



# NHTI

Concord's Community College

[www.nhti.edu](http://www.nhti.edu)

## 2010-11 Catalog



# Apply for Admission to NHTI, Concord's Community College

## Thank you for considering NHTI.

If you know exactly what program interests you, please be sure you have reviewed the "Specific Admission Requirements" for your program before applying. If you are undecided about a major, you can apply for General Studies. Your advisor will meet with you to discuss course selection and exploratory options. If you know you want to transfer to a 4-year institution for a major that NHTI does not offer, you might consider our Liberal Arts program. Your advisor will help you choose appropriate courses to meet your goals.

### Step 1: Choose a Program of Study

Choose a program of study from our list of associate degree, diploma, professional certificate and certificate programs on page 16 or [www.nhti.edu](http://www.nhti.edu). If you have questions or need help deciding on a program, contact the Admissions Office at (603) 271-7134 or 1-800-247-0179 or [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu).

### Step 2: Apply to Your Program

Once you have decided on a program, complete the online application for admission at our website, [www.nhti.edu](http://www.nhti.edu). Paper applications are available from the Admissions Office.

### Step 3: Apply for Financial Aid

All students who are formally accepted into a program may be eligible for financial aid. We suggest you apply for financial aid at the same time you are applying for admission to the college. Go to [www.nhti.edu](http://www.nhti.edu) to apply for financial aid.

## What Happens Next

Accepted students will receive a variety of information regarding Placement Testing, Housing, Orientation/Registration events, tuition deposit and health forms. If you are not accepted to your program of choice, we offer admission to General Studies, so you can still begin your college experience at NHTI. Call 603-271-7134 or email us at [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu) if you have questions.

#### Office of Admissions

NHTI, Concord's Community College  
31 College Drive  
Concord, NH 03301-7412

603-271-7134 or 1-800-247-0179

TTY/VO 603-271-7723

Website: [www.nhti.edu](http://www.nhti.edu)

Email: [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu)

Fax: 603-271-7139

Our Admissions Office staff hosts several Open Houses and other events on campus throughout the year. We also visit high schools and participate in many college fairs in the region. Check [www.nhti.edu](http://www.nhti.edu) regularly for dates and times.

## Open Houses

July 14, 2010	5-7 pm
August 4, 2010	5-7 pm
October 31, 2010	12 noon – 2:30 pm
January 5, 2011	5-7 pm

# Academic Calendar

## Fall Semester 2010

### August

- 4 Open House 5:00 -7:00 pm
- 29 Residence Halls open - new and returning students 12:00 Noon
- 30 Day and evening classes begin

### September

- 6 Labor Day holiday – NHTI closed
- 11 Weekend classes begin
- 7 Last day to withdraw with a full refund (Fall 2010 semester)
- 14 Convocation - all NHTI
- 14 Activities Fair and Campus Barbecue
- 17 Last day to resolve “I” grades from Summer 2010 semester

### October

- 11 Columbus Day - All classes meet
- 22 Mid-Semester Warnings available on Student Information System
- 31 Open House 12:00 Noon-2:30 pm

### November

- 4 Last day to drop a course or withdraw with a “W” grade
- 4 60% completion for Financial Aid requirements
- 7 Daylight Savings Time ends; set clocks back one hour
- 11 Veterans’ Day holiday – NHTI closed
- 24 Residence Halls close 5:00 pm
- No evening classes
- 25-26 Thanksgiving holiday – NHTI closed
- 27-28 No Weekend classes
- 28 Residence Halls re-open 12:00 Noon
- 29 Classes Resume 8:00 am

### December

- 12-16 Day Final Exams period
- 16 Evening Classes end
- 17 Snow day for Final Exams
- 17 Residence Halls close 5:00 pm
- 22 Grades available on Student Information System
- 24 Christmas holiday observed – NHTI closed

## Spring Semester 2011

### January

- 1 New Year’s holiday – NHTI closed
- 5 Open House 5:00 - 7:00 pm
- (Open House Snow date - January 6th)
- 5 New Student Orientation/Registration
- 5 Final Registration for returning students
- 17 Martin Luther King Day/Civil Rights Day – NHTI closed
- 17 Residence Halls open 12:00 Noon
- 18 Day and Evening classes begin
- 22 Weekend classes begin
- 25 Last day to withdraw with full refund (Spring 2011 semester)

### February

- 4 Last day to resolve “I” grades from Fall 2010 semester
- 21 Presidents’ Day holiday - no day classes; evening classes meet

### March

- 11 Residence Halls close 5:00 pm
- 11 Mid-Semester Warnings available on Student Information System
- 13 Daylight Savings Time begins; set clocks ahead 1 hour
- 14-18 Spring Break; no day, evening or weekend classes
- 20 Residence Halls re-open 12:00 Noon
- 21 Classes Resume 8:00 am
- 31 Last day to drop a course or withdraw with a “W” grade
- 31 60% completion for Financial Aid requirements

### April

- 20 Awards Day 12:00 Noon
- 30 Weekend classes end

### May

- 9-12 Day Final Exams period
- 9 Evening Classes end
- 12 Residence Halls close 5:00 pm
- 17 Grades available on Student Information System
- 20 Commencement 10:00 am

## Summer Session 2011

### May

- 16 Paramedic Program summer courses begin
- 23 Practical Nursing, Dental Hygiene and Dental Assisting summer courses begin
- 23 Diagnostic Medical Imaging and 2nd year Radiologic Technology summer courses begin
- 30 Memorial Day holiday – NHTI closed
- 31 Summer Continuing Education Day Session I begins (ends July 1)
- 31 Summer Evening classes begin (end August 5)

### June

- 6 First year Radiologic Technology courses begin
- 17 Last day to resolve “I” grades from Spring 2011 semester

### July

- 4 Independence Day holiday - NHTI closed
- 5 Summer Continuing Education Day Session II begins (ends August 5)

## About NHTI

Important Consumer Information about NHTI, Concord's Community College is available to prospective students, current students, faculty and staff, and community members at the links provided below. Hard copies are available upon request by contacting:

NHTI, Concord's Community College  
Public Information Office  
31 College Drive  
Concord, NH 03301  
603-271-8904  
nhtiinfo@ccsnh.edu

Topic	Go to ...
<b>Campus Safety</b> Information on the Annual Security Report, parking policies, important contact numbers, campus security and related topics.	<a href="http://www.nhti.edu/campuslife/campussafety.html">www.nhti.edu/campuslife/campussafety.html</a>
<b>Financial Aid</b> Information regarding financial assistance, in addition to that presented in this catalog (page 9), includes, but is not limited to, federal, state and institutional assistance, how aid will be disbursed, the rights and responsibilities of students receiving financial assistance and criteria for measuring satisfactory academic progress.	<a href="http://www.nhti.edu/financialaid/index.html">www.nhti.edu/financialaid/index.html</a> <a href="http://www.ccsnh.edu/links.html">www.ccsnh.edu/links.html</a>
<b>Academic Requirements and Policies</b> Information about academic requirements and policies, including graduation, graduation rates and retention.	<a href="http://www.nhti.edu/academics/academicrequirements.html">www.nhti.edu/academics/academicrequirements.html</a>
<b>Family Educational Rights and Privacy Act</b> Information about the Family Educational Rights and Privacy Act (FERPA), a Federal law that protects the privacy of student education records.	<a href="http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html">www.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a> <a href="http://www.nhti.edu/registrar/nhtiregistrarbuckley.html">www.nhti.edu/registrar/nhtiregistrarbuckley.html</a>
<b>Alcohol and Other Drug Policies</b> Information about Alcohol and Other Drug Policies at NHTI.	<a href="http://www.nhti.edu/campuslife/studenthandbook/aod.html">www.nhti.edu/campuslife/studenthandbook/aod.html</a>
<b>Student Handbook</b> A comprehensive guide for academic and student policies and procedures, and a resource for various services and activities available to the campus community.	<a href="http://www.nhti.edu/campuslife/studenthandbook/">www.nhti.edu/campuslife/studenthandbook/</a>
<b>Equity in Athletics</b> Information for NHTI regarding the Equity in Athletics Disclosure Act (EADA), intended to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students.	<a href="http://ope.ed.gov/athletics">http://ope.ed.gov/athletics</a>
<b>Bookstore/Textbook Policies</b> Information about the NHTI Bookstore including textbook pricing, refunds, and buy back.	<a href="http://www.nhti.edu/campuslife/bookstore.html">www.nhti.edu/campuslife/bookstore.html</a>

## Statement of Nondiscrimination

NHTI, Concord's Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and NHTI and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1967; Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1975; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; NH Law Against Discrimination (RSA 354-A); Genetic Information Nondiscrimination Act of 2008.

Inquiries regarding discrimination may be directed to Kathleen Dotter, Civil Rights/Equity Coordinator at NHTI, 31 College Drive, Concord, NH 03301, 603-271-6960, or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, 603-271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, J.W. McCormack Post Office and Courthouse, Room 701, 01-0061, Boston, MA, 02109-4557, 617-223-9662, FAX: 617-223-9669, TDD:617-223-9695, or Email: OCR\_Boston@ed.gov ; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

*This catalog is a guide to NHTI, Concord's Community College and does not constitute a contract between NHTI and former, current or future students. Its contents are subject to revision at any time. NHTI reserves the right to change tuition, fees, courses, policies, programs, services, structure, and personnel as required and without notice.*

## Message from the President

Welcome to NHTI, Concord's Community College! NHTI offers a wide array of programs to students from throughout the state and New England region as well as to a growing number of students from around the country and the world.

Opened in 1965 with engineering technology programs that formed the first two years of the Bachelor of Engineering Technology degree at the University of New Hampshire, the college is now accredited by the Commission on Institutions of Higher Education. We offer 62 academic programs, including associate degrees and diploma/professional certificates, that prepare students for self-sustaining careers or for transfer at the junior level to baccalaureate programs at colleges in New Hampshire and across the country. In addition, a growing number of students with baccalaureate and graduate degrees come to our campus for technical skills or for personal enrichment.

As a former English professor at NHTI, I have personally taken great pleasure at the academic and personal growth of our students. Coming from a vast array of backgrounds and with equally diverse aspirations, the students are the heart and soul of NHTI; and my colleagues—the faculty, staff, and administration—are committed to serving each individual in a progressive, learning-centered community.

Please take some time to learn about the college. Stop by our beautiful, 240-acre riverside campus. When you come, be sure to talk to a few students and faculty or staff. We might be the best place to help you shape and work toward your goals.

My Best Wishes,  
**Lynn Tolbert Kilchenstein**  
President



**Lynn Tolbert Kilchenstein**  
President

## Mission/Values/Vision Statement

NHTI, Concord's Community College is a public community college serving students, businesses, and the community by providing excellent academic, technical, and professional education.

Believing in the unique value of each individual, we dedicate ourselves to sustaining a progressive and evolving learning community that empowers students, faculty, staff, and alumni to succeed in their personal and professional lives. We, therefore, commit ourselves to the following:

- Excellence in teaching
- Academic integrity
- Lifelong learning
- Application of current technology
- Appreciation for diversity
- Shared governance
- Mutual respect for students and colleagues
- A welcoming physical and social environment
- Responsiveness to business, industry, and the community

In an environment of ongoing self-evaluation, we will uphold, expand, and improve opportunities for student success by fostering institutional accessibility, supporting student achievement, encouraging innovative teaching, promoting transfer and employment options, and participating in the life of the community.

**WE ARE ALL TEACHERS. WE ARE ALL LEARNERS.**

*Adopted June 2001/Re-affirmed Spring 2005*

## Educated Person Statement of Philosophy

Acknowledging that students will not only be workers but also citizens, family members, consumers, and life-long learners in a democratic society, NHTI seeks to foster in its students an understanding of the intellectual, cultural, aesthetic, economic and social dimensions of the world in which they live. While our students learn not only the technical theory and practice which will make them successful in their work, they also learn to analyze those ideas and values which will enable them to participate fully in the culture of their community. With this philosophy as a guide, therefore, NHTI stresses the acquisition of knowledge and skills which will allow students to be successful in a variety of roles: workers, students, community members, leaders, consumers, etc. Therefore, we commit ourselves to the following outcomes which we feel define the educated person:

- |                                                                                                                                                                     |                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. demonstrates the values of integrity, responsibility, perseverance, tolerance of ambiguity, and appreciation for diversity;                                      | 6. recognizes own strengths and weaknesses as a learner, and develops strategies for time management, documentation, evaluation processes, and personal improvement;      |
| 2. reads, writes, speaks, and listens on a level that will facilitate the ability to work in a discipline and participate and contribute in a democratic community; | 7. performs mathematical operations necessary to be competent in both a personal and professional setting;                                                                |
| 3. demonstrates a process for gathering, evaluating and applying information rationally and consistently to guide moral and ethical behavior;                       | 8. demonstrates scientific thought, both quantitatively and qualitatively, by learning to recognize and formulate questions for analysis of human and technical problems; |
| 4. demonstrates an understanding of diverse ideas, emotions and modes of expression, as expressed through literature and the arts;                                  | 9. demonstrates basic applications of computer technology to be competent on both a professional and personal level.                                                      |
| 5. evaluates the effect of historical trends, events, institutions, and social systems on society;                                                                  |                                                                                                                                                                           |

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## Accreditations

### Institutional

NHTI, Concord's Community College is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc. (NEASC), a nongovernmental, nationally recognized accrediting agency.

Accreditation of an institution by the NEASC, Inc. indicates that it meets or exceeds criteria for the assessment of institutional resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue doing so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NEASC, Inc. is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to NHTI's Office of Academic Affairs Office at 271-6957. The CIHE Accreditation Self-Study Report may be viewed at the NHTI Library or by contacting the Office of Academic Affairs.

### Specialized Accreditations

**Architectural, Computer, Electronic, Manufacturing and Mechanical Engineering Technologies** - TAC/ABET (Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc.), 111 Market Place, Suite 1050, Baltimore, MD 21202—Telephone (410) 347-7700

**Accounting** - Association of Collegiate Business Schools and Programs (ACBSP)

**Business Administration** - Association of Collegiate Business Schools and Programs (ACBSP)

**Dental Assisting** - Commission on Dental Accreditation of the American Dental Association, full accreditation

**Dental Hygiene** - Commission on Dental Accreditation of the American Dental Association, full accreditation

**Diagnostic Medical Sonography** - Commission on Accreditation of Allied Health Education Programs (CAAHEP) with the Joint Review Committee on Education in Diagnostic Medical Sonography

**Hospitality and Tourism Management** - Association of Collegiate Business Schools and Programs (ACBSP)

**Human Service** - Council for Standards in Human Service Education (CSHSE)

**Nursing** - The Associate Degree and Practical Nursing programs are accredited by the New Hampshire Board of Nursing. The Associate Degree program and the Practical Nursing program are also accredited by the National League for Nursing Accrediting Commission (NLNAC) (61 Broadway, NY, NY 10006; telephone 1-800-669-1656, ext.153).

**Orthopaedic Technology** - Accredited by the National Association of Orthopaedic Technologists (NAOT).

**Paralegal Studies** - Approved by American Bar Association as a legal assistant education program

**Paramedic Emergency Medicine** - Committee on Accreditation on Educational Programs of the Emergency Medical Services Professions (CoAEMSP)

**Radiation Therapy** - Commission on Accreditation of Allied Health Education Programs (CAAHEP) with the Joint Review Committee on Education in Radiologic Technology (JRCERT)

**Radiologic Technology** - Commission on Accreditation of Allied Health Education Programs (CAAHEP) with the Joint Review Committee on Education in Radiologic Technology

**Sports Management** - Association of Collegiate Business Schools and Programs (ACBSP)

**Teacher Education Conversion Programs** - New Hampshire State Board of Education

## Memberships

NHTI, Concord's Community College is a full institutional member of the American Association of Community Colleges, the League for Innovation and the National Association of Student Financial Aid Administrators. NHTI also has National League for Nursing agency membership in the Council of Associate Degree Programs. Memberships are also held in the New England Association for College Admission Counseling, National Association for College Admission Counseling, New England Board of Higher Education, Institute of Electrical and Electronics Engineers, National Association of Colleges, American Society for Engineering Education, and National Association of Foreign Student Advisors.

**"NHTI offers classes in the evening and during the summer. This worked great around my schedule."**



**Tami**  
General Studies

## Applying to NHTI

Admission to NHTI and its academic programs is based on a number of considerations. Waiver of any portion of either general NHTI admission requirements or specific program admission requirements due to special situations may be achieved only through consultation with the head of the specific department and the Director of Admissions. To apply to NHTI:

1. **Choose a program of study.** See page 16 for complete list of associate degree, diploma, professional certificate and certificate programs. If you have questions or need help deciding on a program, contact the Admissions Office.
2. **Complete the application for admission** online at [www.nhti.edu](http://www.nhti.edu). For a paper application contact the Admissions Office at 603-271-7134, 800-247-0179 or [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu), or download the application at [www.nhti.edu/admissions](http://www.nhti.edu/admissions).
3. **Apply for federal financial aid** at [www.nhti.edu/financialaid](http://www.nhti.edu/financialaid).

### Fees

- A \$10 non-refundable application fee must be submitted with the paper application; this fee is waived for online applications;
- Candidates accepted into degree, diploma and some certificate programs must submit a non-refundable \$100 tuition deposit to secure their spot in the program to which they were accepted;
- Students who have been formally accepted into a program and who wish to be considered for a room in a Residence Hall on campus must submit the \$300 housing deposit with the residence hall application; the tuition and housing deposits must both be paid in order for the application to be considered.  
(See *Residence Life* at [www.nhti.edu/campuslife/residentiallife.html](http://www.nhti.edu/campuslife/residentiallife.html))

## General Admission Requirements

1. Submit an application for admission and the \$10 non-refundable application fee; the \$10 fee will be waived for online applications;
2. Have official transcripts forwarded to NHTI by secondary and postsecondary institutions previously attended (**NOTE: It is the applicant's responsibility** to request that official transcripts of previous study be mailed directly to the Admissions Office);
3. Submit a copy of your high school equivalency certificate (GED), if applicable, including scores and official transcripts reflecting completed school work and grades prior to leaving school;
4. Perform satisfactorily on any entrance examinations required by the academic program to which admission is desired;
5. Complete all additional requirements as indicated in the "Specific Admission Requirements" for the desired program, which are listed on each program page;
6. Though not required for admission to any program, it is recommended that the scores of one of the standardized national college admission tests (SAT or ACT) be forwarded to the Admissions Office. Test scores provide an additional piece of information that expands our knowledge of a student's academic background. Because standardized test scores are only one means of evaluating applicants, no specific minimum score is required. Students considering transfer to four-year institutions are especially urged to submit SAT scores since the new institution may require them;
7. Arrange for personal interview if required; and
8. Submit to Health Services such certification of good health by a health care provider as required by a specific program **and** NHTI **before** registering for classes. You may visit the Health Services website at [www.nhti.edu/campuslife/healthservices.html](http://www.nhti.edu/campuslife/healthservices.html).

*Regarding math requirements:* Every degree student must demonstrate basic arithmetic and algebra skills before enrolling in college-level math and other courses (e.g., science). To earn an associate degree, students will be required to complete successfully one or more college-level math classes as specified by the particular program and curriculum to which the student

has been accepted. Students lacking basic arithmetic and algebra skills may achieve those competencies through developmental math courses offered at the college. (See *Specific Program Requirements* on this page, and *Basic Graduation Requirements* at [www.nhti.edu/academics](http://www.nhti.edu/academics)).

### Send transcripts to:

NHTI, Concord's Community College  
Admissions Office  
31 College Drive  
Concord, New Hampshire 03301-7412

## Specific Program Requirements

Each program has additional admission requirements which are listed on the academic program pages. Applicants are responsible for knowing these requirements, any specific deadlines, and submitting appropriate documents as noted. Students who do not meet the specific academic course requirements for their desired program may be offered admission to the Associate in Science in General Studies program and take these courses at NHTI. Grades of "C" or higher are required in each pre-requisite course, in addition to fulfillment of the other general and specific requirements, to be considered for the desired program.

