-10:00	Wilkes	872
20830	BI 120 Human Biology	4 Th	5:30-10:00	Gilman	872
21611	BI 122 Basic Pathophysiology	3 M	6:00-8:30	Neal	609
21476	BI 159 Personal Nutrition	4 T	5:30-9:50	Meservey	872
21334	BI 195 Anatomy & Physiology I	4 Th	5:30-9:50	Llewelyn	872
20961	BI 196 Anatomy & Physiology II	4 M	4:00-8:30	Strong	872
20962	BI 196 Anatomy & Physiology II	4 M	6:00-10:20	Strong	872
20964	BI 196 Anatomy & Physiology II	4 W	4:00-8:30	Strong	872
21097	BI 196 Anatomy & Physiology II	4 W	6:00-10:20	Strong	872
20508	BI 202 Microbiology	4 M&W	5:30-8:30	Tullo	872
21472	BI 202 Microbiology	4 T&Th	5:30-8:30	Sweeney	872

BUSINESS

20501	BU 101 Intro. to Business	3 T	5:30-8:00	King	609
21479	BU 152 Foundations of Leadership	3 M	5:30-8:15	Lloyd	609
20519	BU 170 Principles of Marketing	3 M	5:30-8:15	Gula	609
20514	BU 250 Principles of Finance	3 T	6:00-8:30	Cowenhoven	609
21481	BU 255 Personal Financial Planning	3 M	6:00-8:45	Cowenhoven	609
21482	BU 257 Investments	3 Th	6:00-8:30	Cowenhoven	609
21480	BU 262 Consumer Behavior	3 T	6:00-8:30	Derrnbacher	609
20995	BU 270 Principles of Mgmt.	4 Th	5:30-9:00	Pratt	812
21223	BU 293 Managerial Decision Making	3 M	5:30-9:05	King	669

CHEMISTRY

20534	CH 100 Intro. Chemistry with Laboratory (for institutional credit only)	4 T	6:00-10:10	S. Seagroves	872
20536	CH 105 Chemistry	4 Th	5:30-10:00	Lesser	872

NHTI Division of Continuing Education Spring 2010 Offerings

Chemistry continued . . .

21478	CH 110	Intro. to Biochemistry	4	M	6:00-10:10	P Seagroves	872
20523	CH 120	Intro. to Forensic Science	4	W	5:30-10:00	McMahon	872

COMMUNITY SOCIAL SERVICES

21513	CS 116	Assessment and Individual Planning	3	T	5:30-8:00	D'Ovidio	609
20984	CS 117	Community Social Services Practicum	4	W	6:00-8:00	Curran	952

COMPUTER AIDED DESIGN

21210	CD 101	CAD 1	2	Th	6:00-9:20	Harrison	466
-------	--------	-------	---	----	-----------	----------	-----

COMPUTER AIDED DESIGN – ARCHITECTURAL CONCENTRATION

20584	AR 102	AutoCAD 3D	3	M	6:00-8:45	Ely	609
20822	AR 191	AutoCAD Architecture	3	W	6:00-8:30	Hodgdon	609

COMPUTER ENGINEERING TECHNOLOGY

21172	CP 107	Introduction to Programming with C++	3	Th	5:30-9:40	Bettle	669
21176	CP 222	Data Communications and Internetworking	4	W	5:30-10:30	Hough	872

CRIMINAL JUSTICE

20528	CJ 123	Criminal Law	4	T	5:00-8:20	O'Donnell	812
21498	CJ 123	Criminal Law	4	Th	5:00-8:20	O'Donnell	812
21499	CJ 210	Juvenile Justice Admin.	3	M	5:00-7:50	Raymond	609
21500	CJ 225	Drug Abuse and the Law	3	M	5:00-7:50	Smith	609
21211	CJ 230	Justice and the Community	3	M	5:00-7:50	Howe	609
20529	CJ 270	Criminal Justice Internship	3	T	5:00-6:00	Rowe	634
20560	CJ 275	Criminal Justice Senior Project	3	W	5:00-6:00	Rowe	609
21212	PS 220	Public Administration	3	Th	5:30-8:00	Duval	609

DENTAL

20570	DN 105	Dental Radiology for Dental Assisting	3	T	4:30-9:00	Magee	689
-------	--------	---------------------------------------	---	---	-----------	-------	-----

(nine week hybrid course - 1/19-3/23 – class/lab and online)
(must have six months experience as a chairside assistant)

