

EMPLOYEE HANDBOOK
SECTION XI – CONTINUING & CORPORATE EDUCATION

XI. DIVISION OF CONTINUING & CORPORATE EDUCATION

A. DCCE Organization

The Vice President of Continuing and Corporate Education oversees two major areas of campus operations - the Division of Continuing Education, located on the first floor of Sweeney Hall, and the Business Training Center, located in Farnum Hall.

B. Services Provided

1. Business Training Center (BTC)

<http://www.nhti.edu/businesstraining/index.html>

The BTC develops and offers noncredit workshops and customized training to the business community. All workshop and training opportunities must be approved by the BTC Director. Types of services offered include:

a. Cisco Systems Networking Academy

<http://www.nhti.edu/cisco/>

NHTI is authorized by Cisco to offer the Cisco Certified Network Associate (CCNA) and the Cisco Certified Network Professional (CCNP) training. NHTI is also one of seven colleges in the United States authorized to train postsecondary faculty to provide the CCNP curriculum to their students.

b. Project Lead the Way (PLTW)

<http://www.nhti.edu/pltw/index.html>

PLTW NHTI, in affiliation with the Rochester Institute of Technology (RIT), offers two two-week training sessions each summer for secondary education faculty who wish to provide RIT's Project Lead the Way curriculum to their students. PLTW is a pre-engineering curriculum of five courses that provides high school students with knowledge and experience regarding engineering careers and that helps strengthen skills in mathematics and science. PLTW courses offered at local high schools are eligible for college credit through Project Running Start (see below).

c. Certificates in Project Management and Computer Proficiency

d. The Center for Nursing Professional Development

The Center offers professional development, offering continuing education, programs for nurses that meet state requirements for continuing competency.

The Center for Nursing Professional Development at the NHTI is an approved provider of continuing nursing education by the New Hampshire Nurses'

Association Commission on Continuing Education, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation."

- e. Professional development workshops in dental hygiene and assisting, engineering technologies, customer service, sales, management, and interpersonal skills.
- f. High-level technical training.
- g. Customized training.

2. Division of Continuing Education (DCE)

<http://www.nhti.edu/continuingeducation/index.html>

DCE schedules and advertises credit courses and academic programs that are offered evenings, weekends, and summers, as well as via alternative formats, including various distance education delivery systems and compressed time-frames. Courses are offered both on campus and at other locations throughout the region. All credit course offerings, regardless of format, must be approved by the academic department head responsible for the course. Credit courses delivered in alternative formats must also be approved by the Vice President of Academic Affairs, the Academic Department Head and by the CAMELs , a team that reviews all alternative format courses to ensure that content and assessment techniques are equivalent to those offered in traditional formats and to ensure that appropriate student support mechanisms and content delivery tools are in place. In addition to academic programs, the following special services are offered:

a. Project Running Start

<http://www.nhti.edu/academics/runningstart/>

Project Running Start offers high school students the opportunity to take NHTI courses for college credit at their own high schools and at a significantly reduced cost. Courses are taught by NHTI-certified high school faculty who are partnered with an appropriate NHTI faculty member. All courses offered through Project Running Start must be approved by the appropriate academic department head and by the Vice President of Academic Affairs. High school faculty must be certified by the Academic Affairs Office as having the appropriate credentials to teach college courses in their disciplines. NHTI Faculty acting as partners receive a small stipend to meet regularly and review materials with the high school faculty. Interested faculty should consult the Running Start Manual available from the Running Start Coordinator or the Academic Affairs Office.

b. Office of Cross-Cultural Education and English for Speakers of Other Languages (ESOL)

<http://www.nhti.edu/crosscultural/index.html>

The Director of Cross-Cultural Education and the ESOL Coordinator work together to provide the tools necessary for successful integration of cultures, whether for academic or business purposes. Students may arrange to take the TOEFL exam to allow for appropriate course registration. ESOL courses are offered for college credit throughout the year, and individual tutoring is provided.

Programs are offered that assist members of the international and immigrant communities to better understand American culture, and other programs provide American businesses with a better understanding of the cultures of their foreign business partners and workers.

c. Academic and Career Counseling

Professional counselors are available in the DCE Office to provide guidance to students who may need assistance in developing a plan for achieving academic and/or career goals.

C. Personnel Issues

1. Business Training Center (BTC)

Full-time faculty who wish to offer workshops and/or training through the BTC must meet the requirements of the policy set forth in Section X.E.6 above. Other presenters are engaged on a contract basis with the approval of the Director of the BTC.

2. Division of Continuing Education

a. Full-time faculty

- i. Full-time faculty who choose to teach through DCE are paid as adjunct faculty unless the DCE teaching load is considered part of the full-time load designated by the Vice President of Academic Affairs. Faculty will receive contracts prior to the start of the semester that outline faculty obligations and the salary. All policies and procedures set forth in Section X above and throughout this Handbook apply to DCE teaching. The Vice President of Continuing and Corporate Education reserves the right to cancel courses for any reason.

b. Adjunct faculty

- i. Adjunct faculty must be approved by the appropriate academic department head and certified by the Academic Affairs Office as having the appropriate credentials. Faculty will receive contracts prior to the start of the semester that outline faculty obligations and the salary. All policies and procedures set forth in Section X above and throughout this Handbook apply to DCE teaching. The Vice President of Continuing and Corporate Education reserves the right to cancel courses for any reason.