Depending on their intended major and academic background, students may take, as part of the General Studies program, courses such as:

- Introductory English
- Pre-algebra and Algebra
- Introductory Technical Mathematics
- Introductory Biology with Lab
- Introductory Chemistry with Lab
- Pre-Engineering Technology Physics
- Study Strategies

*Please contact the Admissions Office for details.*

### Diploma, Professional Certificate, and Certificate Programs

Students seeking to earn a certificate should consult the "Programs of Study" section of this catalog to determine specific entrance requirements, if any, for the program in which they are interested. As with Associate's degree programs, students must formally apply for, and be accepted into, a diploma, professional certificate or certificate program in order to be eligible for federal financial aid and in order to receive their certificate upon completion of program requirements.

### Freshman Assessment

Students entering programs at NHTI are required to complete placement testing before registering for classes. Testing may be waived based on performance on standardized tests and/or grades in specific college courses. Department Heads of academic programs will use testing data to help advise students in course selection. Both national and NHTI data indicate that students benefit from assessment and placement. *Students who need to strengthen skills may need extra time to complete their programs.* For more information, students may contact Admissions at (603)271-7134, the Learning Center at (603)271-7725, or the Department Head of the program in which they are interested or to which they have been admitted.

A student may be eligible to substitute a higher-level course for the course prescribed in the curriculum if indicated by an evaluation of the student's competencies. The substitution can be made only with the joint approval of the student's Department Head and the Department Head of the area offering the course. The approval form is available in the Registrar's Office. This does not negate the student's responsibility to fulfill prerequisites.

## International Students

In addition to the General Admission Requirements and Specific Admission Requirements for the desired program, international students must submit the following:

1. Official English translation of all secondary school and university academic records;
2. Applicants whose native language is not English\* must take the Test of English as a Foreign Language (TOEFL) and earn a score of:

- 500 or higher on the paper-based test; **or**
- 173 or higher on the computer-based test; **or**
- 61 or higher on the internet-based test.

Inquiries regarding the test should be addressed to: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08540, USA or [www.ets.org](http://www.ets.org). Official TOEFL scores must be sent directly from the testing site to the Admissions Office. Students earning a TOEFL score lower\*\* than those listed above may be evaluated for language study.

3. Letter of support from the person(s) who will be financially responsible for the student; letter should include student's name, intent to attend NHTI, Concord's Community College and the amount of money available, must be in English and funds must be stated in US dollars;
4. Letter from the financial institution which holds funds of the person(s) financially responsible for the student; statement should be on official letterhead, indicate the sponsor's and student's names, the amount of money available for the student stated in US dollars and be in English;
5. Copies of current passport and immigration documents including current visa, Duration of Status (D/S) card, I-20, etc.

Health care in the United States is expensive; international students are strongly encouraged to maintain adequate health insurance coverage during their studies. If necessary, health insurance policies are available for purchase through NHTI Health Services.

Dollar amounts promised by the sponsor and available in the sponsor's bank account should be sufficient to cover a minimum of one year of expenses (out-of-state tuition, fees, room, board, books and miscellaneous expenses). Before a Certificate of Eligibility for an F-1 visa (I-20) can be issued, applicants must have submitted all documents required to be considered for admission into a program, be accepted into a program and have submitted the required TOEFL score and financial documents.

\* *Applicants who reside in the US and have had English as their language of instruction for both their primary and secondary schooling may be permitted to take an institutional assessment to determine language abilities.*

\*\* *Applicants scoring lower than above listed scores on the TOEFL, that is a 380 (paper-based), 83 (computer-based), or 26-27 (internet-based) up to our required minimum, may apply for the General Studies program taking a minimum of 9 credits of preparatory ESOL coursework for their first two semesters as well as a course in computer applications for ESOL students. These courses are designed to help students develop English language skills as well as self-confidence in dealing with challenges in learning, communication, and cultural adjustment in various academic programs at NHTI or other colleges. Students scoring below a 380 on the TOEFL will not be admitted to the college or a program at NHTI.*

## Readmission

When applying for readmission, students must meet current entrance requirements for the desired program. Upon readmission, students will follow the curriculum published in the current catalogue. However, any common courses will be carried forward and every attempt will be made to make appropriate substitutions when previous courses have been replaced with updated ones. In order to approve a substitution, the Department Head will make a recommendation to the Vice President of Academic Affairs who will make the final decision.

Students who have been declared inactive and wish to return to NHTI must apply for readmission and meet current entrance requirements for the program. (See *Inactive Status* at [www.nhti.edu/academics/academicrequirements.html](http://www.nhti.edu/academics/academicrequirements.html)).

## Academic Amnesty

A student who has previously attended NHTI and is admitted at a later time may be eligible for Academic Amnesty which provides for the following:

1. All grades taken during the student's previous time at NHTI will no longer be used to calculate the student's new cumulative GPA.

However, grades C- and above taken during the student's previous time at NHTI will be used to meet course requirements (where appropriate).

2. Even though previous grades will not be used to calculate the new cumulative GPA, all previous grades will remain on the student's transcript.

In order to be eligible for Academic Amnesty a student must meet all of the following conditions:

1. The student has not taken any courses at NHTI for a period of at least 3 years from the last semester of attendance.
2. The student applies for Academic Amnesty before the start of his/her second semester after readmission.
3. The student has never before received Academic Amnesty.

Please note that Academic Amnesty is designed for students who exhibited poor academic performance during previous attendance. It is not designed for students who achieved a cumulative GPA above 1.7 during previous attendance. Students who are granted academic amnesty should be aware that while previous grades are not used to calculate the new grade point average, they will be used to evaluate "satisfactory academic progress" for financial aid purposes in accordance with Federal Financial Aid Regulations.

## Transferring to NHTI

Students requesting transfer to NHTI should submit all documents listed for general admission and must meet the specific admission requirements for their desired program. In addition, official transcripts from postsecondary institutions attended are needed to evaluate transfer credit. Awarding of transfer credits is based on the following:

1. Only those courses required in the desired program will be considered;
2. Courses must be equivalent in content and credit hours to those required in the desired program;
3. Grades must be "C" or higher, based on NHTI standards;
4. Science and other technical courses, including but not limited to Anatomy and Physiology I & II, Microbiology and some computer courses, taken more than five years prior to the desired date of entry must be repeated or challenged; final decisions rest with the Department Head;
5. Most other general education courses do not have time limits but final decisions rest with the department head;
6. CLEP and Advanced Placement exams will be considered for transfer credit only if score reports from the College Entrance Examination Board are submitted;
7. Challenge Exams, Credit by Exam and Pass/Fail courses taken at other institutions will not be considered for transfer credit;
8. Course descriptions, syllabi and course outlines may be requested;
9. The Director of Admission, in consultation with the Vice President of Academic Affairs and academic department head, if necessary, is responsible for determining the appropriateness and acceptance of transfer credits.

Transfer credits may be used to satisfy specific degree course requirements. Grades associated with such credits will not be included in the determination of the student's Grade Point Average, which reflects only achievement in courses completed at NHTI.

In the event that a student fails a course at NHTI, subsequently satisfactorily completes a comparable course at another institution and requests transfer, those credits may be used to satisfy NHTI program requirements at the discretion of the program Department Head. However, the grade received at NHTI will remain a part of the transcript, and it will be utilized in determining the student's Grade Point Average (GPA). Only successfully repeating the failed course at NHTI will discount the failing grade from the GPA calculation. (See *Repeated Course* policy, *Program Residency Requirements* policy, and *Transferring to Other Institutions* at [www.nhti.edu/academics/academicrequirements.html](http://www.nhti.edu/academics/academicrequirements.html).)

## Change of Program

Currently enrolled matriculated students may wish to change their program of study.

For more information visit: [www.nhti.edu/academics/change.html](http://www.nhti.edu/academics/change.html)

## Collaborative High School Programs

### Project Lead The Way®

*Project Lead The Way* is an initiative which allows high school students to explore careers in engineering or engineering technology by completing a designated sequence of courses as part of their high school curriculum. Courses include Introduction to Engineering Design, Digital Electronics, Principles of Engineering and Computer Integrated Manufacturing. Students who have successfully completed any of these courses may be eligible to apply some of the credits to meet requirements in NHTI's Mechanical/Manufacturing Engineering Technology major.

For more information visit:

[www.nhti.edu/academics/collhighschoolprog.html](http://www.nhti.edu/academics/collhighschoolprog.html)

### Project Running Start

*Project Running Start* offers high school students the opportunity to take challenging college courses while at high school at a reduced tuition rate. Students who successfully complete college courses through *Project Running Start* receive an official transcript from the Community College System of New Hampshire college with which the high school is associated. Some examples of courses offered include Psychology, Accounting, Human Biology, Networking, Macroeconomics, Programming with C++, Physics and Supervision. In addition, introductory engineering courses have been available through *Project Lead the Way* such as Introduction to Engineering Design, Digital Electronics and Principles of Engineering.

Project Running Start courses will be evaluated for transfer credit using the same guidelines as listed under "Transferring to NHTI." Students applying to NHTI who have taken Project Running Start courses should have an official transcript sent to the NHTI Admissions Office from the community college associated with the Running Start course(s) taken. They should also respond to the Running Start questions on the NHTI application for admission.

**Please Note:** The NHTI application fee will be waived for Project Running Start students who submit a copy of their participation letter.

For more information visit:

[www.nhti.edu/academics/collhighschoolprog.html](http://www.nhti.edu/academics/collhighschoolprog.html)

## Home-Schooled Students

NHTI encourages applications from students who are home-schooled. While the nature of home schooling is inherently unique to each student, the College requires appropriate documentation to determine admission. Applicants are expected to meet the same general and specific admission requirements (or their equivalent) as other applicants and to document the academic work they have accomplished. Documents to be submitted may include the following:

1. A letter or other documentation from the student's local school district stating that the student has completed a home school program at the high school level.
2. A list of courses taken and grades earned and/or portfolio of work accomplished.
3. GED or other testing, if applicable.

Contact the Director of Admissions with any questions regarding documentation and/or admission to NHTI programs at (603)271-7134 or [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu).

## Individual Course Enrollment

Some students may wish to register for individual courses without applying to degree or certificate programs, that is, they may wish to enroll in courses as non-matriculated students. (See *Enrollment Status* at [www.nhti.edu/academics/enrollment.html](http://www.nhti.edu/academics/enrollment.html)) Most general education and some program-specific courses are open to all, assuming course prerequisites are met and space is available after matriculated students have registered.

Non-matriculated students must meet the same course prerequisites, complete the same course requirements, and follow the same college and course rules, policies, and procedures as other students. **Therefore, individuals who are considering registering as non-matriculated students are strongly urged to consult with an academic advisor at NHTI prior to enrolling in any course.** In addition to providing information about NHTI as a whole, the academic advisor will assist individuals in evaluating their readiness for any course(s) in which they are interested. In some cases, the advisor may recommend that the individual work with the Learning Center to take one or more of NHTI's assessment tests in Reading, Writing, Mathematics, and/or Computer Literacy. The advisor may also recommend that the individual consult with the Department Head responsible for the course in question, especially in situations involving evaluation of relevant work experience.

Additionally, individuals who are considering registering as non-matriculated students should be aware that the content and teaching methods of college courses are consistent with the assumption that registered students are adult learners. Classroom discussions, as well as content material presented, assume an adult level of maturity, attitude, and experience in addition to appropriate academic preparation. While NHTI does not prohibit course enrollment based on age, prospective students should consider age-appropriateness before registering into courses that must incorporate adult themes as essential course/program components. Questions of age-appropriateness should be resolved in consultation with the Academic Department Head and faculty responsible for the course.

Academic advisors may be reached at (603)271-7122 (Division of Continuing Education) or at (603)271-7198. Names, telephone numbers, and email addresses for academic Department Heads may be found on the NHTI Web site at [www.nhti.edu/orientation/depthead.html](http://www.nhti.edu/orientation/depthead.html).

Non-matriculated students, those not formally accepted into academic programs, are not eligible to apply for financial aid. To be considered for admission to an academic program, contact the Admissions Office at (603)271-7134 or [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu).

## What is Student Financial Aid (SFA)?

1. SFA is assistance for students matriculated (formally accepted) in a financial aid-eligible program, i.e., those programs with total program credits of 16 or more.
2. Eligibility for financial aid is based on the number of credits for which a student is enrolled in a particular semester. NHTI defines enrollment as:
  - Full time = 12 or more credits per semester
  - $\frac{3}{4}$  time = 9-11 credits per semester
  - Part-time = 6-8 credits per semester
3. Students not planning to enroll at least half-time (6 credits) should check with the Financial Aid Office to determine eligibility.
4. It helps to cover educational expenses, including tuition and fees, room and board, books and supplies, and transportation.

Most aid is need-based, and the four types of aid are grants, loans, Federal Work-Study and scholarships. Information and application materials for these programs are available from the Financial Aid Office at (603)271-7135 or from the website at [www.nhti.edu/financialaid/](http://www.nhti.edu/financialaid/).

In addition to these sources, Financial Aid is sometimes available in the student's hometown. Local agencies often provide low cost loans or scholarships. Listings of such sources are available through high school guidance counselors. New Hampshire Higher Education Assistance Foundation (NHHEAF) has information on other financial resources. NHHEAF can be reached at 1-800-525-2577.

NHTI's priority deadline is May 1 for the receipt of the following: electronic Free Application for Federal Student Aid (FAFSA), NHTI financial aid verification form and appropriate tax returns if requested. Students must also be matriculated (formally accepted) into an eligible degree, certificate, professional certificate or diploma program (total program credits of 16 credits or more).

The Financial Aid Office encourages all students who are interested in receiving aid to apply for admission to NHTI before January 1 to assure timely processing of financial aid awards.

Federal regulations and NHTI policy require that students continue satisfactory academic progress and remain in good academic standing to receive federal or state financial aid.

## Process to Apply for Financial Aid

- Complete the electronic version of the Free Application for Federal Student Aid (FAFSA);
- Review the Student Aid Report (SAR) for accuracy; this will be mailed or emailed to students one to four weeks after submitting the FAFSA;
- Contact the Financial Aid Office, if needed, for further assistance.

## Federal Student Aid (Title IV)

- Federal Pell Grant is a form of financial aid that does not have to be repaid.
- Federal Supplemental Educational Opportunity Grant (SEOG) is a form of financial aid that does not have to be repaid.
- Federal Work-Study money is for educational expenses and is paid by the school for on-campus or community-based work. Students receive pay checks as work is completed.
- Federal Perkins Loan is a low interest loan available to NHTI students who demonstrate financial need.
- Federal Direct Loans Program (DL) are low interest loans and include Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent Loans (PLUS).
- Academic Competitiveness Grant (ACG) is a form of financial aid that does not have to be repaid.

## Return of Federal Title IV Funds

As mandated by law, students who withdraw from the college on or before the 60% point in a semester will have to repay a portion or all of their aid. (See *Standards of Satisfactory Progress* at [www.nhti.edu/financialaid/](http://www.nhti.edu/financialaid/))



## Tuition and Fees

The following table presents a summary of fees established for the 2010-2011 academic year. Tuition and fees are due prior to the beginning of each semester. Some programs require specific uniforms and/or special instruments, and all programs require textbooks. Students are responsible for the purchase of these materials.

### Tuition Costs 2010-2011 Academic Year

	NH Resident	NERSP*	Non-Resident
Tuition Deposit**	\$ 100	\$ 100	\$ 100
Per Credit Cost	\$ 183	\$ 274	\$ 418

**Tuition rates are based on per credit hour cost.**

### Fees

- **Comprehensive Fee: \*\*\*** \$20 per credit hour
- **Academic Instruction Fee:**  
An Academic Instruction Fee for credit courses is charged to all students taking lab, clinical, field experience, or practicum courses. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$60 for each course. (See example below.) This fee will be added to the normal tuition charge for that course. No academic instruction fee will be charged for co-ops and internships.  
*Example: BI 195 A&P I (Lecture) 3 (Lab) 2 (Credit) 4  $4 - 3 = 1 \times 60 = \$60$*
- **Clinical Surcharge: \$350.00/per semester**  
All students enrolled in clinical nursing, diagnostic medical imaging and dental courses will be charged a \$350/per semester clinical surcharge.  
  
The following courses carry this charge: DN 113, DN 114, DN 191, DN 196, DN 212, DN 221, NU 115, NU 116, NU 117, NU 215, PN 101, PN 102, PN 103, XR 159, XR 164, XR 165, XR 294, XR 295, RTH 190, RTH 195, RTH 290, RTH 293, RTH 295, RTH 296, DS 295, DS 296, DS297 and DS 298
- **Orientation Fee:** \$30
- **Graduation Fee:** \$100

### Liability Insurance

Personal Professional Liability Insurance is MANDATORY for all students in health and human service related programs which include clinical requirements. Programs include: paramedic emergency medicine, nursing, dental hygiene, dental assisting, radiation therapy, radiologic technology, diagnostic medical sonography, human service, addiction counseling, mental health, and early childhood education. The cost is approximately \$25 per year. Paramedic Emergency Medicine students pay \$65 per year. (Note: Liability insurance may be required for students in other programs who participate in an off-campus practicum or internship.)

### Residence Hall Costs

OCCUPANCY	ROOM	BOARD†	RACT††	ROOM DEPOSIT†††	TOTAL
<b>Double/Triple</b>					
Fall 2010 Semester	\$ 2,650	\$ 1,276	\$ 75	\$ 300	\$ 4,001
Spring 2011 Semester	2,650	1,276	75	0	4,001
<b>Total</b>	<b>\$ 5,300</b>	<b>\$ 2,552</b>	<b>\$ 150</b>	<b>\$ 300</b>	<b>\$ 8,002</b>
<b>Single</b>					
Fall 2010 Semester	\$ 3,125	\$ 1,276	\$ 75	\$ 300	\$ 4,476
Spring 2011 Semester	3,125	1,276	75	0	4,476
<b>Total</b>	<b>\$ 6,250</b>	<b>\$ 2,552</b>	<b>\$ 150</b>	<b>\$ 300</b>	<b>\$ 8,952</b>

\* New England Regional Student Program (see page 12)

\*\* Non-Refundable: will be credited toward first semester tuition

\*\*\* Supports the Wellness Center, Student Center and student activities

† 15 meal plan; 19 meal plan available for \$1387/semester

†† Resident Activity Fee

††† Non-refundable: will be credited to room charge. A room deposit of \$300 per housing contract will be required in order to reserve a room in a residence hall and will be credited toward the residence hall charges. This deposit is non-refundable after a room assignment has been made.

**ALL CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

For most current rates go to [www.nhti.edu/bursar/tuitionfees.html](http://www.nhti.edu/bursar/tuitionfees.html).

## Payment of Tuition and Fees

Tuition and fees are due prior to the beginning of each semester. Late fees apply to those who fail to make payment arrangements prior to the beginning of each semester. Students with outstanding balances on their accounts will not be permitted to enroll in future semesters or receive official grade transcripts until prior term balances have been paid.

If you are paying off a past due balance for tuition and/or fees with a personal check, a financial hold will remain on your account for a period of 14 calendar days after the date payment is made to allow time for the check to clear. Students who require immediate services, including but not limited to, transcripts, housing deposit, course registration, etc. will be required to use a secure method of payment, in U.S. Funds, such as a credit card, bank check, money order or cash.

After financial obligations have been met, students may register for classes, then obtain their schedule from the Student Information System. Program cost estimates by academic program are available on the NHTI website at [www.nhti.edu/bursar/](http://www.nhti.edu/bursar/).

## Collection Clause

Students will be required to sign the following statement when completing a variety of NHTI forms, including Registration Forms, Add/Drop Forms, Deferred Payment Agreement Forms, Financial Aid Deferment/Award Forms, Withdrawal Forms and Online Registration Forms:

"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 that 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 costs 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."