EARLY CHILDHOOD EDUCATION

21077	EC 101	Growth and Development of the Young Child	3	W	6:00-8:30	LaClair	609
21502	EC 101x	Growth and Development of the Young Child Extended – Part II	2	Th	6:00-7:50	Menard	406
20850	EC 142	Curriculum and Environments 2 (SRV)	3	T	6:00-8:30	Upton	609
20996	EC 188	Health, Safety and Nutrition In ECE (SRV)	3	Th	6:00-8:30	Emond	609
21501	EC 270	Teaching Young Children with Special Needs (SRV)	3	M	6:00-8:45	Upton	609
21504	EC 274	Coaching for the Practicing Professional: Practicum II	1	W	5:00-5:50	Price	263
21303	EC 276	Practicum II – Students Teaching: Implementing Responsive Emergent Curriculum (SRV)	5	W	6:00-7:50	Price	1215
21199	EC 288	The Early Childhood Professional (SRV)	3	Th	6:00-8:30	Hall	609

EDUCATION

20571	ED 101	Intro. to Exceptionalities	3	M	5:30-8:15	Lucero	609
21193	ED 104	Foundations of Education	3	Th	5:00-8:00	Pietrovito	609

Education continued . . .

20562	ED 200	Supporting Students with Challenging Behaviors	4	M	5:00-8:35	Dokton	812
20848	ED 204	Instructional Technology	3	W	5:30-8:30	Gillam	609
20561	ED 207	Teaching and Learning Process	3	T	5:00-8:00	TBA	609
20545	ED 212	Design of Instruction	3	Th	5:00-8:00	Pietrovito	609
20849	ED 220	Field Experience in Education	3	W	4:00-4:50	Pietrovito	729
21524	ED 220	Field Experience in Education	3	W	4:00-4:50	Dunn	729
21525	ED 223	Instructional Approaches in ESOL Tutoring	3	M	5:30-8:15	TBA	669
20950	PY 209	Educational Psychology	3	T	5:30-8:00	Dotter	609

ELECTRONIC ENGINEERING TECHNOLOGY

20521	EL 101	Electric Circuits I	4	M	5:30-10:30	MacIntyre	872
21081	EL 102	Circuit Analysis	4	W	5:30-10:30	Scala	872
21083	EL 110	Electronics I	4	T	5:30-10:30	Maddox	872
20573	EL 115	Digital Fundamentals	3	T	5:30-9:40	Darnell	669
21446	EL 251	Advanced Topics in Electronics	4	M	5:30-10:30	French	872

ENGLISH

21505	EN 100	Introductory English (starts 1/28)	4	Th	6:00-9:20	Hunt	812
20557	EN 101	English Composition	4	M	5:00-8:20	Holland	812
20506	EN 101	English Composition	4	T	6:00-9:20	Hunter	812
20502	EN 101	English Composition	4	Th	5:30-8:50	Herrick	812
20549	EN 102	Intro. to Literature	3	M	5:30-8:15	Strine	609
20503	EN 120	Communications	3	W	5:30-8:00	Miller	609
20985	EN 121	Intro. to Film	3	T	6:00-8:30	Roman	609
20574	EN 125	Communication and the Literature of Science & Technology	3	M	6:00-8:45	Cushing	609
21167	EN 295C	Creative Writing: Non-Fiction	3	W	6:00-8:30	Hirshberg	609

ENGLISH AS A SECOND LANGUAGE

21507	LS 201	Academic Writing	3	M	5:30-8:30	TBA	609
21509	LS 202	Clear Communication	3	Th	5:30-8:30	TBA	609
20998	LS 203	Grammar Practice	3	W	5:30-8:30	TBA	609
21510	LS 211	English for the Workplace	3	Th	5:30-8:30	TBA	609
21508	LS 222	English for Health Sciences	3	T	5:30-8:30	TBA	609

(LS courses require ESOL assessment. Call 271-8928)

FOREIGN LANGUAGE

20986	FL 104	American Sign Language for Beginners	3	Th	6:00-8:30	Clanton	609
21218	FL 105	Advanced American Sign Language (12 weeks)	3	S	8:30-11:40	Clanton	609
20544	FL 111	Elementary Spanish I	3	M	6:00-8:45	Diaz	609
21213	FL 111	Elementary Spanish I	3	T	6:00-8:30	Diaz	609
20550	FL 112	Elementary Spanish II	3	Th	6:00-8:30	Diaz	609