## NHTI Tuition Payment Options:



### Full Payment and Payment Plan

NHTI offers a FACTS (nelnet)/e-Cashier Payment Plan to students. With FACTS (nelnet)/e-Cashier, students can now make monthly payments for their tuition/fees automatically. It's easy to enroll and less expensive than getting a loan. Visit the Bursar's page on our website to access FACTS (nelnet)/e-Cashier. The FACTS plan electronically processes the monthly payments using the responsible party's bank account or credit card so there is no check writing or stamps involved. Students also have the option to make full payment using FACTS (nelnet)/e-Cashier. Details about this program are mailed to all new students and can also be obtained by calling the Bursar's Office at (603) 271-6309. For assistance when enrolling online for the payment plan, contact the FACTS Management Company at 800-609-8056. Students who wish to pay a past due balance should pay the Bursar's Office directly to avoid processing delays.

## Third Party Payments

In order for NHTI to invoice a student's company directly for courses taken, the following conditions are required:

1. A letter of authorization to bill the company must be presented at time of registration. The letter must be on company letterhead and the billing address should be indicated. Responsibility for payment must be indicated, regardless of grade or course completion. A separate letter is needed for each semester.
2. If the student's company fails to pay the invoice, the student is responsible for the bill and will not be eligible to register for any future courses until the bill is paid in full.
3. If a student's company offers a reimbursement program, the student is responsible for tuition. NHTI does not offer deferred payment. Students choosing to use the NHTI internal payment plan are responsible for making payments according to the due dates.

## Delinquent Account Collection Policy

Any account 90 days past due may be turned over to an independent, outside collections agency. This will add at least 28%, the agency's fee, to the total owed. At the same time the debt will more than likely be reported to the Credit Bureau. Students will not be eligible to receive official transcripts or register for courses at NHTI.

After all financial obligations have been satisfied, students who wish to return to NHTI will be required to prepay in full for one semester at the time of registration. Students will only be able to defer payments when all financial aid requirements have been satisfied. Any remaining balance must be paid in full. After one semester, the student will be in good standing with NHTI. The student will then become eligible for the FACTS (nelnet)/e-Cashier Payment Plan and Financial Aid Deferment using all awards except college work-study.

## NHTI Refund Policy

Please note that all refunds described below require that the student complete an official withdrawal form in the Registrar's Office. Therefore, students who register for classes, never attend and do not officially withdraw are liable for all charges.

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. Non-refundable fees are defined as advance tuition deposits, admission application fees, residence hall room deposits, payment plan fee, late registration fee and orientation fees. All other fees are to be considered refundable. This includes, but is not limited to lab fees, comprehensive student services fees and the Nursing and Dental Program clinical surcharge.

*Students who neglect to officially drop within the drop/add period are not eligible for a refund.*

Students registered for workshops through Continuing Education or the Business Training Center must withdraw in writing at least three days prior to the first workshop session in order to receive a full refund of tuition and fees.

In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization. (See "Withdrawal" at *Standards of Satisfactory Progress* at [www.nhti.edu/financialaid](http://www.nhti.edu/financialaid), and [www.nhti.edu/academics/academicrequirements.html](http://www.nhti.edu/academics/academicrequirements.html))

## Housing Refunds

### I. Terms of Agreement

This agreement is for a period of (a) one academic year, both Fall and Spring Semesters; (b) only the Spring Semester; or (c) the Summer session, for a period equal to the duration of the student's summer courses. Housing accommodations are not provided during NHTI vacation periods. Except with permission of the Residence Life Director, housing services including access to the room begin on the designated Residence Hall opening day and end by 7:00 pm after a student's last final exam or cancellation of this Agreement. Graduation, official withdrawal from NHTI, academic dismissal or suspension from NHTI, or mutual consent of the parties constitutes the only basis for release from this Agreement. There are no refunds for Dismissal or Suspension from housing due to student conduct violations. If a housing renewal is not extended to a returning student or if a returning student is excluded from the second semester of the academic year the result will be cancellation of the agreement and charges assessed based on the refund schedule. Students residing at NHTI and enrolled at another college are subject to the same terms of agreement, payment, termination, and refund schedule as NHTI students.

### II. Payment/Cancellation/Refund-Housing

NHTI will establish housing fees yearly and will announce these proposed fees for each academic year. Upon nonpayment of any fees or any charges herein provided, NHTI may refuse to register the student for the next semester, issue transcripts, or allow the student to be graduated. In order to ensure that accommodations are available to students wishing to live on campus, NHTI will refund to the student his/her housing fee at the following rates. Subsequent to occupancy, no release from this Agreement or refund can be provided unless the assigned room is left clean and all sign-out procedures including return of keys and settlement of obligations are completed. Effective date of release will be determined by the date of such completion. All students intending to reserve a space in NHTI housing must pay a housing deposit. Semester payment is due when indicated on the bill.

### III. Academic Year Residence Hall Refund Schedule

#### A. Provisions

1. If by Friday of the first week of classes as designated by Residence Hall opening day for any housing session the student fails to occupy the assigned room, or cancels the agreement by mutual consent, or for any of the reasons in the Terms of Agreement is canceled, the student receives an 80% refund of the semester's housing fee.
2. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after Friday of the first week of classes as designated by Residence Hall opening day and before the fifth week after the opening day will result in a 50% refund of the semester's housing fee.
3. Cancellation of the Agreement for any of the reasons in the Terms of Agreement, or by mutual consent up to the tenth week after designated Residence Hall opening day will result in a 25% refund of the housing fee.
4. Cancellation of the Agreement for any of the reasons in the Terms of Agreement, or by mutual consent after the tenth week after designated Residence Hall opening day will result in no refund of the housing fee.
5. Students who "Check In" or move into a Residence Hall, move out without consent of the Residence Life Department, and do not withdraw from NHTI, are charged the full housing fee.
6. If the housing agreement is cancelled, any amount of housing refund due to a student will first be applied to said student's current NHTI charge.

#### B. Semester II Residence Hall Refund Schedule

1. If a student signed a full academic year housing contract, request for early termination of this agreement at the end of Fall Semester can be considered only if received in writing by the Residence Life Department before the second Friday of January subject to the Terms of Agreement and Residence Hall Refund Schedule.
2. If the student is not enrolled at NHTI for the Spring Semester, and requested termination of the housing contract by the second Friday of January, the student will be released from the agreement and not responsible for Spring semester charges.
3. If the resident is enrolled at another College or University for the Spring Semester while residing at NHTI, they will be subject to refunds based on III:A (above) of the refund schedule.

#### C. Summer Session Residence Hall Refund schedule

1. Request for early termination of this agreement before the start of the Summer session can be considered only if received in writing by the Residence Life Department before the Friday of the start of the summer session.
2. If by Friday of the first week of classes the student fails to occupy the assigned room or cancels the agreement by mutual consent for any of the reasons in the terms of agreement, the agreement is cancelled and the student receives an 80% refund of the Summer session housing fee.
3. Cancellation for any of the reasons in Terms of Agreement or mutual consent after the Friday of the first week will result in no refund of the housing fees.

**Board refunds** may be pro-rated for the remainder of the semester when a resident student officially withdraws from Residence Life, or NHTI. Such prorated refunds will be computed on a weekly basis from the first day of the week following withdrawal.

### New Hampshire Residency Status

In order to qualify for New Hampshire resident tuition rates, a student must have been a legal resident of the state for a minimum of twelve consecutive months immediately preceding the student's NHTI enrollment date (first day of classes).

Students who change legal residence to New Hampshire during their studies at NHTI must still be legal residents of New Hampshire for twelve months prior to being eligible for resident rates. Change of address does not necessarily constitute change of legal residence.

In order to begin the process of eligibility, students must provide the

Admissions Office with proof of residency, such as a notarized statement or rent receipts, that accurately reflects the effective date of residency. A New Hampshire driver's license is not sufficient proof of legal residency status.

### New England Regional Student Program (NERSP)

The New England Regional Student Program enables a resident of a New England state to enroll in a public college or university in the six state region at 50% above in-state tuition for certain degree programs if:

1. The program is not available in the home-state public college;
2. The out-of-state, public institution is nearer to the student's residence than the in-state institution that offers a similar certificate, diploma or associate degree program.

Students eligible for NERSP should submit a written request to the Director of Admissions when they apply to NHTI. NHTI considers New England Regional status to be a form of financial aid. For further information, contact a high school guidance counselor or NHTI Admissions Office.

### Veterans Administration Enrollment Certification

Students interested in and eligible for VA education benefits should contact the Registrar's Office. *For more information about veterans assistance visit:* [www.nhti.edu/registrar](http://www.nhti.edu/registrar).

### Books and Supplies

Students are responsible for the purchase of all books and supplies required for the courses in which they are enrolled. The estimated cost of these books and supplies varies depending on the academic program. For example, students in health-related programs are responsible for purchasing uniforms.

NHTI Bookstore personnel can provide estimates for the cost of books for a given major. Students should contact their Department directly for the estimated cost of additional supplies and instruments.

### Protested Check Policy

"Whenever any check, draft or money order issued in payment of any fee or for any other purpose is returned to any state department or institution as uncollectible, the department or institution may charge a fee of \$25 or 5% of the face amount of the check, whichever is the greater, plus all protest and bank fees, in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the department or institution to cover the costs of collection." (RSA 6:11-a)

### NHTI Emergency Loans

Program	Loan Name
All programs	Dr. Paul Lieberman Book Loan
All programs	Lakes Region Scholarship Fund
Criminal Justice	Brandon Davis Memorial
Dental	Dr. Erwin Adams/ Robert Whittaker Memorial
Electronic Engineering Technology	Randy Pierce Fund
Human Services	Sandra Fernie Memorial
Nursing	Mary Dryer Memorial
Nursing	Suestia Robinson Memorial
Paramedic Emergency Medicine	Chick Beede Memorial

For further information, please contact the Counseling Office in the Student Affairs Office at (603)271-6983 or the Bursar's Office at (603) 271-6311.

## Library and Learning Resources Center

The 26,000-sq.-ft. library includes quiet study areas, comfortable computer labs, natural lighting, soft seating and numerous data ports located throughout the building, creating a comfortable environment for research and study. The learning and information hub of the college, the library offers the services and collections of the traditional library while embracing the technology and offering complete online services.

The library owns, among other things, books, periodicals, CD-ROMs, maps, microforms, video and audio recordings and photographs. There is also access to the limitless resources of the Internet; some are free, some require a password to access. The Library's comprehensive services include cooperation with many other academic, public and special library networks, including the statewide system of the New Hampshire State Library (ask for Interlibrary Loan for this service). The Library is the designated home library for both the New Hampshire Autism Society and the New Hampshire Chapter of the American Institute of Architects. The Library houses a special collection of CAD-CAM documents (unique in the State) useful to the engineering technologies. The college archives contain records of NHTI history.

The Library also encompasses Media Services, which assists students, faculty and staff in electronic, computer, video and audio-visual presentations. Media Services includes new space designated to be an electronic distance learning conference room. This space has live video links to other colleges and external meeting sites for the exchange of educational materials, courses and video conferencing.



Easily recognized by its clock tower, the library features a large steel sculpture entitled *Feathers* by Danbury artist Joseph DeRobertis.

## Learning Center

The Learning Center is located in the library and supports academic success by promoting independent, self-directed learning in a positive environment. Free resources and services available to students include:

- Math Lab
- Tutoring
- Writing Center
- Study Skills & Reading Center
- Computer Learning Lab

## Disabilities Services

Disabilities Services provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

## Placement Testing

All students who enroll in programs at NHTI are required to take placement tests prior to registering for classes. Non-matriculated students who have been away from school for several years or are unsure of their skills are also encouraged to take these tests. Students take tests in writing, reading comprehension, math, computer applications, and study strategies. Test scores are used to assist students and their advisors in proper course selection, as well as to help students identify their academic strengths and challenges.

## Career Exploration

Learning Center staff can assist students in using Choices® Career Exploration software. Choices helps students coordinate their career decision process: identify options based on their interests, aptitudes, and work values; develop a portfolio of academic achievements and transferable job skills; search for four-year schools for transfer and scholarship opportunities; and write a resume that illustrates their knowledge and experience.

## Cross Cultural Opportunities

Cross-Cultural Education and ESOL, through the Division of Continuing Education and Academic Affairs, initiates, develops, and coordinates programs and services to meet the growing needs for educational diversity on campus and in the community.

- **ESOL** NHTI offers credit courses that are tailored to meet ESOL students' specific needs. Through the institutional assessment test students will be guided to take either a full academic load of just ESOL courses or one or two ESOL courses along with courses in their desired academic program.
- **ESOL Non-Credit Courses** These non-credit classes are designed according to specific needs. Examples of courses offered include TOEFL iBT Preparation and Learning English in the Cultural Context for learners with limited English proficiency, and Job-Related ESOL Training that can be offered on-site.
- **ESOL Tutoring and Support Services** Free assistance with academic work including help in writing English essays, research papers, preparing oral presentations, pronunciation and other communicative support, understanding take-home exams, and completing other assignments and projects. Individualized tutoring sessions are designed to aid students in improving their reading comprehension, vocabulary, writing, pronunciation, and conversational skills. Quiet testing rooms, extended testing time, and other appropriate testing accommodations are also available to ESOL students.
- **Advising and Counseling for ESOL/International/Multicultural Students** Counselors coordinate related divisions, departments and services to provide support such as academic planning, class scheduling, cultural adjustment and immigration-related information and assistance.
- **International Exchanges and Study Abroad Projects** In an effort to broaden cross-cultural opportunities at NHTI, staff members also create international exchanges and study abroad projects available to both students and faculty. The Division of Continuing Education has offered a 3-credit course, "Let China Be Your Classroom" (SO 298), a two-week program held on the campus of Tongji University in Shanghai, China.

## Student Activities

NHTI offers a broad range of programs and services to engage students in the academic and social life of the campus and enhance their educational experience. The Student Center is the hub for social, cultural, entertainment and recreational activities on campus. Its 16,000 sq.-ft. space includes a great room with fireplace, lounge, games area and conference rooms. It houses a variety of student service offices including: campus clubs and organizations; health and counseling services; campus activities and community service; residence life; and career and job placement.

## Intercollegiate Athletics

NHTI offers students the opportunity to participate in a variety of intercollegiate athletic competition at both the regional and national levels, competing for New England and national championships. This is done as a member of the Yankee Small College Athletic Association (YSCAA), and the United States College Athletic Association (USCAA).

To learn more about the NHTI Lynx rich sports tradition, visit [www.nhti.edu/campuslife/athletics.html](http://www.nhti.edu/campuslife/athletics.html) or call (603) 271-6426.

## Intramural Sports and Wellness Center

Students may participate in a wide variety of intramural and wellness programs, both on and off campus. The Dr. Goldie Crocker Wellness Center has a full gymnasium, as well as free weights and cardiovascular equipment. Outdoor facilities include soccer, baseball and softball fields, tennis, volleyball and basketball courts, and horseshoe pits. Activities include basketball, volleyball, indoor soccer, flag football, ultimate frisbee, golf, softball, cross country and downhill skiing, tournaments and special events, aerobics, conditioning clinics, health seminars and many more.

## Orientation Program

NHTI has a unique orientation program to facilitate a smooth transition to college life. Students and their families have the opportunity to tour campus, ask questions, meet current students, alumni, faculty, and staff, and become familiar with college organizations, activities and services.

## Residence Life

Residence living is an integral part of the total educational experience at NHTI. Every effort is made to provide a safe, secure and clean living environment conducive to the academic and personal development of the student. NHTI has three coeducational residence halls housing a total of 350 students. Each hall has a full-time professional Residence Director and a staff of Resident Assistants. The resident assistant staff is selected from successful second-year students and receives training in all areas of student development from fire and safety concerns to peer counseling. Assignment to a residence hall is open, based on space availability, to students carrying an academic load of at least six (6) credits. For details, go to [www.nhti.edu/campuslife/residentiallife.html](http://www.nhti.edu/campuslife/residentiallife.html).

## Student Clubs and Organizations

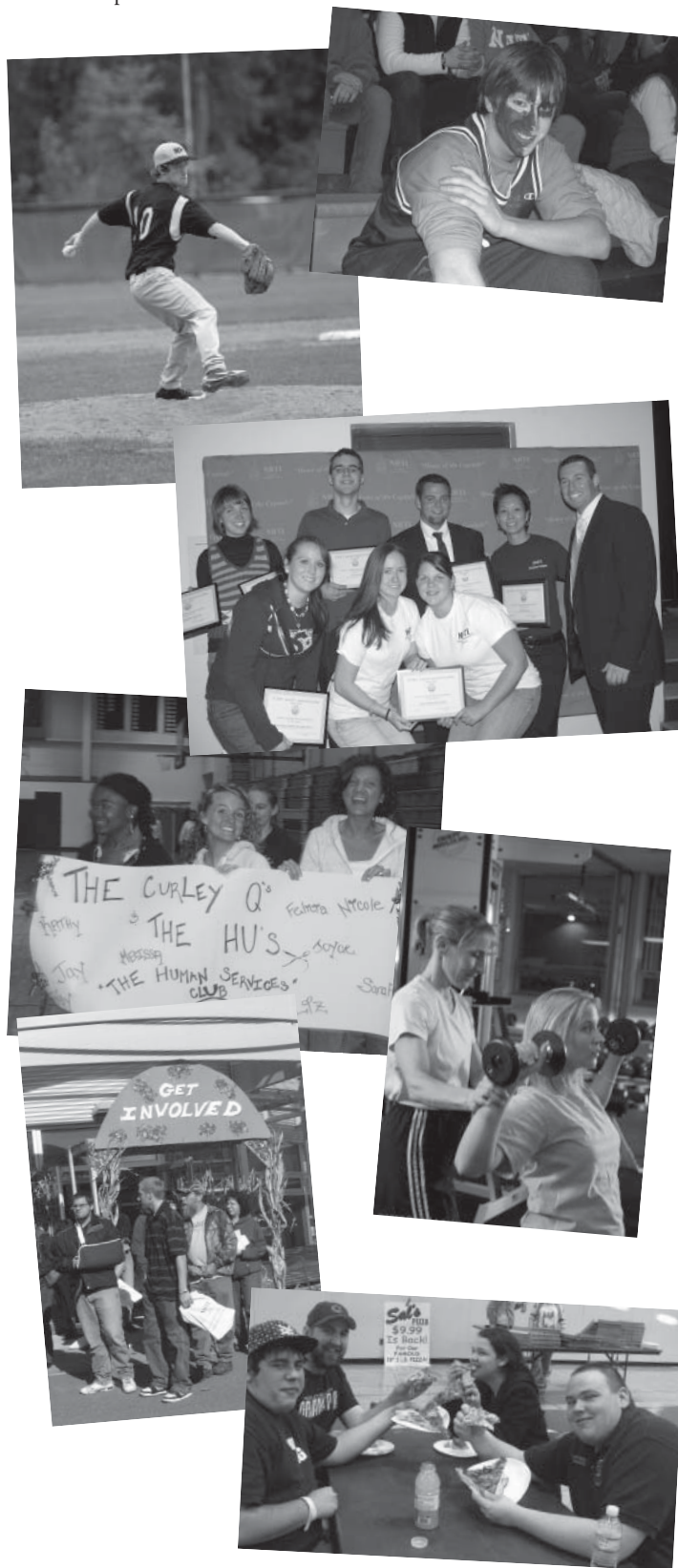
A student activity period is scheduled from 12 -2 p.m. every Tuesday to provide time for students and faculty to participate in clubs and activities. There are over thirty active clubs and organizations with new groups forming every year. Some of these clubs are directly related to academic majors while others are special interest groups.

## Leadership Development

The Leadership, Enrichment and Action Program (LEAP) provides valuable leadership skills through a variety of training activities. The LEAP program received the National Association of Student Personnel's award for "Program of the Year" in 2009. Throughout the program students apply their training through various leadership roles such as: residence assistants; club officers; captains of athletic teams; orientation leaders; peer mentors; and campus tour guides. Students will hone these skills as they pursue their career prospects and educational goals even after leaving NHTI.

## Student Government

NHTI encourages a democratic form of student government to develop individual initiative and a sense of group responsibility. The Student Senate is responsible for NHTI affairs which are not academic in nature. The Senate is comprised of elected representatives from all academic departments and is responsible for the promotion and coordination of student activities. The Student Senate President sits on the College's Institute Leadership Team.



## Campus Services

### Bookstore

The campus bookstore makes accessible books and supplies needed by students, as well as clothing, gift items, health and beauty aids, cards, snacks, and study guides. Checks, MasterCard, Visa, and Discover cards are accepted. Bookstore policies are at [www.nhti.edu/campuslife/bookstore.html](http://www.nhti.edu/campuslife/bookstore.html).

### Campus Safety

The Campus Safety Department operates 24/7 and offers a wide variety of services, such as a walking escort service, unlocking/jumpstarting motor vehicles, parking permits, lost and found, investigations, issuing lockers, event coverage, and response to complaints and emergencies.

NHTI Campus Safety encourages the reporting of potential or actual criminal activity and other emergencies, by either calling the emergency line at (603) 224-3287 or using one of the Code Blue Phones on campus. The Code Blue Phones dial Campus Safety directly.

### Career Counseling and Placement

The Career Counseling and Placement Office provides career and occupational exploration and individual career counseling. Students and alumni can use Choices CT, a career exploration and planning software program and Alex, a database of job opportunities. A "Job Market" binder of current full-time and part-time job listings is also available. Many employers list jobs on our free job posting/search database at [www.ccsnh.edu/jobs.html](http://www.ccsnh.edu/jobs.html), where students can search for available positions. Students who secure part-time positions in their major field of study or have practicum or internship experiences while attending NHTI increase their chances of securing employment after graduation.

Assistance with job placement and college transfer is also available. About 50% of graduating students continue to higher levels of education.



## Community Service

NHTI nurtures a sense of community service that serves to develop, coordinate, and promote literacy and community service through community partnerships and agencies. NHTI is a participating member of Campus Compact for New Hampshire, a consortium of higher education institutions in New Hampshire whose purpose is to advance the integration of service learning, civic responsibility, and meaningful community collaboration throughout institutions of higher education.

NHTI engages students in the community in several different ways. These methods consist of various food and clothing drives, one-time service projects, volunteering with community partners, educational programs, and a variety of benefit events for worthy causes.

## Federal Work Study Funds and Community Service

Students who are eligible for Federal Work Study (FWS) can earn income and gain meaningful experience to enhance their educational opportunities while enrolled at NHTI. Each year, more than 20 students receiving Federal Work Study perform over 1400 hours of service.

## Counseling Services

NHTI's Counseling and Placement Department teaches students how to identify and successfully achieve their educational, career, and life goals, and to enhance the student's learning environment throughout the institution. Our primary goal is the teaching of strategies whereby students can gain insight, solve problems, make decisions, change behavior, resolve conflict, and accept responsibility. The counselors work with individuals, in small groups, and in the classroom setting. Referrals can be made to local mental health professionals. Counseling services on campus are available at no cost for students while classes are in session.

## Food Service

NHTI's food service provides meals and snacks at two campus locations. The Capital Commons Cafeteria in Little Hall is open seven days a week during the academic year (except holidays and vacations) serving three meals a day Monday through Friday and two meals a day on Saturday and Sunday. Residence Hall students have a variety of meal and flex cash plans to choose from and use the cafeteria as their primary dining location. The Sweeney Hall Bistro provides light meals, snacks and beverages, and is open daily. Dining Services also offers meal and flex cash plan options to commuting students, faculty and staff.

## Health Services

The Health Services staff includes a nurse, and a nurse practitioner. The nurses have access to a broad range of specialists and emergency services in the local area. Students are encouraged to schedule an appointment. Walk-ins will be seen as soon as possible. Routine physicals, gynecological exams, immunizations and lab tests are available for a minimal fee, which may be paid by cash, check or applied to the student's tuition bill. Prescriptions and referral services are the financial responsibility of the student. Some over-the-counter medications are provided free of charge.

NHTI offers a group rate from an independent insurance company for accident and sickness insurance. Information may be obtained at the Health Services office or from [www.nhti.edu/campuslife/healthservices.html](http://www.nhti.edu/campuslife/healthservices.html). Insurance and health clearance is required for all students enrolled in Allied Health programs and sports participants.

The Health Services office is also a resource center where students can learn behaviors to help ensure wellness for their lifetime. Educational workshops and seminars are presented on various health topics pertinent to all students. For more information, contact the Health Services office at (603)271-7153.

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### Note:

1. Refer to individual program pages for Specific Admission Requirements.
2. Number sequencing in the columns to the right of the course name means the following:  
**CL Column (first digit)**  
Numbers in the CL column designate the number of lecture/classroom hours per week for the course.

**LAB Column (second digit)**  
Numbers in the LAB column designate the number of simulation laboratory, laboratory or clinical hours per week for the course.

**CR Column (third digit)**  
Numbers in the CR column designate the number of credit hours for the course.

### What if I need more time to complete my program?

While the programs on the following pages are designed to be completed in the format stated, many students choose to take more time, depending on their individual circumstances. Students who anticipate taking more time, or decide while in the program to do so, are strongly urged to consult with their department head each semester to ensure that prerequisite requirements are met and course selection is appropriate.

## General Education Courses

All Associate in Science and Associate in Arts degree programs offered at NHTI include a minimum number of credits in General Education courses distributed in accordance with the policy of the Community College System of New Hampshire as published at [www.ccsnh.edu/documents/AcademicSectionssystempolicies-8-26-09.pdf](http://www.ccsnh.edu/documents/AcademicSectionssystempolicies-8-26-09.pdf). Courses fulfilling General Education requirements are designed to supplement and expand upon the knowledge and skills acquired in the student's major field courses to help ensure that graduates meet the definition of an "educated person" as set forth in NHTI's Educated Person Statement of Philosophy (*see page 3*).

The following list is provided so that students can determine which courses are appropriate in fulfilling General Education requirements in the areas of Communication, Literature, Humanities/Fine Arts/Foreign Language, Mathematics, Science, and Social Science. In programs where a General Education Elective is indicated, courses may be selected from any of the categories. Credits are indicated in parentheses.

### COMMUNICATIONS

- EN 120 Communications (3)\*
- EN 125 Communication and the Literature of Science and Technology (3)\*

### FINE ARTS

- FA 101 Introduction to Drawing (4)
- FA 102 Introduction to the Visual Arts (3)
- FA 103 Two-Dimensional Design (3)
- FA 104 Three-Dimensional Design (3)
- FA 105 Introduction to Music (3)
- FA 106 The History of Jazz, Blues and Rock and Roll (3)
- FA 107 World Music (3)
- FA 111 Survey of Western Art History I (3)
- FA 112 Survey of Western Art History II (3)
- FA 115 History of Modern Art (3)
- FA 120 Introduction to Oil Painting (4)
- FA 121 Introduction to Watercolor (4)
- FA 125A Woodworking in the Hand Tool Tradition (4)
- FA 126 Introduction to Printmaking (4)
- FA 130 Introduction to Photography (4)
- FA 133 Introduction to Figural Sculpture (4)
- FA 135 Introduction to Ceramics (4)
- FA 140 Introduction to Modern Dance (3)
- FA 141 Ballet Fundamentals (1)
- FA 150 Introduction to Guitar (3)
- FA 201 Drawing II (4)
- FA 210 Life Drawing (4)
- FA 220 Painting II (4)
- FA 230 Photography II (4)
- FA 235 Ceramics II (4)

### FOREIGN LANGUAGE

- FL 104 American Sign Language for Beginners (3)
- FL 105 Advanced American Sign Language (3)
- FL 110 Elementary Japanese I (3)

### Foreign Language continued . . .

- FL 111 Elementary Spanish I (3)
- FL 112 Elementary Spanish II (3)
- FL 115 Elementary German I (3)
- FL 116 Elementary German II (3)
- FL 121 French I (3)
- FL 122 French II (3)

### HUMANITIES

All literature courses listed plus the following:

- HI 104 Western Civilization: Antiquity to 1650 (3)
- HI 105 Western Civilization: 1650 to Present (3)
- PI 110 Introduction to Philosophy (3)
- PI 226A Comparative World Religions (3)
- PI 242 Contemporary Ethical Issues (3)\*

### LITERATURE

- EN 102 Introduction to Literature (3)\*
- EN 121 Introduction to Film (3)
- EN 150 Introduction to Drama (3)
- EN 160 Introduction to Poetry (3)
- EN 210 British Literature I (3)
- EN 211 British Literature II (3)
- EN 221 A - I Film Genres and Directors (3)
- EN 214 American Literature Survey I: to 1865 (3)
- EN 215 American Literature Survey II: 1865 to the Present (3)
- EN 251 Contemporary Drama (3)
- EN 255 Shakespeare (3)
- EN 272 Modern Short Fiction (3)
- EN 285 Literature, Technology and Culture (3)
- EN 287 Women in Literature (3)
- EN 291A Comparative Issues and World Literature: Contemporary Latin American Literature (3)
- EN 295A Creative Writing: Fiction (3)\*
- EN 295B Creative Writing: Poetry (3)
- EN 295C Creative Nonfiction (3)

### MATHEMATICS

- MT 120 Topics in Applied College Mathematics (4)
- MT 123 Intermediate Algebra (4)\*
- MT 125 Finite Mathematics (4)
- MT 129 Math for Allied Health (3)
- MT 133 Elementary Functions (4)
- MT 134 Pre-Calculus (4)
- MT 205 Calculus I (4)
- MT 206 Calculus II (4)
- MT 251 Statistics (4)

### SCIENCE

- BI 111 General Biology I (4)
- BI 112 General Biology II (4)
- BI 115 Introduction to Ecology (4)
- BI 116 Field Ornithology (4)
- BI 117 Introduction to Plant Biology (4)
- BI 120 Human Biology (4)
- BI 122 Basic Pathophysiology (3 no lab)
- BI 123 The Biology of Human Reproduction (3 no lab)
- BI 125 Human Genetics and Society (4)

### Science continued . . .

- BI 159 Personal Nutrition (4)
- BI 195 Anatomy and Physiology I (4)
- BI 196 Anatomy and Physiology II (4)
- BI 202 Microbiology (4)
- BI 211 Genetics (4)
- BI 212 Ecology (4)
- BI 222 Pathophysiology (3 no lab)
- BI 229 Nutrition in Exercise and Sports (3)
- BI 259 Normal and Therapeutic Nutrition (4 no lab)
- BI 279 Life Cycle Nutrition (3 no lab)
- CH 103 General Chemistry I (4)
- CH 104 General Chemistry II (4)
- CH 105 Chemistry (4)
- CH 110 Introduction to Biochemistry (4)
- CH 120 Introduction to Forensic Science (4)
- CH 205 Organic Chemistry (4)
- ENV 101 Fundamentals of Environmental Science (4)
- PH 133 Physics I: Mechanics, Heat (4)
- PH 135 Physics II: Light, Sound, Electricity (3)
- SC 104 Astronomy and Space (4)
- SC 107 Introduction to Meteorology (4)
- SC 110 Alternative Energy Fundamentals (4)

### SOCIAL SCIENCE

- AN 101 Introduction to Anthropology (3)
- AN 110 Introduction to Archaeology (3)
- AN 210 Native American Studies I (3)
- ED 104 Foundations of Education (3)
- EO 101 Macroeconomics (3)
- EO 102 Microeconomics (3)
- HI 120 United States History: to 1870 (3)
- HI 121 United States History: 1870 to present (3)
- HI 131 World History I: to 1500 (3)
- HI 132 World History II: 1500-present (3)
- HI 221 New Hampshire History (3)
- PS 105 State and Local Government (3)
- PS 120 American Federal Government (3)
- PS 231 American Government (3)
- PY 105 Introduction to Psychology (3)\*
- PY 205 Crisis Intervention (3)
- PY 209 Educational Psychology (3)
- PY 210 Abnormal Psychology (3)
- PY 220 Human Growth and Development: The Life Span (3)\*
- PY 226A Sport and Exercise Psychology (3)
- SO 105 Introduction to Sociology (3)\*
- SO 111 Education and Society (3)
- SO 205 The Individual and Society (3)
- SO 212 Intercultural Interactions and Cultural Learning (3)
- SO 226A Service, Citizenship and Community (SRV)\*\* (3)
- SO 240 Marriage, Family and Personal Relationships (3)
- SO 298 Study Abroad Experience (3)

\* Available in Honors format

\*\* Service Learning is a component of this course

## Business Programs

### Accounting

The degree of Associate in Science with a major in Accounting is awarded upon successful completion of the program.

**Excellent** is the best word to describe the career potential for today's accounting students. The U.S. Bureau of Labor Statistics states that accounting will be one of the hottest job markets through 2014. Accounting is a critical component of every type and size of business and industry including government, health care, education, not-for-profit, and military organizations. Entry-level accounting employees provide much of the information used by these organizations to help them make financial decisions.

The NHTI Accounting program provides a broad educational background for students who seek careers in accounting, business or finance. Courses in accounting, business law, management, marketing, spreadsheets, economics, English and mathematics are all part of the program.

The NHTI Accounting degree is designed to provide students with accounting skills that prepare them for a variety of entry-level positions and/or transfer to four-year colleges and universities.

The NHTI Accounting degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

NHTI has transfer affiliations with four year institutions including:

- Daniel Webster College
- Franklin Pierce University
- New England College
- Plymouth State University
- Rivier College
- Southern New Hampshire University

Students have also transferred to:

- Bryant College
- Bentley College

### Specific Admission Requirements

- College preparatory course (or equivalent) in English and/or communications; good verbal abilities and writing skills are major considerations for acceptance into the program;
- High school Algebra I with a grade of "C" or higher **or** NHTI's MT 103 **and** MT 104, both with grades of "C" or higher.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
# AC	101	Accounting I	3	0	3
# BU	170	Principles of Marketing	3	0	3
EN	101	English Composition	4	0	4
IT	102	PC Applications	3	0	3
MT	123	Intermediate Algebra	4	0	<u>4</u>
					17
SPRING SEMESTER			CL	LAB	CR
# AC	102	Accounting II	3	0	3
EN	120	Communications <b>or</b>			
EN	xxx	English Elective	3-4	0	3-4
IT	200	Spreadsheets	3	0	3
MT	125	Finite Math	4	0	4
XX	xxx	Science Elective*	3-4	0	<u>3-4</u>
					16-18

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
# AC	205	Intermediate Accounting I	4	0	4
# AC	250	Cost Accounting	3	0	3
# BU	225	Business Law I	3	0	3
# BU	270	Principles of Management	4	0	4
EO	101	Macroeconomics	3	0	<u>3</u>
					17
SPRING SEMESTER			CL	LAB	CR
# AC	206	Intermediate Accounting II	4	0	4
# AC	230	Taxes	4	0	4
# BU	250	Principles of Finance	3	0	3
EO	102	Microeconomics	3	0	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>
					17-18
<b>TOTAL CREDITS</b>					<b>67-70</b>

# Indicates major field courses.

\* BI 100, CH 100 and PH 100 do not meet this requirement.

### Technical Requirements

Students who enroll in the program should comprehend the English language, both oral and written, and have sufficient manual dexterity to produce legible written documents in a timely manner. They should be able to sit or stand at a desk or workstation and stay on task for extended periods of time. They should be detail-oriented, able to read small print, and perform basic mathematical operations.

### Accounting Basic Certificate

The basic accounting certificate is designed to provide students with specific accounting, computer and related business skills for entry into business or industry. Upon completion of the basic accounting certificate, students will have sufficient skills to obtain jobs as accounts receivable clerks, accounts payable clerks, accounting technicians, bookkeepers or payroll clerks. For more information, contact Lynn Hedge at (603)271-6965. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

			Credits
AC	101	Accounting I	3
AC	102	Accounting II	3
BU	170	Principles of Marketing	3
BU	225	Business Law I	3
IT	102	PC Applications	3
IT	200	Spreadsheets	<u>3</u>
<b>TOTAL CREDITS</b>			<b>18</b>

## Accounting Advanced Certificate

The advanced accounting certificate is designed to build upon the skills learned in the basic accounting certificate. Upon completion of the advanced accounting certificate, students will have sufficient skills to obtain jobs as full-charge bookkeepers or junior accountants. *The Basic Accounting Certificate must be successfully completed in order to receive the Advanced Accounting Certificate.*

Although students completing the advanced certificate will have the necessary background to perform the tasks of a full-charge bookkeeper or a junior accountant, students should be aware some employers will require the completion of an associate degree to be considered for employment in these job categories. For more information, contact Lynn Hedge at (603)271-6965. The advanced accounting certificate is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
AC 205	Intermediate Accounting I	4
AC 206	Intermediate Accounting II	4
AC 230	Taxes	4
AC 250	Cost Accounting	3
BU 250	Principles of Finance	3
BU 270	Principles of Management	4
<b>TOTAL CREDITS</b>		<b>22</b>

**Prerequisite:** Applicants must submit proof of high school level Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher.

**"After NHTI, I went for a Masters degree and became a CPA in 1981. I've owned an accounting business, and now I own a payroll processing company."**



**Stephen Robinson**  
President,  
Checkmate Payroll Services, Inc.  
Business, Class of '72

## Business Administration

The degree of Associate in Science with a major in Business Administration is awarded upon successful completion of the program.

The Business Administration Program is designed to prepare students for the day-to-day challenges in the dynamic field of business. The program offers a broad background for students who seek careers in many areas of business. The associate degree curriculum includes courses in accounting, business law, supervision, computer applications, economics, English, mathematics and applied behavioral sciences.

NHTI has transfer affiliations with four-year institutions including:

- Daniel Webster College
- Franklin Pierce University
- Plymouth State University
- Southern New Hampshire University
- Rivier College

Students have also transferred to:

- Babson College
- Bryant College
- Bentley College

The Department of Business Administration is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### Specific Admission Requirements

1. College preparatory course (or equivalent) in English and/or communications; good verbal abilities and writing skills are major considerations for acceptance into the program.
2. High school Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104, both with grades of "C" or higher.

### FIRST YEAR

#### FALL SEMESTER

AC 101	Accounting I	3	0	3
# BU 101	Introduction to Business	3	0	3
EN 101	English Composition	4	0	4
IT 102	PC Applications	3	0	3
MT 123	Intermediate Algebra	4	0	4
				17

#### SPRING SEMESTER

AC 102	Accounting II	3	0	3
BU xxx	Business Elective*	3	0	3
# BU 170	Principles of Marketing	3	0	3
EN 120	Communications or			
EN xxx	English Elective	3	0	3
MT 125	Finite Mathematics or			
MT 251	Statistics	4	0	4
				16

## SECOND YEAR

### FALL SEMESTER

# BU 224	Business Law I	3	0	3
# BU 250	Principles of Finance	3	0	3
BU 270	Principles of Management	4	0	4
BU xxx	Business Elective*	3-4	0	3-4
EO 101	Microeconomics or			
EO 102	Macroeconomics	3	0	3
				16-17

### SPRING SEMESTER

# BU 293	Managerial Decision Making	2	2	3
BU xxx	Business Elective*	3-4	0	3-4
SO xxx	Social Science Elective	3	0	3
XX xxx	Lab Science Elective	3	2	4
XX xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
				16-17

**TOTAL CREDITS** **65-67**

# Indicates major field course.

\* BU, AC, IT, or RE course that is not a required course, as well as HS 101 or HS 104

\*\* BI 100, CH 100 and PH 100 DO NOT meet the science requirement.

### NOTE:

- The following courses may be offered evenings only: all RE courses, HS 101, HS 104, and GE 130.

### Internship Considerations

While not required, internships are encouraged as an additional course. The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

## Sports Management Concentration

The degree of Associate in Science in Business Administration with a Concentration in Sports Management will be awarded upon successful completion of the program.