GENERAL STUDIES

20939	GS 100	College Success Seminar (8 weeks-1/19-3/9)	1	T	5:30-7:30	Black	203
-------	--------	--	---	---	-----------	-------	-----

HOSPITALITY AND TOURISM MANAGEMENT

21518	HT 110	Intro. to Hotel Operations	3	T	6:00-8:30	Robbio-Malamut	609
21517	HT 140	Domestic/International Tourism Geography	4	Th	5:30-8:50	Jones	812
21516	HT 210	Information Technology for Tourism (10 wks)	3	Th	5:30-10:30	Adams	669

NHTI Division of Continuing Education Spring 2010 Offerings

Hospitality and Tourism Management . . .

21514	HT 263	Tour Planning & Cruise Sales	3 W	6:00-8:30	Lippincott	609
21522	HT 269	Food & Beverage Management (10 wks) 1/25 class meets from 7:00-8:30 p.m. – remaining classes (2/1-2/15, 3/1-3/22, 4/5-4/26 meet from 6:00-9:00 p.m.)	3 M	6:00-9:00	Robbio-Malamut	609
21523	HT 290	Hospitality & Tourism Internship	3 F	5:00-6:00	Adams	634

HUMAN SERVICES

21094	GE 195	Gerontology Practicum I	4 W	6:00-8:00	Curran	942
21095	GE 298	Gerontology Practicum II	4 W	6:00-8:00	Curran	942
21512	HU 103	Intro. to Practicum Experience	1 W	5:00-6:00	Curran	203
20967	HU 195	Human Services Practicum I	4 W	6:00-8:00	Curran	942
20522	HU 242	Ethics and the Professional Helper	3 Th	5:30-8:00	Cannon	609
21012	HU 298	Human Services Practicum II	4 W	6:00-8:00	Curran	942
20968	MH 195	Mental Health Practicum I	4 W	6:00-8:00	Curran	942
21013	MH 298	Mental Health Practicum II	4 W	6:00-8:00	Curran	942
20856	SO 250	Conflict Resolution In Modern Society	3 T	5:30-8:00	Wilder	609

INFORMATION TECHNOLOGY

20954	IT 102	PC Applications (Win. VISTA, Office 07, Internet)	3 W	6:00-8:30	Keane	609
20953	IT 102	PC Applications (Win. VISTA, Office 07, Internet) (7.5 wks-1/25-3/8)	3 M	5:30-8:00	Snyder	609
21489	IT 102	PC Applications (Win. VISTA, Office 07, Internet) (7.5 wks-3/22-5/3)	3 M	5:30-8:00	Snyder	609
20952	IT 102	PC Applications (Win. VISTA, Office 07, Internet)	3 Th	5:30-8:00	Foulkes	609
21220	IT 140	Database Design and Mgmt.	3 Th	5:30-8:50	Hutchinson	669
21096	IT 150	Networking for Home and Small Businesses	3 W	5:30-8:50	Conn	669
21162	IT 152	Networking at Medium Business or ISP	3 M	5:30-8:50	Conn	669
20955	IT 200	Spreadsheets	3 Th	5:30-8:00	Harrington	669
21491	IT 210	Object Oriented Programming In Java	3 T	5:30-8:50	Hutchinson	669
21493	IT 212	Visual Basic.NET	3 M	5:30-9:05	Laurie	669
214495	IT 250	Intro. Routing & Switching in the Enterprise	3 M	5:30-9:05	Shurbert	669
21497	IT 250	Intro. Routing & Switching in the Enterprise	3 Th	5:30-8:50	Shurbert	669
21227	IT 252	Networking – Design & Support	3 T	5:30-8:50	Lance	669
20957	IT 270	Web Design & Development I	3 M	5:30-9:05	Wakelin	669
21229	IT 280	Windows Server Operating Systems	3 Th	5:30-8:50	Lance	669

LANDSCAPE

20504	LD 102	Identification and Uses of Shrubs, Groundcovers and Vines	3 W	6:00-8:30	MacInnes	609
20517	LD 112	Landscape Drawing and Presentation Techniques	3 T	6:00-9:20	Tennant	669
21231	LD 217	Small Scale Design Project	3 Th	6:00-9:20	Geisler	669
21232	LD 225	Landscape Construction Details and Methods (10 wks)	3 T	6:00-9:45	Sullivan	609

MANUFACTURING & MECHANICAL ENGINEERING TECHNOLOGY

21488	MC 101	Design Graphics I	2 T	6:00-9:20	Harrison	466
21486	MC 228	Intro to Thermal Sciences	4 T	6:00-9:20	Galbraith	812

Manufacturing & Mechanical Engineering Technology continued . . .