The Business Administration - Sports Management program is designed for individuals with interests in careers that combine management skills and knowledge of the sports industry. The goal of the program is to develop well-trained business professionals who will enter positions in the administration or management of sports businesses or sports organizations.

The Sports Management program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### Specific Admission Requirements

- College preparatory course (or equivalent) in English and/or communications; good verbal abilities and writing skills are major considerations for acceptance into the program;
- High school Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104, both with grades of "C" or higher.

## FIRST YEAR

### FALL SEMESTER

		CL	LAB	CR
EN 101	English Composition	4	0	4
IT 102	PC Applications	3	0	3
MT 123	Intermediate Algebra	4	0	4
# SM 101	Introduction to Sports Management	3	0	3
XX xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
				17

### SPRING SEMESTER

# AC 101	Accounting I	3	0	3
# BU 152	Foundations of Leadership	3	0	3
# EN 120	Communications <i>or</i>			
# EN xxx	English Elective	3	0	3
MT 125	Finite Mathematics	4	0	4
# SM 180	Public Relations and Advertising for the Sports Industry	3	0	3
				16

"I've always been into sports. The Sports Management program lets me do work that I love, and things that make me happy. After I graduate from NHTI, I'm planning to go on for a four-year degree in sports marketing."

**Kaylyn**  
Sports Management



## SECOND YEAR

### FALL SEMESTER

# AC 102	Accounting II	3	0	3
# BU 270	Principles of Management	4	0	4
EO 101	Macroeconomics <i>or</i>			
EO 102	Microeconomics	3	0	3
# SM 170	Sports Marketing	3	0	3
# SM 225	Sports Law	3	0	3
				16

### SPRING SEMESTER

# SM xxx	Sports Management Elective <i>or</i>	3	0	3
SM 290	Sports Management Internship	0	9	3
# SM 210	Sports and Fitness Facilities Management	3	0	3
# SM 250	Sports and Society	4	0	4
SO xxx	Social Science Elective+	3	0	3
XX xxx	Science Elective*	3	0-2	3-4
				16-17
	<b>TOTAL CREDITS</b>			<b>65-66</b>

# Indicates major field courses.

+ Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

\* BI 100, CH 100 and PH 100 do not meet this requirement.

### Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.



NHTI's Travel/Study Abroad Program offers students an opportunity to immerse themselves in diverse cultures while earning college credits. Domestic and international destinations such as Costa Rica, Italy and this recent trip to the Great Wall of China are regularly on the itinerary.

## Management Certificate

This certificate is designed for students who either seek employment in supervisory/management positions or wish to increase their knowledge and update their skills for advancement with their current employer. Flexibility is the key, with four core courses and two choices for electives. Students with an interest in marketing, for example, could take *Marketing and Sales*, while others who are following a human resource interest might enroll in *Organizational Behavior* and *Human Resource Management*. For more information, contact Martha Hunt at (603)271-8880 or mhunt@ccsnh.edu. This program is available days and evenings and is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

Required Core Courses	Credits
AC 101 Accounting I	3
BU 101 Introduction to Business	3
BU 225 Business Law I	3
BU 270 Principles of Management	4
	<b>13</b>

Choose two electives:

BU 152 Foundations of Leadership	3
BU 170 Principles of Marketing	3
BU 174 Principles of Sales	3
BU 221 Health Care Management	3
BU 242 Business Ethics	3
BU 245 Organizational Behavior	3
BU 273 Human Resource Management	3
IT 270 Web Design & Development I	3
	<b>6</b>
<b>TOTAL CREDITS</b>	<b>19</b>

## Sports Management Certificate

This 6-course certificate program is designed to orient students to the world of sports-related businesses while providing a broad overview regarding possible careers or future studies in sports management. Courses in this program will transfer into the associate degree program at NHTI entitled: *Associate in Science in Business Administration with a Concentration in Sports Management*.

For more information contact Michael Moffett at (603)271-7736. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

	Credits
SM 101 Introduction to Sports Management	3
SM 170 Sports Marketing	3
SM 180 Public Relations and Advertising for the Sports Industry	3
SM 210 Sports Facilities	3
SM 225 Sports Law	3
SM 250 Sport and Society	4
<b>TOTAL CREDITS</b>	<b>19</b>

## Hospitality and Tourism Management

The degree of Associate in Science with a major in Hospitality and Tourism Management is awarded upon successful completion of the program.

The Hospitality and Tourism industry continues to grow and expand globally. New Hampshire's tourism industry shares in its growth. Opportunities for professional growth within the hospitality industry are excellent. The curriculum will prepare students for careers in hotels, conference centers, sales and marketing, guest services, tourism associations, travel agencies, airlines and attractions. Students will receive instruction in sales, customer service, relationship marketing, communications, accounting and legal issues.

Elective options give students the opportunity to complete a certificate in:

- Hotel Administration
- Event/Conference Management
- Tourism Information Technology
- Travel and Tourism

There are many travel opportunities through NHTI's travel education programs. Past trips have included: World Travel Market Expo, London, England; New York Times Travel Show, NYC; Boston Globe Travel Show, Boston; China; Bermuda; Spain; and Orlando, FL. (*Additional fees may apply.*)

The Hospitality and Tourism Management Program is accredited by the Associate of Collegiate business Schools and Programs (ACBSP).

### Specific Admission Requirements

1. College preparatory course (or equivalent) in English and/or Communications; good verbal abilities and writing skills are major considerations for acceptance into the Hospitality and Tourism Management Program;
2. High school Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 with grades of "C" or higher;
3. Computer keyboarding skills are essential.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
EN	101	English Composition	4	0	4
# HT	101	Introduction to Hospitality and Tourism ¥	3	0	3
# HT	140	Domestic and International Tourism Geography	4	0	4
IT	102	PC Applications	3	0	3
MT	120	Topics in Applied College Mathematics <sup>^</sup> <b>or</b>			
MT	123	Intermediate Algebra	4	0	4
					18

### SPRING SEMESTER

AC	101	Accounting I	3	0	3
BU	170	Principles of Marketing	3	0	3
EN	120	Communications	3	0	3
# HT	205	Quality Service Management	3	0	3
# XX	xxx	Hospitality Elective*	3	0	3
					15

### SECOND YEAR

#### FALL SEMESTER

BU	225	Business Law <b>or</b>			
# HT	227	Legal Issues for the Hospitality Industry+	3	0	3
FL	xxx	Foreign Language Elective**	3	0	3
# HT	210	Information Technology for Tourism Industry	3	0	3
# XX	xxx	Hospitality Elective*	3	0	3
XX	xxx	Lab Science Elective***	3	2	4
					16

#### SPRING SEMESTER

HI	221	New Hampshire History <b>or</b>			
HI	xxx	History Elective++	3	0	3
# HT	280	Senior Travel Seminar	2	0	2
# HT	290	Hospitality and Tourism Internship <b>or</b>	0	9	3
# XX	xxx	Hospitality Elective*	3	0	3
# XX	xxx	Hospitality Elective*	3	0	3
XX	xxx	General Education Elective	3	0	3
XX	xxx	General Education Elective	3	0	3
					17
					66

#### TOTAL CREDITS

- # Indicates major field courses.
- ^ Math course can be MT 120, MT 123 or higher level course, excluding MT 129.
- ¥ A Travel Fee of \$75 will be assessed for all students taking HT 101. The money will be used to defray some of the costs associated with student travel experiences. There will be additional costs to students associated with some of the more extensive trips.
- \* Any course with an HT prefix that is not a required course; or IT 270, IT 272 or IT 274
- \*\* FL 104 and FL 105 do not meet this requirement.
- \*\*\* BI 100, CH 100 and PH 100 do not meet this requirement.
- + HT 227 is offered only through the Division of Continuing Education
- ++ Excludes HI 104 and HI 105

**NOTE:** Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

#### Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

**Health, character and technical standards on page 24.**

## Hotel Administration Certificate

The Hotel Administration program will prepare students for an entry-level position in the hotel industry. The student will explore the various types of positions and responsibilities as they relate to the size and needs of a Deluxe to Tourist Hotel, Inn, Lodge or Resort in relation to front office operations. Classroom instruction is completed by hands-on industry software training. Students will have the opportunity to take the American Hotel and Motel Association certification tests in Rooms Division and/or Marketing/Sales Specialist. For more information contact Maryanne S. Adams at (603)271-6963. This program is available evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
HT 101	Introduction to the Hospitality and Tourism Industry¥	3
HT 110	Introduction to Hotel Operations	3
HT 205	Quality Service Management	3
HT 225	Front Office Operations	3
HT 227	Legal Issues for the Hospitality Industry+ <i>or</i>	
BU 225	Business Law	3
HT 245	Event, Meeting and Convention Planning	3
HT 260	Hospitality Sales and Marketing+	3
HT xxx	Hospitality Elective*	3
	<b>TOTAL CREDITS</b>	<b>24</b>

- ¥ A Travel Fee of \$75 will be assessed for all students taking HT 101. The money will be used to defray some of the costs associated with student travel experiences. There will be additional costs to students associated with some of the more extensive trips.
- + HT 227 and HT 260 are only available through the Division of Continuing Education
- \* Any course with a prefix of HT that is not a required course

**NOTE:** Students matriculating into this certificate program are expected to possess a working knowledge of software applications including word processing, spreadsheet, and presentation software, or to have successfully completed NHTI's IT 102 (PC Applications) or comparable course. Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

*Health, character and technical standards on page 24.*

## Event/Conference Management Certificate

The Certificate program in Event/Conference Management gives students the opportunity to acquire the skills needed to work in conference management at a hotel/conference, sports arena center or a corporate organization. Students will develop an understanding of the hotel/tourism industry and learn how to plan and organize a conference/event. For more information contact Maryanne S. Adams at (603)271-6963. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
HT 101	Introduction to the Hospitality and Tourism Industry¥	3
HT 205	Quality Service Management	3
HT 227	Legal Issues for the Hospitality Industry+ <i>or</i>	
BU 225	Business Law	3
HT 245	Event, Meeting and Convention Planning	3
HT 260	Hospitality Sales and Marketing+	3
HT 270	Catering Operations	3
HT xxx	Hospitality Elective*	3
	<b>TOTAL CREDITS</b>	<b>21</b>

- ¥ A Travel Fee of \$75 will be assessed for all students taking HT 101. The money will be used to defray some of the costs associated with student travel experiences. There will be additional costs to students associated with some of the more extensive trips.
- + HT 227 and HT 260 are only available through the Division of Continuing Education
- \* Any course with an HT prefix that is not a required course

**NOTE:** Students matriculating into this certificate program are expected to possess a working knowledge of software applications including word processing, spreadsheet, and presentation software, or to have successfully completed NHTI's IT 102 (PC Applications) or comparable course. Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

*Health, character and technical standards on page 24.*

## Travel and Tourism Certificate

The Travel and Tourism industry is one that is continually developing. The Travel and Tourism certificate is a travel counselor or airline agent-focused program. Emphasis is placed on technical, destination geography sales and marketing. With consultation of the department head, students will have the ability to design the area of focus through the two hospitality/tourism electives. For more information contact Maryanne Adams at madams@ccsnh.edu or 603-271-6963. Some courses are only available evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
HT 101	Introduction to the Hospitality and Tourism Industry¥	3
HT 140	Domestic and International Geography	4
HT 210	Information Technology for Tourism Industry	3
HT 260	Hospitality Sales and Marketing+	3
HT xxx	Hospitality Elective*	3
HT xxx	Hospitality Elective*	3
<b>TOTAL CREDITS</b>		<b>19</b>

¥ A Travel Fee of \$75 will be assessed for all students taking HT 101. The money will be used to defray some of the costs associated with student travel experiences. There will be additional costs to students associated with some of the more extensive trips.

+ HT 260 is only available through the Division of Continuing Education

\* Any course with a prefix of HT that is not a required course

**NOTE:** Students matriculating into this certificate program are expected to possess a working knowledge of software applications including word processing, spreadsheet, and presentation software, or to have successfully completed NHTI's IT 102 (PC Applications) or comparable course. Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

**Health, character and technical standards on this page.**

## Tourism Information Technology Certificate

The Certificate program in Tourism Information Technology gives students the opportunity to combine the technical skills and tourism knowledge needed to work in a tourism organization's computer area. Specifically, students will develop the technical skills needed to design web sites for the tourism industry as well as an understanding of the industry as a whole. For more information contact Maryanne Adams at madams@ccsnh.edu or 603-271-6963. Some courses are only available evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
HT 101	Introduction to the Hospitality and Tourism Industry¥	3
HT 140	Domestic and International Geography	4
HT 210	Information Technology for Tourism Industry	3
IT 102	PC Applications	3
IT 270	Web Design and Development I	3
IT 272	Web Design and Development II <b>or</b>	3
IT 274	Internet (Electronic) Commerce	3
<b>TOTAL CREDITS</b>		<b>19</b>

¥ A Travel Fee of \$75 will be assessed for all students taking HT 101. The money will be used to defray some of the costs associated with student travel experiences. There will be additional costs to students associated with some of the more extensive trips.

**NOTE:** Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

### **Health, Character, and Technical Standards for the Hospitality and Tourism Management Associate Degree and related Certificate programs**

Technical standards have been established to provide guidance to students regarding skills and abilities required to function successfully in the Hospitality and Tourism Management program and ultimately in the Hospitality/Tourism profession. Students in the Hospitality and Tourism Management Associate degree program and any of the related certificate programs must be able to demonstrate:

1. the ability to act in a professional manner on field trips or at internship locations;
2. sufficient vision, hearing, and verbal abilities to express and exchange information and ideas, as well as to interpret important instructions in the classroom or at internship locations;
3. the ability to work with frequent interruptions, to respond appropriately to unexpected situations, and to cope with extreme variations in workload and stress levels.

Although not a technical standard for entry into the Hospitality and Tourism Management programs, applicants should be aware that some positions may require the physical ability to stand for long periods and to lift up to 70 pounds.

## Animation and Graphic Game Programming

The degree of Associate in Science with a major in Animation and Graphic Game Programming will be awarded upon successful completion of the program.

The business of computer game development in the United States has recently passed the \$10 billion dollar annual sales level. In Boston and the surrounding areas alone, there are over 50 companies in the computer game development industry, an industry that is fast growing and offers opportunities for a wide variety of jobs.

Creating computer game programs is challenging and fascinating! The love of computer games is desirable for this degree, but creating computer games is not the same as playing them. Successful programmers in computer game development possess high levels of skill and expertise in programming languages, math, and physics, and may expect long hours of research and development.

Teams at companies developing computer games fall into two major categories: creative graphic artists and programmers. The AGGP curriculum focuses primarily on programming aspects, however, introduction to the tools and skills of artistic digital design will be covered. Each student will be required to develop a portfolio to display their talents and creative capabilities and will be expected to take part in a computer project with a game development company to gain "real world" experience. Students will be introduced to computer game development initially with Adobe Flash using the programming language ActionScript and will progress from 2-D to 3-D game development using programming languages C++ and C# with DirectX, XNA for Xbox 360s and 3D engines.

This program prepares students for:

- entry level computer programming jobs in the entertainment business or in industries such as medical, forensics, architectural, training development, advertising or any industry incorporating animation and graphics to improve communication; and/or
- advanced education in animation and graphics at degree-granting or specialized schools focused on the entertainment fields.

Please visit [www.nhti.edu/academics/academicprograms/degaggp.html](http://www.nhti.edu/academics/academicprograms/degaggp.html)

### Specific Admission Requirements

1. **Minimum Math Requirement:** *Provides the ability to complete the AGGP curriculum and the ability to obtain an initial job.* High school algebra I with a grade of "C" or higher or NHTI's MT 103 Algebra I - Part I and MT 104 Algebra I - Part II, both with grades of "C" or higher. A mathematics assessment test is required prior to registration into MT 123 Intermediate Algebra. (Prepares students for MT 123 math track.)

**Preferred Math:** *Ability to create more effective games in the AGGP curriculum and improves transferability to some other colleges.* High school algebra I, algebra II, and geometry with grades of "C" or higher, or NHTI's MT 108 Introductory Technical Mathematics I and MT 109 Introductory Technical Mathematics II both with grades of "C" or higher. A mathematics assessment test is required prior to registration into MT 133 Elementary Functions. (Prepares students for MT 133 math track.)

**Best Math:** *Ability to make very effective games while in the AGGP program and improves transferability to a wide range of colleges.* Those students who have had high school math beyond the courses listed for "Preferred Math" listed above should take MT 205 Calculus. Most major schools offering a BS degree in game develop-

ment require Calculus in the initial first two years. A mathematics assessment test is required and/or approval of the Department Head prior to registration into MT 205 Calculus.

2. High school level physics is recommended.
3. Basic working knowledge of the Windows operating system, word processing, spreadsheets, presentation software, and the Internet or IT 102 PC Applications with a grade of "C" or higher. (Students may be required to take computer skills assessment test.)

### FIRST YEAR

FALL SEMESTER				CL	LAB	CR
#	AG 101	Introduction to Game Design and Creation with Programming		2	3	3
#	CP 107	Introduction to Programming with C++		2	3	3
#	DV 193	Introduction to Photoshop		3	0	3
	EN 101	English Composition		4	0	4
	MT 123	Intermediate Algebra or				
	MT 133	Elementary Functions *		4	0	4
						17

### SPRING SEMESTER

#	AG 110	Math and Physics for Game Programmers	2	3	3
#	AG 120	Advanced Topics in C# and C++	2	3	3
#	AG 130	Introduction to 2-D Game Development	2	3	3
	EN 120	Communications or			
	EN 125	Communication and the Literature of			
		Science and Technology	3	0	3
FA	xxx	Fine Arts ***	2	3-4	3-4
PH	133	Physics I: Mechanics, Heat or *			
XX	xxx	Science Elective +	3-4	0	<u>3-4</u>
					18-20

### SECOND YEAR

FALL SEMESTER				CL	LAB	CR
#	AG 225	3-D Game Engine Application Development		2	3	3
#	AG 290	Project Definition and Portfolio Specifications		1	0	1
#	CP 235	Algorithms with Object Oriented Programming		3	3	4

Students must take one of the following Fine Arts (FA) courses not taken first year, second semester:

FA   xxx	Fine Arts ***	2	3-4	3-4
XX   xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
XX   xxx	Social Science Elective **	3	0	<u>3</u>
17-18				

### SPRING SEMESTER

#	AG	235	Digital Art Modeling and Animation	2	3	3
#	AG	250	DirectX Application Development with C++	2	3	3
#	AG	292	Portfolio Development	1	3	2
#	AG	293	Animation and Graphic Game Programming Project	1	4	3
#	CP	252	Networking and Internet Technologies	3	3	4
						15
<b>TOTAL CREDITS</b>						<b>67-70</b>

# Indicates major field courses.

\* Recommend the combination of MT 133 Elementary Functions and PH 133 Physics I: Mechanics, Heat for those students planning to continue their education. One of the following math courses must be completed

as part of the AGGP curriculum to graduate: MT 123, MT 133, MT 134, MT 205.

\*\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

\*\*\* Required to take two FA xxx courses as part of the degree. Required to take FA 101 but may select the second course from the following: FA 103, FA 104, FA 120, FA 130, FA 133, FA 201 or FA 210.

+ BI 100, CH 100, and PH 100 do not meet this requirement.

(There exists a three-year path through the above two-year curriculum for those students who need a reduced load. Contact Professor Simkin at [tsimkin@ccsnh.edu](mailto:tsimkin@ccsnh.edu) for details.)

### Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

**"The professors here are great. They understand the difficulties of keeping a job and going to school, and they're willing to work around your schedule."**



**Tom**  
Education

## Information Technology

The degree of Associate in Science with a major in Information Technology is awarded upon successful completion of the program.

The Information Technology (IT) Associate Degree program prepares students to start or advance an IT career or to transfer seamlessly to a four-year college. If you enjoy working with computers, earning an IT degree will help you turn that interest into a professional career. Our alumni who specialized in Networking are employed in a wide range of jobs from configuring and repairing PC's to technical support to administering and designing networks. Those who specialized in Applications Development are now programmers, database administrators or web site developers.

All degree candidates study core IT competencies including programming, database design, home and small businesses networking, and personal computer hardware and software. In their second year, students concentrate in either network design and administration or applications development (programming/database/Internet).

Some graduates continue their formal education in a bachelor degree program at another college. The NHTI IT department has a transfer agreement with Southern New Hampshire University or students can take advantage of a dual enrollment program with UNH-Manchester. Others begin or continue their professional careers directly.

- The Information Technology Department at NHTI is a regional and local Cisco Networking Academy. Students choosing the Network Option take four Cisco courses – *Networking for Home and Small Businesses (IT 150)*, *Networking at a Small-to-Medium Business or ISP (IT 152)*, *Introducing Routing and Switching in the Enterprise (IT 250)*, and *Designing and Supporting Computer Networks (IT 252)*. These courses prepare students to sit for the Cisco Certification exams (CCENT and CCNA).
- The department also offers a course in Personal Computer Hardware and Software (IT 108) which prepares students to sit for the CompTIA A+ certification, a widely recognized vendor-neutral certification for service technicians.
- Students choosing the Applications Development option learn object oriented programming, database design, Visio modeling and SQL. They program in five languages: C#.NET, HTML, VB.NET, Java and SQL. They then apply these skills in business application development for Windows or web environments.

### Specific Admission Requirements

1. High school Algebra I with a grade of "C" or better or NHTI's MT 103 and MT 104 with grades of "C" or better;
2. Computer keyboarding skills are assumed.

### Senior Internship

All students are required to complete a senior internship in the area of their concentration and career goals. The internship provides real-life experience applying skills learned in the classroom. Employers work closely with the students and professors to ensure an environment that enhances each student's education, provides experience and introduces the student to the IT business environment.

### Transfer Opportunities

If your goal is a four-year degree in Information Technology (IT), you can complete your first two years at NHTI in the Associate in Science in IT program and transfer seamlessly to Southern New Hampshire University or UNH at Manchester.

The dual admission program with UNH-Manchester requires you to apply only once. Starting at NHTI can save you money for both programs. Contact Department Head Tom Laurie (603) 271-2369 for more information.

## FIRST YEAR

FALL SEMESTER			CL	LAB	CR
EN	101	English Composition	4	0	4
# IT	106	IT Career Topics *	1	0	1
# IT	107	Office Applications for IT *	1	0	1
# IT	140	Database Design and Management	2	2	3
# IT	150	Networking for Home and Small Businesses	2	2	3
MT	123	Intermediate Algebra	4	0	4
SO	xxx	Social Science Elective +	3	0	3
			19		

## SECOND SEMESTER

## Applications Development Option

## SPRING SEMESTER

EN	125	Communications and the Literature of Science and Technology <b>or</b>			
EN	xxx	English Elective	3	0	3
# IT	108	Personal Computer Hardware and Software	2	2	3
# IT	110	Programming Fundamentals	2	2	3
# IT	270	Web Design and Development	2	2	3
MT	125	Finite Mathematics	4	0	4
			16		

## SECOND SEMESTER

## Networking Option

## SPRING SEMESTER

EN	125	Communications and the Literature of Science and Technology <b>or</b>			
EN	xxx	English Elective	3	0	3
# IT	108	Personal Computer Hardware and Software	2	2	3
# IT	152	Networking at a Small-to-Medium Business or ISP	2	2	3
MT	125	Finite Mathematics	4	0	4
XX	xxx	General Education Elective	3-4	0	3-4
			16-17		

# Indicates major field courses

\* Student will take IT 106 in the first half of the semester and IT 107 in the second half.

+ Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105)

## SECOND YEAR

## Applications Development Option

FALL SEMESTER			CL	LAB	CR
# IT	210	Object Oriented Programming in Java	2	2	3
# IT	212	Visual Basic.NET	2	2	3
# IT	220	Supporting IT Systems	2	2	3
# IT	280	Windows Server Operating System	2	2	3
# IT	292	IT Career Development	1	0	1
XX	xxx	Science Elective ++	3-4	0	3-4
			16-17		

## SPRING SEMESTER

# IT	214	Advanced Visual Basic.NET	2	2	3
# IT	240	Database Implementation	2	2	3
# IT	294	Senior IT Internship	1	4	3
XX	xxx	General Education Elective	3-4	0	3-4
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
			15-16		
TOTAL CREDITS			66-68		

## Networking Option

FALL SEMESTER			CL	LAB	CR
# IT	220	Supporting IT Systems	2	2	3
# IT	250	Introducing Routing and Switching in the Enterprise	2	3	3
# IT	280	Windows Server Operating Systems	2	2	3
# IT	292	IT Career Development	1	0	1
# IT	xxx	Information Technology Elective	2	2	3
XX	xxx	Science Elective ++	3-4	0	3-4
			16-17		

## SPRING SEMESTER

# IT	209	Scripting for System Management	2	2	3
# IT	252	Designing and Supporting Computer Networks	2	3	3
# IT	262	Network Security I	2	2	3
# IT	294	Senior IT Internship	1	4	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
			15		
TOTAL CREDITS			66-68		

# Indicates major field courses.

++ BI 100, CH 100 and PH 100 do not meet this requirement.

## Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

## Information Technology Applications Development Certificate

The Information Technology Applications Development Certificate Program consists of eight courses which provide students with programming and systems design skills used in business and industry. Students will use five different programming languages while designing databases and creating business front ends. Extensive hands-on training is provided in our computer labs with extensive instruction. This program is recommended for persons who have achieved a level of expertise in their field or who have completed a college degree program in a specialty area and need computer applications and programming courses to be more effective in using computer productivity tools for managerial decisions. For more information contact Department Head Tom Laurie at [tlaurie@ccsnh.edu](mailto:tlaurie@ccsnh.edu) or (603)271-2369. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
IT 110	Programming Fundamentals	3
IT 140	Database Design and Management	3
IT 210	Object Orientated Programming in Java	3
IT 212	Visual Basic.NET	3
IT 214	Advanced Visual Basic.NET	3
IT 240	Database Implementation	3
IT 270	Web Design and Development I	3
IT xxx	IT Elective	3
<b>TOTAL CREDITS</b>		<b>24</b>

## Information Technology Networking Certificate

The Information Technology Networking Certificate Program consists of eight courses which provide students with a strong background in PC and Windows Server essentials. Students will complete four semesters of the CISCO Academy and be prepared to take the Cisco Certified Network Associate certification exam (CCNA) when completed. For more information contact Department Head Tom Laurie at [tlaurie@ccsnh.edu](mailto:tlaurie@ccsnh.edu) or (603)271-2369. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office.

		Credits
IT 108	Personal Computer Hardware and Software	3
IT 150	Networking for Home and Small Businesses	3
IT 152	Networking at a Small-to-Medium Business or ISP	3
IT 250	Introducing Routing and Switching in the Enterprise	3
IT 252	Designing and Supporting Computer Networks	3
IT 262	Networking Security I	3
IT 280	Windows Server Operating Systems	3
IT xxx	IT Elective	3
<b>TOTAL CREDITS</b>		<b>24</b>



NHTI has over 60 Cisco routers, 30 Cisco Switches and 30 Cisco Wireless Access Points available for students to complete the hands-on labs included in the IT Networking courses while they prepare for their Cisco Certification Exams.

## Early Childhood Education

The degree of Associate in Science with a major in Early Childhood Education will be awarded upon successful completion of the program.

The vision of the Child and Family Studies Department at NHTI is "Teaching, Learning, and Practice with Quality and Joy!" The faculty of the Early Childhood Education program view teaching as both an emotional and intellectual process. They aim to develop within students the ability to be curious observers of children and to be thoughtful educators who develop knowledge with children through interactive learning.

Faculty value intellectual challenge as a key component of developing teachers who will combine research and experience to discover answers to their questions about how children learn. Students are encouraged to share their theories about childhood through discussion, writing, projects, and use of technology. The family is valued as the child's most important teacher, and students practice forming strong relationships with families in order to support the child. The Early Childhood Education curriculum at NHTI has been developed to support these beliefs. The curriculum also follows the standards in the Guidelines for Early Childhood Education Programs in Associate Degree Granting Institutions as set forth by the National Association for the Education of Young Children.

The degree meets the training and education requirements for the State of NH credential of Lead Teacher Levels 2 and 3. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.) Graduates are prepared for immediate entry as competent professionals into the field of early childhood education as teachers in NH licensed child care centers, Head Start programs, nursery schools, family child care programs, and some private kindergartens, and as paraeducators in elementary schools. Graduates may also decide to further their education at four year colleges.

NHTI has an agreement with Plymouth State University, for students who meet the requirements, to transfer to the Bachelor of Science in Early Childhood Studies/Teacher Certification (K-3).

## Specific Admission Requirements

- Algebra I with a grade of "C" or higher or completion of NHTI's MT 103 and MT 104, both with grades of "C" or higher;
- NHTI placement testing indicating an aptitude for EN 101 English Composition; verbal abilities and writing skills are major considerations for acceptance into the Early Childhood Education program;
- Satisfactory interview with Early Childhood Education program faculty.
- Students who do not meet Standards 1 and/or 2 above may matriculate as an EC\* student in the General Studies program. These students will take EC 100 and EC 101X in their first year and be advised by Child and Family Studies faculty.

### FIRST YEAR ¥

FALL SEMESTER			CL	LAB	CR
# EC 101	Growth and Development of the Young Child*		3	0	3
# EC 141	Curriculum and Environments 1		3	0	3
# EC 155	Using Children's Literature to Support Young Children's Language and Literacy Development		3	0	3
EN 101	English Composition		4	0	4
PY 105	Introduction to Psychology		3	0	3
			16		

### SPRING SEMESTER

# EC 102	Foundations of Early Childhood Education		3	0	3
# EC 142	Curriculum and Environments 2		3	0	3
# EC 188	Health, Safety and Nutrition in Early Childhood Education		3	0	3
# EC 190	Preparing for Practicum		1	0	1
MT 120	Topics In Applied College Mathematics		4	0	4
IT 102	PC Applications		3	0	3
			17		

## SECOND YEAR

FALL SEMESTER			CL	LAB	CR
# EC 242	Child, Family and Community		3	0	3
# EC 267	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors		4	0	4
# EC 275	Practicum 1 – Observation, Interpretation, Assessment and Portfolio Documentation **		2	5	3
EN xxx	English Elective		3	0	3
XX xxx	Humanities/Fine Arts/ Foreign Language Elective		3	0	3
XX xxx	Social Science Elective++		3	0	3
			19		

### SPRING SEMESTER

# EC 270	Teaching Young Children with Special Needs		3	0	3
# EC 276	Practicum 2 - Student Teaching: Implementing Responsive Emergent Curriculum ***		2	10	5
# EC 288	The Early Childhood Professional		3	0	3
XX xxx	General Education Elective		3	0	3
XX xxx	Lab Science Elective+		3	2	4
			18		
<b>TOTAL CREDITS</b>			<b>70</b>		

¥ Students whose placement test scores suggest difficulty with lengthy and complex assignments are strongly advised to complete the program in 2 ½ - 3 years.

+ BI 100, CH 100, and PH 100 do not meet this requirement.

++ Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

# Indicates major field courses.

\* EC 101: Following consultation with the Department Head of the Child and Family Studies program, students may alternatively meet the requirement for EC 101 by completion of both EC 100 and EC 101X with grades of "C" or higher. Students choosing this option should be aware that an additional credit is required (i.e., EC 101 carries 3 credits; EC 100 and EC 101X each carry 2 credits, for a total of 4 credits).

\*\* EC 275: Students who are utilizing their workplace as their practicum site will be required to register concurrently for EC 273 Coaching for the Practicing Professional: Practicum 1 (one credit). Such students should consult with the Department Head of the Early Childhood Education Program.

\*\*\* EC 276: Students who are utilizing their workplace as their practicum site will be required to register concurrently for EC 274 Coaching for the Practicing Professional: Practicum 2 (one credit). Such students should consult with the Department Head of the Early Childhood Education.

**Health, Character and Technical Standards**, see page 31.

### Program Comments:

- Students will be working with children at the NHTI campus child care center beginning with first semester early childhood courses. Applicants are advised that the New Hampshire Bureau of Child Care Licensing requires certain paperwork to be on file at centers for employees and others who regularly work in child care centers. Completion of paperwork from the Bureau of Child Care Licensing must occur by the end of the first week of classes. This may include:
  - submission of a criminal record check;
  - a complete set of fingerprints (new law effective July 1, 2007);
  - completion of the licensing Child Care Personnel Health Form by a licensed health provider.
- The cost of the record check and fingerprinting is the responsibility of the student. They must come back as clear or non-disqualifying and the health form must indicate that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children. Otherwise the student will be dismissed from the program.
- Students working in licensed child care programs in NH may apply for tuition assistance made possible through funding from the NH Department of Health and Human Services, Division for Children, Youth, and Families, Child Development Bureau. Contact the department head for more information.

## Early Childhood Education Certificate

The courses in the Early Childhood Education Certificate program meet the training and education requirements for the State of NH credential of Associate Teacher Level 3. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.) The Early Childhood Certificate program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office. Students working in licensed child care programs in NH may apply for tuition assistance made possible through funding from the NH DHHS, DCYF, Child Development Bureau. For more information contact Gale Hall at ghall@ccsnh.edu or (603)271-2305.

People take early childhood certificate courses for a variety of reasons. Most often it is career or work related to meet different job requirements as outlined in New Hampshire's Child Care Program Licensing Rules. Sometimes these courses are also of interest to parents or students in related fields. Students may choose to be matriculated or non-matriculated depending on their reasons for taking courses. While students may be non-matriculated and take early childhood courses, ***students can only earn the Early Childhood Certificate if they are matriculated students*** (see *Option 4*, page 32). For more information, contact Department Head Gale Hall at (603)271-2305 or ghall@ccsnh.edu.

FALL SEMESTER		Credits
EC 101	Growth and Development of the Young Child	3
EC 141	Curriculum and Environments 1	3

SPRING SEMESTER		Credits
EC 142	Curriculum and Environments 2	3
EC 188	Health, Safety, and Nutrition in Early Childhood Education	3

FALL SEMESTER		Credits
EC 242	Child, Family and Community	3
EC 267	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	3
<b>TOTAL CREDITS</b>		<b>18</b>

***See Early Childhood Education Certificate Program Specific Admission Requirements, this page.***

## Early Childhood Education Advanced Certificate

The courses in the Early Childhood Advanced Certificate program meet the training and education requirements for the State of NH credential of Associate Teacher Level 4. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.) The Early Childhood Education Advanced Certificate program is available days and evenings and is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office. Students may also apply for tuition assistance from the Child Development Bureau.

People take early childhood certificate courses for a variety of reasons. Most often it is career or work related to meet different job requirements as outlined in New Hampshire's Child Care Program Licensing Rules. Sometimes these courses are also of interest to parents or students in related fields. Students may choose to be matriculated or non-matriculated depending on their reasons for taking courses. While students may be non-matriculated and take early childhood courses, ***students can only earn the Advanced Certificate if they are matriculated students*** (see *Option 4*, page 32). For more information, contact Department Head Gale Hall at (603)271-2305.

		Credits
EC 101	Growth and Development of the Young Child	3
EC 102	Foundations of Early Childhood Education	3
EC 141	Curriculum and Environments 1	3
EC 142	Curriculum and Environments 2	3
EC 155	Children's Literature	3
EC 188	Health, Safety and Nutrition in Early Childhood Education	3
EC 190	Preparing for Practicum	1
EC 242	Child, Family and Community	3
EC 267	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	3
EC 275	Practicum 1	3
<b>TOTAL CREDITS</b>		<b>28</b>

### ***Specific Admission Requirements for the Early Childhood Education Certificate and Advanced Certificate Programs***

There are different requirements for taking early childhood certificate courses based on the applicant's employment and matriculation status as outlined below:

#### **Option 1 – Employed in a licensed child care setting and non-matriculated**

Applicants working with young children in a licensed child care program must submit a letter from the employer confirming that the applicant has the following forms on file at the place of employment:

1. a clear or non-disqualifying criminal record and fingerprint check as required by Child Care Licensing;
2. the Child Care Personnel Health Form indicating that the applicant is in good health and has no mental or emotional disturbances that would prohibit him/her from caring for children; and
3. obtain signed photo releases from the parents or guardians of the children in the classroom giving permission to the student to take photos of children for college assignments.

Students will be provided with a form that their director can complete to affirm the items above. In addition, students will submit a signed Health, Character, and Technical Standards form to the Child and Family Studies Department Head on the first day of class.

Students are encouraged to take the English placement testing to determine whether they should register for EC 101 or EC 100/EC 101X. Non-matriculated students may take 9 ECE credits before formally matriculating to meet the Child Care Licensing requirements to be left alone with a group of children. Students who then decide to pursue one of the Certificates must matriculate before taking additional classes in order to receive the certificate.

If a student's employment status changes while taking classes, he/she must inform the Department Head at once. The student will then either provide the documentation above from the new employer or make arrangements to participate with children in the campus Lab School.

#### **Option 2 – Not employed in licensed child care and non-matriculated**

Applicants not currently employed in a licensed child care program will need to access NHTI's Child and Family Development Center weekly to complete class assignments and are advised that the New Hampshire Bureau of Child Care Licensing requires certain paperwork to be on file at the child care center. Students accessing the campus child care center must complete this paperwork by the end of the first week of classes. This may include:

- submission of a criminal record check;
- a complete set of fingerprints (new law effective July 1, 2007);
- completion of the licensing Child Care Personnel Health Form by a licensed health provider; and
- signed Health, Character, and Technical Standards form.

Students are responsible for the costs of the criminal record check and fingerprinting. They must come back as clear or non-disqualifying and the

health form must indicate that the student is in good physical health and has no mental or emotional disturbances that would prevent him/her from working with children. Otherwise the student will be dismissed from the program.

Students are encouraged to take the English placement testing to determine whether they should register for EC 101 or EC 100/101X. Non-matriculated students may take 9 ECE credits before formally matriculating to meet the Child Care Licensing requirements to be left alone with a group of children. Students who then decide to pursue one of the Certificates must matriculate in order to receive the certificate.

**Option 3 - Parents and other applicants from related fields** who will not need to access NHTT's Child and Family Development Center to complete assignments and do not intend to earn the Early Childhood Certificate or Advanced Certificate may take courses with the permission of the Department Head of Child and Family Studies.

#### Option 4 - Becoming a matriculated student

While students may be non-matriculated and continue to take early childhood courses, *students can only earn the Early Childhood Certificate or Advanced Certificate if they are matriculated students.* To matriculate into the Early Childhood Certificate or Advanced Certificate program, applicants must do the following:

1. Complete an admission application and submit the \$10 application fee;
2. Complete NHTI placement testing indicating an aptitude for EN 101; verbal abilities and writing skills are major considerations for acceptance into the Early Childhood Certificate and Advanced Certificate;
3. Complete and submit appropriate paperwork as outlined in Option 1 or 2 above;
4. Complete a satisfactory interview with early childhood faculty;
5. Obtain signed photo releases from the parents or guardians of the children in the classroom giving permission to the student to take photos of children for college assignments.

Early Childhood Certificate and Advanced Certificate applicants who are not working at a licensed child care facility with young children will need to access NHTT's Child and Family Development Center each week to complete class assignments throughout their studies.

If a student's employment status changes while taking classes, he/she must inform the Department Head at once. The student will then either provide the documentation above from the new employer or make arrangements to participate with children in the campus Lab School.