20865	MC 260	Mechanical Design II	4 Th	6:00-10:10	Beltramo	872
21485	MF 230	Production Systems	4 W	6:00-10:10	Jacobs	872

MATHEMATICS

20949	MT 103	Algebra I – Part I	4 Th	6:00-9:20	Lloyd	812
20551	MT 103	Algebra I – Part I	4 W	5:30-8:50	Tandy	812
20870	MT 104	Algebra I – Part II	4 W	6:00-9:20	Lloyd	812
20861	MT 108	Introductory Technical Mathematics I	5 Th	5:30-9:40	O'Sullivan	1015
20530	MT 109	Introductory Technical Mathematics II	5 T	6:00-10:10	Vaitkunas	1015
20862	MT 111	Pre-Algebra (MT 103 - MT 111 are for institutional credit only.)	5 W	5:30-9:40	Jennato	1015
20552	MT 120	Topics in Applied College Math	4 M	6:00-9:35	Flaherty	812
20531	MT 123	Intermediate Algebra	4 T	6:00-9:20	Found	812
20513	MT 125	Finite Mathematics	4 T	6:00-9:20	Ray	812
20553	MT 129	Math for Allied Health	3 M	6:00-8:45	Tandy	609
21216	MT 133	Elementary Functions	4 M	5:30-9:05	Heise	812
20546	MT 134	Pre-Calculus	4 Th	5:30-8:50	Shagena	812
20564	MT 205	Calculus I	4 W	6:00-9:20	Manthey	812
21215	MT 206	Calculus II	4 T	6:00-9:20	Manthey	812
20532	MT 251	Statistics	4 W	6:00-9:20	Cowenhoven	812

MEDICAL CODING AND MEDICAL TRANSCRIPTION

20987	HS 101	Medical Terminology	3 Th	6:00-8:30	Kimball	609
21540	HS 104	Health Care Data Content and Delivery Systems	3 Th	5:30-8:00	Moulton	609
21014	HS 114	Basic Ambulatory Coding (1/19-3/9)	3 T&Th	5:30-8:00	Riley	609
20565	HS 115	Intermediate Ambulatory Coding (3/11-5/6)	4 T&Th	5:30-8:50	Riley	812
20991	MN 202	Adv. Medical Transcription	3 T	5:30-8:50	Milan	669

PARALEGAL

21056	PL 110	Litigation & Trial Preparation	3 T	6:00-8:30	Hartley	609
21066	PL 225	Legal Research and Writing	4 W	5:30-9:40	O'Brien	972
20540	PL 231	Business Organization and Bankruptcy	3 Th	6:00-8:30	Cornell	609
20541	PL 242	Domestic Relations Law	3 M	6:00-8:45	Soulia	609
20566	PL 270	Internship	3 T	6:00-7:30	Peters	634

PHILOSOPHY

20505	PI 242	Contemporary Ethical Issues	3 M	5:30-8:15	Nevins	609
20992	PI 242	Contemporary Ethical Issues	3 Th	6:00-8:30	Elderkin	609

PHYSICS

20538	PH 133	Physics I	4 W	6:00-10:10	Meskoob	872
20554	PH 135	Physics II	4 M	6:00-10:25	Meskoob	872

REAL ESTATE

21483	RE 101	Fundamentals of Real Estate (10 weeks – 1/20-3/31)	3 W	5:30-9:30	Barry	609
-------	--------	--	-----	-----------	-------	-----

SOCIAL SCIENCES

20854	AN 101	Intro. to Cultural Anthropology	3 Th	6:00-8:30	Alison-Endriss	609
20563	EO 102	Microeconomics	3 M	6:00-8:45	Lorden	609
21511	HI 120	US History: to 1870	3 Th	6:00-8:30	Wallace	609
21212	PS 220	Public Administration	3 Th	5:30-8:00	Duval	609
20949	PY 105	Intro. to Psychology	3 W	6:00-8:30	Duford	609
20511	PY 105	Intro. to Psychology	3 Th	5:30-8:00	Fitzsimmons	609
20950	PY 209	Educational Psychology	3 T	5:30-8:00	Dotter	609

NHTI Division of Continuing Education Spring 2010 Offerings

Social Sciences continued . . .

21015	PY 220	Human Growth & Development	3 M	5:30-8:15	Fitzsimmons	609
20543	PY 283	Group Counseling	3 M	5:30-8:15	Dotter	609
21062	SO 105	Intro. to Sociology	3 W	6:00-8:30	Allison-Endriss	609
20856	SO 250	Conflict Resolution in Modern Society	3 T	5:30-8:00	Wilder	609

TEACHER EDUCATION CONVERSION PROGRAMS (TECP)

21089	TECP 50	Intro. to Exceptionalities	3 M	5:30-8:15	Lucero	609
21194	TECP 51	Foundations of Education	3 Th	5:00-8:00	Pietrovito	609
21090	TECP 60	Supporting Students with Challenging Behaviors	4 M	5:00-8:35	Dokton	609
21091	TECP 63	Instructional Technology	3 W	5:30-8:30	Gillam	609
21092	TECP 64	Teaching and Learning Process	3 T	5:00-8:00	TBA	609
21093	TECP 65	Design of Instruction	3 Th	5:00-8:00	Pietrovito	609
21159	TECP 71	Consultation/Collaboration & Individual Education Plans (IEP)	3 T	5:00-7:30	Andrews	609

VISUAL ARTS

20983	FA 101	Intro. to Drawing	4 M&W	6:00-8:40	Ruddy	932
21532	FA 103	Two-Dimension Design	3 T&Th	6:30-8:30	Roundy	669
21074	FA 104	Three-Dimensional Design	3 M&W	6:00-8:15	Mead	669
21203	FA 112	Survey of Western Art History II	3 T	6:00-8:30	Powers	609
21205	FA 130	Intro. to Photography	4 S	9:00-2:30	Bulger	932
21531	FA 135	Intro. to Ceramics	4 M&W	6:00-8:40	Bogonovich	932
21207	FA 135	Intro. to Ceramics	4 S	9:00-2:30	Huckins	932
21527	FA 230	Photography II	4 M&W	6:00-8:40	Bulger	932

Saturday Courses

January 23-April 17 – 12 weeks		January 23-May 1 - 14 weeks	
21537	BI 120	Human Biology (14 wks)	4 8:30-1:00 Neal 872
21506	EN 101	English Comp. (14 wks)	4 9:00-12:50 Withers 812
20575	EN 120	Communication (12 wks)	3 9:00-12:10 Herrick 609
21205	FA 130	Intro. to Photography (14 wks)	4 9:00-2:30 Bulger 932
21207	FA 135	Intro. to Ceramics (14 wks)	4 9:00-2:30 Huckins 932
21218	FL 105	Advanced American Sign Language (12 wks)	3 8:30-11:40 Clanton 609
21200	LS 201	Academic Writing (12 wks)	3 8:30-11:40 TBA 609
21001	IT 102	PC Applications (12 wks)	3 9:00-12:10 Shannon 609
21222	MT 104	Algebra II – Part II (14 wks)	4 8:30-12:10 Lloyd 812

Intensive Course Format

Complete a college course in just One Week!

In order to provide new and innovative ways for students to accomplish their educational objectives, we are offering the opportunity to complete a three-credit course in one week of full-time study. Students will be expected to complete reading and other assignments in advance of the first class meeting and may have an outside assignment due after the class ends. **This format is most appropriate for motivated, focused and self-disciplined college students.**

Registration for all one-week courses ends two weeks prior to the start of each course. Classes meet Monday through Friday from 8:30 a.m. to 4:30 p.m. with the exception of IT 102 H and PI 242 H.

All courses are 3 credits – tuition is \$609.

Registration for intensive courses begins Monday, November 30, 2009

Semester Break 2010 Intensive Courses

20875	EN 120-H	Communications	D. Huston
(Jan. 4-8 – snow date Jan. 9)			

Intensive Course Format continued . . .

20932	IT 102H	PC Applications	M. Foulkes
(Jan. 7 & 8, 11, 12 & 13 – snow date Jan. 14)			
20969	PI 242-H	Contemporary Ethical Issues	S. Ambra
(Jan. 6 – Jan. 8 and Jan. 11 & 12 – snow date Jan. 13)			

March Spring Break 2010 Intensive Courses

21064	IT 102-H1	PC Applications	J. Shurbert
(March 15 – 19 – snow date March 20)			
20539	PI 242-H1	Contemporary Ethical Issues	S. Towle
(March 15 – 19 – snow date March 20)			
21239	PY 220-H	Human Growth & Development	W. Sommers
(March 15 – 19 – snow date March 20)			

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
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, Online Blackboard 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 W	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	TBS	872

NHTI Division of Continuing Education Spring 2010 Offerings

100% Online Learning Courses continued . . .