#### Health Considerations

Candidates for positions and careers in early childhood education are encouraged to explore health requirements associated with employment in child care, preschool and related settings for young children. Prospective students with special needs requiring accommodations that may affect their practicum placement and/or potential employment prospects are encouraged to discuss their specific career goals with the department head during the admissions process, particularly if the candidate is concerned about meeting the program's academic and technical standards. Each student is required to obtain NHTI Liability Insurance starting each school year. The students will be billed directly.

#### Character Expectations

The health and safety of young children is of paramount concern to the Department of Child and Family Studies. Applicants for positions in childcare, preschools and many other early childhood programs in New Hampshire should be aware that background checks and fingerprinting through the New Hampshire Department of Safety must be completed by potential employers prior to employment. To participate in NHTT's practica, students must first submit to background checks and fingerprinting.

Applicants who have been in difficulty with the law, depending upon the nature of the problem, may not be employable or even eligible for practica. Applicants are advised that such matters will be discussed during the admissions interview, to minimize the likelihood that future goals will be compromised.

#### Technical Standards

Technical Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the Early Childhood Education profession. Applicants who feel they may not be able to meet one or more of the technical standards should contact department faculty to discuss individual cases. The Department of Child and Family Studies will seriously consider all academically qualified candidates provided that the technical standards can be met with or without reasonable accommodations. No essential technical standards will be waived or modified.

Students in Child and Family Studies must have sufficient strength, stamina, motor coordination and sensory capabilities to perform the following:

- standing for sustained periods of time, walking, running, bending, and sitting on the floor to meet children's needs and accomplish tasks;
- frequent lifting, moving and transferring children, especially infants and toddlers;
- sufficient visual and hearing acuity to ensure a safe environment; and ability to respond quickly to children, colleagues, and professional partners in the event of emergency;
- sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, colleagues, professional partners, and parents;
- sufficient skills in written expression to accurately record children's daily progress and milestones as well as medications administered, accident and suspected child abuse/neglect reports, etc.;
- ability to work with frequent interruptions, to respond appropriately to unexpected situations including situations requiring immediate crisis response and role responsibility exchange; to demonstrate safe and required care for children, families, colleagues and the workplace as a whole; and to cope with substantial variations in workload and stress levels;
- ability to consistently attend and participate in classes and practica in a timely manner;
- ability to demonstrate and maintain organizational skills and time management in classes and at the practicum site;
- ability to respond to children's personal needs, including changing diapers, in a manner that safeguards the health and safety of the student, children, and staff;
- ability to work in a professional and respectful manner with a diverse range of children including children of different races, cultures, religions, and ethnicities as well as children with a wide range of disabling conditions;
- ability to abide by NHTT's student conduct code;
- ability to maintain proper boundaries in both the school and home environments; and
- ability and disposition to adhere to and practice the Code of Ethical Conduct set forth by the National Association for the Education of Young Children.

*NHTI reserves the right to amend its technical standards at any time and impose them on all current students.*

## Autism Early Intervention Specialist Certificate

The Autism Early Intervention Specialist Certificate program, under the auspices of the Child and Family Studies department, trains students to work specifically with very young children from birth to age 8 with autism spectrum disorder and other special needs or with those children who may be at risk for developmental delays or disabilities. Students will learn about individual differences in both typically and atypically developing young children. Students will work collaboratively as a part of various transdisciplinary teams and implement the activities that have been developed as part of a child's Individual Family Support Plan (IFSP). Students will learn how to provide early supports and services to young children in natural environments such as the home or a child care program while valuing and supporting the family as the expert on the child. The courses in the Autism Early Intervention Specialist Certificate program meet the training and education requirements for the State of NH credential of Associate Teacher Level 4. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.)

For more information, contact Gale Hall, Department Head of Child and Family Studies at (603)271-2305 or ghall@ccsnh.edu. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office. Students working in licensed child care programs in NH may also apply for tuition assistance made possible through funding from the NH DHHS, DCYF, Child Development Bureau.

The course layout below is typical for a full time day student. Contact the Department Head for typical layout of a part time evening schedule.

### Specific Admission Requirements

1. NHTI placement testing indicating an aptitude for EN 101; verbal abilities and writing skills are major considerations for acceptance into the Autism Early Intervention Specialist Certificate program;
3. Satisfactory interview with the Early Childhood Education program faculty.

FALL SEMESTER		Credits
EC 101	Growth and Development of the Young Child	3
EC 225	Autism Spectrum Disorder	4
EC 242	Child, Family, and Community	3
		<b>10</b>
SPRING SEMESTER		
EC 190	Preparing for Practicum	1
EC 215	Infant/Toddler Development and Programming	4
EC 270	Teaching Young Children with Special Needs	3
		<b>8</b>
FALL SEMESTER		
EC 267	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	4
EC 278	Early Intervention Practicum	5
		<b>9</b>
TOTAL CREDITS		<b>27</b>

### Program Comments:

1. Students will be working with children at the NHTI campus child care center beginning with first semester early childhood courses. Applicants are advised that the New Hampshire Bureau of Child Care Licensing requires certain paperwork to be on file at centers for employees and others who regularly work in child care centers. Completion of paperwork from the Bureau of Child Care Licensing must occur by the end of the first week of classes. This may include:
  - submission of a criminal record check;
  - a complete set of fingerprints (new law effective July 1, 2007);

- completion of the licensing Child Care Personnel Health Form by a licensed health provider.
2. The cost of the record check and fingerprinting is the responsibility of the student. They must come back as clear or non-disqualifying and the health form must indicate that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children. Otherwise the student will be dismissed from the program.

## Education

The degree of Associate in Science with a major in Education is awarded upon successful completion of the program.

The Associate in Science in Education (ASEd) program concentrates on the foundations of education in a well-balanced approach. The program provides students with opportunities to immerse themselves in the theoretical underpinnings and practical applications of education while completing associate degree requirements. Students who complete this program have the basic skills and knowledge to work effectively with all students in public school classrooms, including those students identified with special needs.

By offering a broad range of courses, the Program prepares graduates to be Paraeducators or to transfer their credits to baccalaureate degree-granting institutions to pursue a career in teaching or counseling.

All students in the ASEd program are expected to achieve a minimum passing score stipulated by the NH Department of Education on the PRAXIS I exam. Those students who intend to transfer to one of the colleges in the University System of NH must achieve a minimum GPA of 2.7 in addition to passing the PRAXIS I exam.

NHTI has transfer affiliations with baccalaureate degree-granting institutions. To date, students have successfully transferred as juniors to Notre Dame College (now absorbed by Southern New Hampshire University), Franklin Pierce University, Granite State College (part of the University System of New Hampshire), New England College and Rivier College.

### Specific Admission Requirements

1. Algebra I with a grade of "C" or higher or NHTI's MT 103 with a grade of "C" or higher;
2. NHTI placement testing indicating an aptitude for EN 101 English Composition; verbal abilities and writing skills are major considerations for acceptance into the Early Childhood Education program;
3. Satisfactory interview with Early Childhood Education program faculty.

FIRST YEAR			
FALL SEMESTER		CL	LAB CR
# ED 101	Introduction to Exceptionalities	3	0 3
# ED 104	Foundations of Education	3	0 3
EN 101	English Composition	4	0 4
MT 120	Topics in Applied College Mathematics <i>or</i>		
MT 123	Intermediate Algebra	4	0 4
PY 105	Introduction to Psychology	3	0 3
			<b>17</b>
SPRING SEMESTER			
# ED 200	Supporting Students with Challenging Behaviors	4	0 4
# ED 207	Teaching and Learning Process	3	0 3
IT 102	PC Applications	3	0 3
PY 209	Educational Psychology	3	0 3
PY 220	Human Growth and Development: The Life Span	3	0 3
			<b>16</b>

**SECOND YEAR****FALL SEMESTER**

# ED 201	Legal Issues in Education	3	0	3
# ED 203	Teaching Strategies for Diverse Learners	3	0	3
EN xxx	English Elective	3	0	3
SO 105	Introduction to Sociology	3	0	3
XX xxx	Lab Science Elective*	3	2	4
				16

**SPRING SEMESTER**

# ED 204	Instructional Technology	3	0	3
# ED 212	Design of Instruction	3	0	3
# ED 220	Field Experience in Education	1	6	3
XX xxx	Humanities/Fine Arts/Foreign Language Elective	3	0	3
XX xxx	General Elective	3	0	3
				15
<b>TOTAL CREDITS</b>				<b>64</b>

# Indicates major field courses

\* Any lab science course with a prefix of BI, CH, or PH except BI 100, CH 100 and PH 100

**Health, Character and Technical Standards for Education Programs**

NHTI has developed excellent practicum opportunities for our students to foster hands-on learning while simultaneously receiving credit. Nonetheless, the college's first priority must be to ensure that patients/clients/children/families are not placed in jeopardy by students during learning experiences. Therefore, students in practica, service learning and clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties and changing circumstances that characterize patient/client/child/family responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships and confidentiality with employees, customers and/or patients/clients/children and their families.

**Health Considerations**

Candidates for positions and careers in education are encouraged to explore health requirements associated with employment in a school setting. Prospective students with special needs requiring accommodations that may affect their learning are encouraged to contact the Disabilities Services Coordinator at (603)271-7723 TTY and Voice.

**Character Expectations**

The health and safety of children, adolescents and other learners is of paramount concern to the Education program. Applicants for teaching positions in public and private schools in New Hampshire should be aware that background checks through the New Hampshire Department of Safety must be completed by potential employers prior to employment.

Applicants who have been in difficulty with the law, depending upon the nature of their experience, may not be employable or even eligible for field experience. Applicants are advised that such matters may be discussed during an admission interview so that future goals to be a teacher will not be compromised.

**Technical Standards**

Technical Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the public and/or private school classroom as teachers. Applicants who think they may not be able to meet one or more of the technical standards should contact program faculty members to discuss individual cases. Department Faculty will give serious consideration to all academically qualified candidates providing that the technical standards can be met with reasonable accommodations. Students in the Education

program must have sufficient strength, stamina and motor coordination to perform the following:

- Sufficient hearing and visual acuity to ensure a safe environment and ability to respond quickly in the event of emergency;
- Sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, adolescents, colleagues, and parents;
- Sufficient writing skills to accurately record students' daily progress and milestones as well as a variety of reports;
- Ability to work with frequent interruptions, to respond appropriately to unexpected situations, and to cope with extreme variations in workload and stress levels.

**Education Certificate**

The Certificate in Education offers students the option of taking the core education curriculum, allowing for transfer to the Associate in Science in Education program, or to a baccalaureate program in education. For more information, contact Department Head Kelly Moore Dunn at (603)271-8881 or kdunn@ccsnh.edu. Courses in this program are scheduled in the late afternoon-early evening, beginning at 4:00 pm. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office. *Certificate program students may take 200 level courses concurrently with 100 level courses with permission from the department head of the Education Program.*

**FALL SEMESTER**

		<b>Credits</b>
ED 101	Introduction to Exceptionalities	3
ED 104	Foundations of Education	3
ED 201	Legal Issues in Education	3
PY 105	Introduction to Psychology	3
		12

**SPRING SEMESTER**

ED 204	Instructional Technology	3
ED 207	The Teaching-Learning Process	3
ED 212	Design of Instruction	3
ED 200	Supporting Students with Challenging Behaviors	4
PY 209	Educational Psychology	3
		16

**TOTAL CREDITS 28**

## Special Education Certificate

The Certificate in Special Education is designed for:

- People interested in exploring careers in special education;
- Current paraeducators looking to enhance their skills and possibly move toward degrees in regular or special education;
- Current teachers seeking professional development skills related to working with children with special needs.

Credits earned in the Certificate in Special Education are fully transferable to NHTI's Associate in Science in Education degree. Contact Kelly Moore Dunn at (603)271-8881 or [kdunn@ccsnh.edu](mailto:kdunn@ccsnh.edu) for additional information. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office. *Certificate program students may take 200 level courses concurrently with 100 level courses with permission from the department head of the Education Program.*

FALL SEMESTER		Credits
ED 101	Introduction to Exceptionalities	3
EN 101	English Composition	4
ED 203	Teaching Strategies for Diverse Learners	3
		10
SPRING SEMESTER		
ED 200	Supporting Students with Challenging Behaviors	4
ED 204	Instructional Technology	3
MT 120	Topics in Applied College Mathematics <i>or</i>	4
MT 123	Intermediate Algebra	4
		11
<b>TOTAL CREDITS</b>		<b>21</b>

## Teacher Education Conversion Programs (TECP)

### Program Overview

NHTI has developed two programs, approved by the NH State Board of Education, to help to meet the critical shortage of teachers in our state:

- The Teacher Education Conversion Programs (TECP)** are designed to attract career changers into Mathematics or Science Teaching;
- The General Special Education Conversion Program** is designed for candidates who already hold a teaching certification and are interested in adding a general special education endorsement.

This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Admission Requirements for Both Programs

- These are not degree programs; candidates must hold a Baccalaureate and/or Master's Degree.
- Candidates must complete and submit a TECP application, a \$10.00 application fee and official transcripts from all undergraduate and graduate programs attended, current resume and two letters of recommendation.
- Candidates must participate in an interview with NHTI Education Department Faculty.

## Teacher Certification In Mathematics or Science

### Program Goals

The goals of the Teacher Education Conversion Program are to prepare the candidate to bring to the middle or secondary classroom the knowledge, skills, expertise, innovation, and enthusiasm necessary to succeed as a teacher; to ensure that candidates are afforded opportunities for observation, exploration, and reflection both in and outside the classroom; to apply his/her content expertise and pedagogical principles in the assessment of learning in a student teaching experience. The Teacher Education Conversion programs are post-baccalaureate programs in which candidates can expect to learn through integrated fieldwork and courses in the following areas:

	Credits
TECP 50 Introduction to Exceptionalities	3
TECP 51 Foundations of Education	3
TECP 60 Supporting Students with Challenging Behaviors	4
TECP 61 Legal Issues in Education	3
TECP 63 Instructional Technology	3
TECP 64 Teaching and Learning Process	3
TECP 65 Design of Instruction	3
TECP 80 Methods/Student Teaching for Middle/Secondary School Mathematics <i>or</i>	
TECP 81 Methods/Student Teaching for Middle/Secondary School Science	10
<b>TOTAL CREDITS</b>	<b>32</b>

The NHTI TECP offers certification in the following endorsement areas:

	Certification Levels
• <b>Biology</b>	grades 7 - 12
• <b>Chemistry</b>	grades 7 - 12
• <b>General Science</b>	grades 5 - 12
• <b>Earth Science</b>	grades 7 - 12
• <b>Mathematics</b>	grades 5 - 8, 7 - 12
• <b>Physical Science</b>	grades 7 - 12
• <b>Physics</b>	grades 7 - 12

After successful completion of the program, candidates are recommended to the NH State Department of Education - Bureau of Credentialing for teacher certification.

### Specific Admission Requirements

- Candidates must hold a Baccalaureate and/or Master's Degree in Science or Math
- These candidates demonstrate the mastery of all competencies required by the program through the successful completion of coursework, field work, student teaching, and portfolio development.
- Candidates must successfully pass the PRAXIS I (PPST) tests and the PRAXIS II in their specific content area while enrolled in the program.
- The candidate must maintain a cumulative grade point average of at least a 2.75.
- A criminal record check will be required for working in the schools.
- Included in the application process, the candidate will complete the checklist for content standards to identify areas of competency.

## General Special Education Conversion Program

### Program Goals

The goals of the General Special Education Conversion Program are to prepare the candidate to bring to K-12 classrooms the knowledge, skills, expertise, innovation, and enthusiasm necessary to succeed as a teacher; to ensure the candidate is afforded opportunities for observation, exploration, and reflection both in and outside the classroom; to apply his/her content expertise and pedagogical principles in the assessment of learning in a practicum experience teaching students with diverse learning needs.

Candidates in this program can expect to learn through integrated fieldwork and courses in the following areas:

	Credits
TECP 50 Introduction to Exceptionalities	3
TECP 60 Supporting Students with Challenging Behaviors	4
TECP 62 Teaching Strategies for Diverse Learners	3
TECP 63 Instructional Technology	3
TECP 70 Special Education Assessment	3
TECP 71 Consultation/Collaboration and Individual Education Plans (IEPs)	3
TECP 82 Practicum Experience in General Special Education	6
<b>TOTAL CREDITS</b>	<b>25</b>

After successful completion of the program, candidates are recommended to the NH State Department of Education - Bureau of Credentialing for General Special Education certification.

### Specific Admission Requirements

1. Candidates must hold Teacher Certification
2. Candidates must demonstrate the mastery of all competencies required by the program through the successful completion of coursework, field work, practicum, and portfolio development.
3. Candidates must successfully pass the PRAXIS I (PPST) tests, if applicable while enrolled in the program. In addition, the candidate must maintain a cumulative grade point average of at least a 2.75.
4. A criminal record check will be required for working in the schools. During the interview, the Director of the Conversion Programs will discuss the requirements for Highly Qualified Teacher (HQT) with regard to special education teachers.

## Career and Technical Education Alternative Certification

This program is designed to offer students the knowledge and skills required by the New Hampshire Department of Education standards for career and technical educator certification. This program has been constructed according to the competencies required for Ed 610.01 Professional Education and Ed 507.02 Teachers of Career and Technical Education. Ed 610.01 competencies are met through courses ED 104 and ED 105. Ed 507.02 competencies, as proposed, are met through ED 230 Essentials of Career and Technical Curriculum and Instruction.

The program is designed to allow students to use program credits toward an Associate in Arts in Teacher Preparation or Associate degree in a general studies or career and technical program. Students also may use the credits toward a Bachelor's or Master's degree program in Education through Plymouth State University. Articulation with other colleges and programs may be sought.

Students accepted into this program may provide evidence that they may be eligible to receive credit for courses via aggregate educational experience and/or occupational experiences. In such cases students may be eligible to earn credit by examination or transfer credit, according to the policies and procedures of the college.

### Students eligible for this program may be:

- those with a high school diploma or equivalent *and* significant work/life experience who would like to earn a credential to teach or a credential to teach and college credits toward Associate or Baccalaureate Degree completion;
- those with some college courses or an Associate Degree *and* significant work/life experience who would like to earn a credential to teach *or* a credential to teach and college credits toward Associate or Baccalaureate Degree completion;
- those with a Bachelor's Degree (but no certification) *and* significant work/life experience who would like to earn a credential to teach *or* a credential to teach and possible graduate credits toward Master Degree completion.

In all cases, prospective career and technical educators will possess significant life/work experience or academic preparation in a career and technical content area. The Career and Technical Center Directors and School Districts will retain the authority to review the eligibility of all prospective career and technical educators and define any or all of the certificate component courses to be required for credentialing, on an individual basis. These individuals will then be referred to NHTI for course registration and completion. For more information contact Department Head Kelly Moore Dunn at (603)271-8881. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Credits

ED 101 Introduction to Exceptionalities	3
ED 104 Foundations of Education	3
ED 204 Instructional Technology	3
ED 207 Teaching and Learning Process	3
ED 230 Essentials of Career and Technical Curriculum and Instruction	3
EN 101 English Composition	4
PY 209 Educational Psychology	3
PY 220 Human Growth and Development: The Life Span	3
<b>TOTAL CREDITS</b>	<b>25</b>

## Architectural Engineering Technology

The degree of Associate in Science in Architectural Engineering Technology is awarded upon successful completion of the program.

The AET program combines architecture and engineering theory with a solid foundation in mathematics and science. Students in the program study the architectural design process of a variety of building types and develop skills in sketching and computer aided drawing. Students learn structural and environmental systems theory, methods of construction, statics and strength of building materials, surveying and professional practices. *A 3-year version of this program is available. Contact the Department Head for details.*

Graduates of the program are employed with architectural and engineering firms, contractors, surveyors, and in various governmental agencies. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202—Telephone (410) 347-7700.