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	mhunt@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	jpierovito@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	4	klucas@ccsnh.edu	812
21542	EN 272	ZZ Modern Short Fiction	3	ceaton@ccsnh.edu	609
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	fnarrington@ccsnh.edu	609
21186	IT 102	ZZ1 PC Applications	3	dremillard@ccsnh.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	vlaivoice@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	TECP 50	ZZ Intro. to Exceptionalities	3	edokton@ccsnh.edu	609
21060	TECP 51	ZZ Foundations of Education	3	jepietrovito@ccsnh.edu	609
21621	TECP 61	ZZ Legal Issues in Education	3	jpierovito@ccsnh.edu	609
21188	TECP 62	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

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

or contact Dawn Comito at 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 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) 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
April 12 & 14 5:30 - 8:30
- **Microsoft Excel** \$99
February 16 & 18 1 - 4
March 23 & 25 5:30 - 8:30
- **Microsoft PowerPoint** \$99
March 29 & 31 1 - 4
April 19 & 21 5:30 - 8:30
- **Microsoft Access** \$99
March 2 & 4 1 - 4
April 26 & 28 5:30 - 8:30

Elective Courses:

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

- **Pivot Tables** \$49
March 25 1 - 4
April 29 5:30 - 8:30
- **Microsoft Publisher** \$99
April 12 & 14 1 - 4
May 17 & 19 5:30 - 8:30
- **Microsoft Outlook** \$49
April 19 1 - 4
May 11 5:30 - 8:30
- **PC Security for the Home Computer** \$49
February 25 5:30 - 8:30
April 8 1 - 4
- **Digital Photography** \$49
April 1 5:30 - 8:30
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/ 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/ 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>FOUR WAYS TO REGISTER:</p> <p>By Mail: Business Training Center Farnum Hall NHTI 31 College Drive Concord, NH 03301</p> <p>By Fax: (603) 271-6667</p> <p>By Phone: (603) 271-6663</p> <p>In Person: at the address above</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Cash</td> <td rowspan="2" style="width: 70%;"> <p>"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>Signature:</p> </td> </tr> <tr> <td>Check (made payable to: NHTI Concord's Community College)</td> </tr> <tr> <td>Credit card (VISA, MC, Discover)</td> <td></td> </tr> <tr> <td>Card #</td> <td></td> </tr> <tr> <td>Exp. date:</td> <td>V-code:</td> </tr> <tr> <td colspan="2"> <p>How did you hear about us?</p> <p><input type="checkbox"/> Flyer mailed to home <input type="checkbox"/> Newspaper <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Website <input type="checkbox"/> Workplace</p> </td> </tr> <tr> <td colspan="2"> <p>Cancellation Policy: The Business Training Center reserves the right to cancel or reschedule any training that does not meet the minimum enrollment numbers.</p> </td> </tr> <tr> <td colspan="2"> <p>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.</p> </td> </tr> </table>	Cash	<p>"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>Signature:</p>	Check (made payable to: NHTI Concord's Community College)	Credit card (VISA, MC, Discover)		Card #		Exp. date:	V-code:	<p>How did you hear about us?</p> <p><input type="checkbox"/> Flyer mailed to home <input type="checkbox"/> Newspaper <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Website <input type="checkbox"/> Workplace</p>		<p>Cancellation Policy: The Business Training Center reserves the right to cancel or reschedule any training that does not meet the minimum enrollment numbers.</p>		<p>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.</p>	
Cash	<p>"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>Signature:</p>															
Check (made payable to: NHTI Concord's Community College)																
Credit card (VISA, MC, Discover)																
Card #																
Exp. date:	V-code:															
<p>How did you hear about us?</p> <p><input type="checkbox"/> Flyer mailed to home <input type="checkbox"/> Newspaper <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Website <input type="checkbox"/> Workplace</p>																
<p>Cancellation Policy: The Business Training Center reserves the right to cancel or reschedule any training that does not meet the minimum enrollment numbers.</p>																
<p>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.</p>																
<p>Increment weather policy: visit our website at www.nhti.edu</p>																