NHTI has transfer affiliations with four-year institutions including:

- Boston Architectural College
- Roger Williams University

For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics). (*Credits earned in Engineering Technology at NHTI are fully transferable to all TAC/ABET accredited BS of Engineering Technology programs.*)

### Specific Admission Requirements

1. At least three years of college preparatory mathematics (Algebra I, Algebra II and Geometry) with minimum grades of "C";
2. It is strongly recommended that all architectural engineering technology applicants have satisfactorily completed a high school level course in physics.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
# AR 103	Architectural Graphics and Sketching	2	2	3	
# AR 120	Materials and Methods of Construction	4	0	4	
MT 133	Elementary Functions	4	0	4	
PH 133	Physics I: Mechanics, Heat	3	2	4	
					15
SPRING SEMESTER					
# AR 104	Architectural Design Studio I	2	2	3	
# AR 150	Statics and Strength of Materials	3	2	4	
EN 101	English Composition	4	0	4	
MT 134	Pre-Calculus	4	0	4	
IT 102	PC Applications	3	0	3	
					18

"I've always been good in the arts and math. My father has a timber frame business, and I've always been to the raisings and seen him work on the beams, and I just love being there for that process. So I decided to see what I could do with my designing. I love it!"

**Caroline**  
Architectural Engineering Technology



### SECOND YEAR

#### Architectural Engineering Technology Option

FALL SEMESTER			CL	LAB	CR
# AR 202	Architectural Design Studio II	2	2	3	
# CV 220	Surveying	2	3	3	
# CV 240	Timber and Steel Design	3	2	4	
EN 125	Communication and the Literature of Science and Technology	3	0	3	
PH 135	Physics II: Light, Sound, Electricity	3	2	4	
XX xxx	Humanities/Fine Arts/ Foreign Language Elective	3-4	0	3-4	
					20-21
SPRING SEMESTER					
# AR 250	Environmental Systems	3	0	3	
# AR 270	Construction Management	3	0	3	
# AR 297	Architectural Design Studio III	2	2	3	
# CV 235	Reinforced Concrete Design	2	3	3	
SO xxx	Social Science Elective*	3-4	0	3-4	
					15-16
TOTAL CREDITS					68-70

### SECOND YEAR

#### Civil Engineering Technology Option

FALL SEMESTER			CL	LAB	CR
# CV 201	Civil CAD	2	2	3	
# CV 220	Surveying	2	3	3	
# CV 240	Timber and Steel Design	3	2	4	
EN 125	Communication and the Literature of Science and Technology	3	0	3	
PH 135	Physics II: Light, Sound, Electricity	3	2	4	
XX xxx	Humanities/Fine Arts/ Foreign Language Elective	3-4	0	3-4	
					20-21
SPRING SEMESTER					
# AR 270	Construction Management	3	0	3	
# CV 235	Reinforced Concrete Design	2	3	3	
# CV 297	Highway Design	3	2	4	
# MT 205	Calculus I	4	0	4	
SO xxx	Social Science Elective*	3	0	3-4	
					17-18
TOTAL CREDITS					70-72

# Indicates major field courses.

\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

## Computer Aided Design - Architectural Concentration Certificate

This 18 credit-hour certificate program is designed for students who plan to be CAD operators in the field of architecture. Upon successful conclusion of the CAD certificate program, participants will be able to effectively create 2D as well as 3D drawings in CAD and to model and visualize 3D objects for projects presentations. For additional information, contact Department Head Liaquat Khan at (603)271-7746 or lkhan@ccsnh.edu. This program is available part time and evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

FALL SEMESTER				Credits
AR	101	AutoCad 2D		3
IT	102	PC Applications		3
				<b>6</b>

SPRING SEMESTER				Credits
AR	102	AutoCAD 3D		3
AR	191	AutoCAD Architecture		3
				<b>6</b>

FALL SEMESTER				Credits
AR	103	Architectural Graphics and Sketching		3
AR	194	Microstation		3
				<b>6</b>
<b>TOTAL CREDITS</b>				<b>18</b>

## Computer Engineering Technology

The degree of Associate in Science in Computer Engineering Technology will be awarded upon successful completion of all program requirements.

The Computer Engineering Technology program provides degree candidates with both academic and technical learning experience relevant to the hardware and software systems currently used in industry. Computer engineering technologists work with professional engineers, scientists, medical doctors, business professionals, and manufacturing managers in setting up various computer platforms, installing software packages, and programming, troubleshooting and/or interfacing computers with various types of equipment. The curriculum also includes microprocessor technology, fundamentals of electronics, personal computer architecture, windows applications programming and a computer project.

A 3-year version of this program is available. Contact the Department Head for details.

Graduates secure positions as computer programmers in C++ Object Oriented Programming, Java, Visual C++, C#, SQL and real-time Relay Ladder Logic. Other positions that graduates have attained are network or systems administrators, web site developers, and hardware and software troubleshooters. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202—Telephone (410) 347-7700, and upon graduation, some may choose to further their education in the fields of Computer Engineering Technology, or Computer Science with high degrees of transferability to major colleges and universities throughout the country.

NHTI has transfer affiliations with four-year institutions including:

- Northeastern University School of Engineering
- University of Massachusetts-Lowell
- UNH Manchester (dual admission program)
- Wentworth Institute of Technology

For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics). (Credits earned in Engineering Technology at NHTI are fully transferable to all TAC/ABET accredited BS of Engineering Technology programs.)

## Specific Admission Requirements

1. At least three years of college preparatory mathematics (Algebra I, Algebra II and Geometry) with minimum grades of "C";
2. It is strongly recommended that all engineering technology applicants have satisfactorily completed high school level courses in chemistry and physics.

### FIRST YEAR

FALL SEMESTER				CL	LAB	CR
#	CP	107	Introduction to Programming with C++	2	3	3
#	EL	101	Electric Circuits	3	3	4
#	EL	115	Digital Fundamentals	2	3	3
	EN	101	English Composition	4	0	4
	MT	133	Elementary Functions	4	0	4
						<b>18</b>

### SPRING SEMESTER

#	CP	235	Algorithms with Object Oriented Programming	3	3	4
#	EL	144	Embedded Microsystems	3	3	4
	EN	120	Communications <i>or</i>			
	EN	125	Communication and the Literature of Science and Technology	3	0	3
	MT	134	Pre-Calculus	4	0	4
	PH	133	Physics I: Mechanics, Heat	3	2	4
						<b>19</b>

### SECOND YEAR

#### FALL SEMESTER

#	CP	240	Programming for Windows Operating Systems	3	3	4
#	CP	260	Computer Real Time Interfacing	3	3	4
#	CP	301	Computer Project Definition	1	0	1
	MT	205	Calculus I	4	0	4
	PH	135	Physics II: Light, Sound, Electricity	3	2	4
	XX	xxx	Social Science Elective*	3-4	0	3-4
						<b>20-21</b>

#### SPRING SEMESTER

#	CP	215	Integrated Circuits and Interfacing	3	3	4
#	CP	222	Data Communications and Internetworking	3	3	4
#	CP	252	Networking and Internet Technologies	3	3	4
#	CP	303	Computer Project	1	4	3
	XX	xxx	Humanities/Fine Arts/Foreign Language Elective	3	0	3
						<b>18</b>

#### TOTAL CREDITS

**75-76**

**NOTE:** MT 206 is an additional calculus course recommended for those students planning to further their education.

# Indicates major field courses.

\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

## Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

## Computer Technology Programming (Advanced) Certificate

This Certificate Program will provide state-of-the-art capability in using computers, offering marketable programming skills and in-depth understanding and manipulation of hardware. Credits attained in the Certificate Program are transferable to the Computer Engineering Technology Associate Degree.

In order to provide these advanced courses to a wide audience, participants will only need a beginning background in C++ programming and fundamental use of the Microsoft Windows operating system. This can be accomplished by taking *IT 108 Personal Computer Hardware and Software* and *CP 107 Introduction to Programming with C++* at NHTI. As a corequisite, the ability to understand and use algebraic equations is key to the success of programming. *MT 133 Elementary Functions* is recommended for this purpose. For more information, contact Sterling Hough at (603)271-7758 or shough@ccsnh.edu. This program is available days and evenings. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Required initial course: Credits

CP 235	Algorithms With Object Oriented Programming	4
		4

### AND any three of the following

(check prerequisites in course descriptions):

CP 240	Programming for Windows Operating Systems	4
CP 222	Data Communications & Internetworking	4
CP 252	Networking and Internet Technologies	4
CP 260	Computer Real Time Interfacing	4
		12

**TOTAL CREDITS 16**

## Electronic Engineering Technology

The degree of Associate in Science in Electronic Engineering Technology will be awarded upon successful completion of the program.

The Electronic Engineering Technology program provides a balance of theory and practical applications to prepare degree candidates to enter the various areas of the electronics field or continue their studies toward advanced degrees. The program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202—Telephone (410) 347-7700.

The curriculum includes fundamental courses in circuit analysis, linear and digital electronics and programming in the C++ language. Advanced courses incorporate fundamental concepts in practical applications with emphasis on systems analysis, design and implementation. Advanced areas of study include machine and assembly language programming applications with embedded microsystems, communications and electronic fabrication utilizing computer aided design (CAD) and engineering design automations (EDA) tools. Students complete the program by applying their technical knowledge in a design project course. *A 3-year version of this program is available. Contact the Department Head for details.*

Graduates secure positions in technical fields such as manufacturing, microelectronics, automation and telecommunications. The program also provides the first two years of study towards a Bachelor of Science in Engineering Technology at TAC/ABET accredited colleges and universities or students may continue in other degree programs at other colleges and universities.

NHTI has transfer affiliations with four-year institutions including:

- Northeastern University School of Engineering
- University of Massachusetts-Lowell

- UNH Manchester (dual admission program)
- Wentworth Institute of Technology

For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics). (*Credits earned in Engineering Technology at NHTI are fully transferable to all TAC/ABET accredited BS of Engineering Technology programs.*)

### Specific Admission Requirements

1. At least three years of college preparatory mathematics (Algebra I, Algebra II and Geometry) with minimum grades of "C";
2. It is strongly recommended that all engineering technology applicants have satisfactorily completed high school level courses in chemistry and physics.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
#	CP 107	Introduction to Programming with C++	2	3	3
#	EL 101	Electric Circuits	3	3	4
#	EL 115	Digital Fundamentals	2	3	3
	EN 101	English Composition	4	0	4
	MT 133	Elementary Functions	4	0	4
					18

### SPRING SEMESTER

#	EL 102	Circuit Analysis	3	3	4
#	EL 110	Electronics I	3	3	4
	EN 120	Communications <i>or</i>			
	EN 125	Communication and the Literature of Science and Technology	3	0	3
	MT 134	Pre-Calculus	4	0	4
	PH 133	Physics I: Mechanics, Heat	3	2	4
					19

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
#	EL 144	Embedded Microsystems	3	3	4
#	EL 210	Electronics II	3	3	4
#	EL 305	Design Project Preparation	1	5	3
	MT 205	Calculus I	4	0	4
	PH 135	Physics II: Light, Sound, Electricity	3	2	4
					19

### SPRING SEMESTER

#	EL 215	Advanced Digital Electronics	3	3	4
#	EL 251	Advanced Topics in Electronics <i>and/or</i>	3	3	4
	MT 206	Calculus II	4	0	4
#	EL 306	Senior Design Project	2	5	4
	XX xxx	Humanities/Fine Arts/Foreign Language Elective	3	0	3
	XX xxx	Social Science Elective*	3-4	0	3-4
					18-23
					74-79

### TOTAL CREDITS

**NOTE:** MT 206 is an additional calculus course recommended for those students planning to further their education.

# Indicates major field courses.

\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

## Electronic Technology Certificate

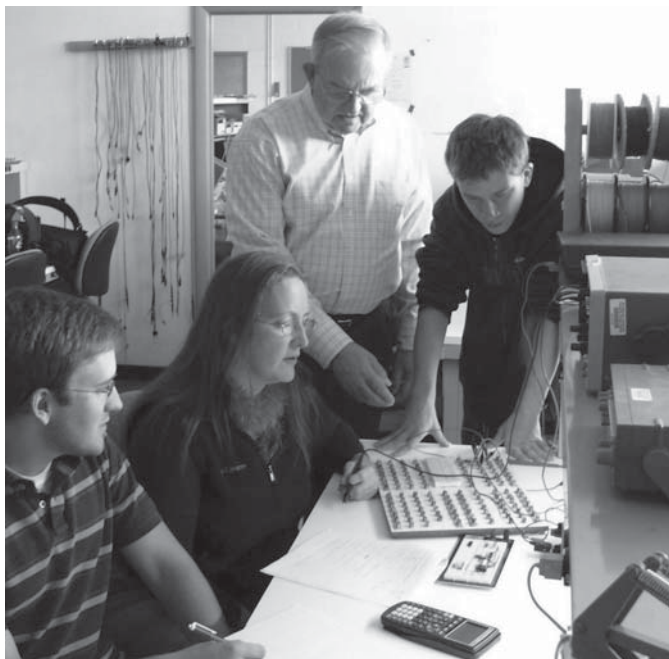
This Certificate Program is designed to accommodate people with technical backgrounds who are interested in learning electronics, e.g., those with liberal arts-based computer science degrees working in areas of software where basic electronics knowledge is needed. The credits attained in the Certificate in Electronic Technology are applicable to the Electronic Engineering Technology Associate Degree.

In order to provide these advanced courses to a wide audience, participants will only need a basic background of Elementary Functions (MT 133), basic knowledge of digital electronics (EL 115) and demonstrate computer literacy (IT 102 or IT 108) which will be offered on a regular basis at NHTI. For more information contact Sterling Hough at (603)271-7758 or shough@ccsnh.edu. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

			Credits
EL 101	Electric Circuits		4
EL 102	Circuit Analysis		4
EL 110	Electronics I		4
EL 210	Electronics II		4
EL 215	Advanced Digital Electronics		<u>4</u>
<b>TOTAL CREDITS</b>			<b>20</b>

### Prerequisites:

MT 133	Elementary Functions (or equivalent background)	5
Demonstrated computer literacy		



## Landscape and Environmental Design

The degree of Associate in Science with a major in Landscape and Environmental Design will be awarded upon successful completion of the program.

The Associate in Science in Landscape and Environmental Design degree program has been developed to accommodate a demand, locally and globally, for educated environmental professionals. This degree program is for students interested in pursuing an education and/or career related to the natural environment such as forestry, landscape management and design, wetland science, landscape architecture, urban planning, environmental technology or environmental conservation.

The curriculum, which combines coursework in natural science, technology and design, provides students with a core foundation of education and skills needed to launch their careers as well as exposure to the variety of career and advanced degree opportunities in the growing environmental industry. Students will gain an understanding of the natural environment and its relationship to the designed built environment through required course work and practical experience. Graduates will have a working knowledge of and appreciation for the natural physical environment in the context of landscape and environmentally related professions. *Some of the major field courses are only available in the evening.*

### Specific Admission Requirements

1. High school Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104, both with grades of "C" or higher;
2. High school Biology with lab with a grade of "C" or higher.

### FIRST YEAR

FALL SEMESTER				CL	LAB	CR
#	BI 117	Introduction to Plant Biology		3	2	4
	EN 101	English Composition		4	0	4
	IT 102	PC Applications		3	0	3
#	LD 115	Landscape Architectural Design Theory		3	0	3
	MT 120	Topics In Applied College Mathematics or higher*		4	0	<u>4</u>
						18

### SPRING SEMESTER

#	AR 101	AutoCAD 2D		3	0	3
#	ENV101	Introduction to Environmental Science		3	2	4
#	LD 102	Identification and Uses of Shrubs, Groundcovers and Vines		3	0	3
#	LD 112	Landscape Drawing and Presentation Techniques		2	2	3
XX	xxx	Humanities/Fine Arts/Foreign Language Elective		3-4	0	<u>3-4</u>
						16-17

## SECOND YEAR

### FALL SEMESTER

# BI 115	Introduction to Ecology	3	2	4
EN 125	Communications and the Literature of Science and Technology <i>or</i>			
EN xxx	English Elective	3	0	3
# LD 101	Identification and Uses of Trees	3	0	3
# LD 220	Planting Design	3	0	3
SO xxx	Social Science Elective**	3	0	3
				16

### SPRING SEMESTER

# AR 160	Introduction to Geographic Information Systems	2	2	3
# LD 270	Sustainable Landscape Principles and Practices	3	2	4
# LD 290	Senior Project/Internship	0	12	4
# XX xxx	Landscape and Environmental Design Elective***	3-4	0	3-4
				14-15
	<b>TOTAL CREDITS</b>			<b>64-66</b>

\* Excluding MT 129; students should consult their academic advisors to ensure that the appropriate math course is selected to correspond with individual academic goals.

\*\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105)

\*\*\* Any AR, CV, LD, BU, FA or other course approved by the Department Head of the Landscape and Environmental Design program and the Vice President of Academic Affairs

## Landscape Design Certificate

The Landscape Design Certificate program provides entry-level skills for those entering the landscaping field or continuing education for landscapers, florists/nursery growers, architects, and anyone interested in a broader range of knowledge in this area. For more information contact Susanne Smith Meyer at (603)271-7122 or [ssmithmeyer@ccsnh.edu](mailto:ssmithmeyer@ccsnh.edu). This program is available evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

## FIRST YEAR

### FALL SEMESTER

LD 101	Identification and Uses of Trees	3
LD 115	Landscape Architecture Design Theory	3
		<b>6</b>

### SPRING SEMESTER

LD 102	Identification and Uses of Shrubs, Groundcovers and Vines	3
LD 112	Landscape Drawing and Presentation Techniques	3
		<b>6</b>

## SECOND YEAR

### FALL SEMESTER

LD 109	Basic Site Grading and Surveying	3
LD 220	Planting Design	3
		<b>6</b>

### SPRING SEMESTER

LD 217	Small Scale Design Project	3
LD 225	Landscape Construction Details and Methods	3
		<b>6</b>

**TOTAL CREDITS** **24**

**Prerequisites:** Submit official copy of High School transcript and/or GED with scores. Algebra I and Algebra II, with grades of "C" or higher, are recommended.



Student Center

## Manufacturing Engineering Technology

The degree of Associate in Science in Manufacturing Engineering Technology is awarded upon successful completion of the program.

The Manufacturing Engineering Technology program is designed to educate technicians in the manufacturing field. The program emphasizes mathematics and science courses to give students the knowledge to cope with changing technology. Course work incorporates the theory and practice of manufacturing from planning and layout through the operation and control phases. Extensive computer applications are part of the program including computer-aided drafting and computer-aided manufacturing. English and social sciences are taught as part of the program to broaden the student's perspective and improve communication skills.

Graduates are employed in positions such as production planners, management assistants, material planners, and manufacturing engineering technicians. A 3-year version of this program is available. Contact the Department Head for details.

Those graduates who have maintained the appropriate GPA are eligible for entrance into the third year of study toward a Bachelor of Science in Engineering Technology degree at the University of New Hampshire in Manchester (dual admission program), and at other colleges and universities. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202—Telephone (410) 347-7700. For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics).

### Specific Admission Requirements

- At least three years of college preparatory mathematics (Algebra I, Algebra II and Geometry) with minimum grades of "C";
- It is strongly recommended that all engineering technology applicants have satisfactorily completed high school level courses in chemistry and physics.

## FIRST YEAR

### FALL SEMESTER

			CL	LAB	CR
EN	101	English Composition	4	0	4
# MC	101	Design Graphics I	1	3	2
# MF	111	Manufacturing and Materials Processing	3	2	4
MT	133	Elementary Functions	4	0	4
PH	133	Physics I: Mechanics, Heat	3	2	<u>4</u>
					18

### SPRING SEMESTER

EN	120	Communications <i>or</i>			
EN	125	Communications and the Literature of Science and Technology	3	0	3
IT	102	PC Applications	3	0	3
# MC	102	Design Graphics II	1	3	2
# MC	150	Statics and Strength of Materials	3	2	4
MT	134	Pre-Calculus	4	0	4
PH	135	Physics II: Light, Sound, Electricity	3	2	<u>4</u>
					20

## SECOND YEAR

### FALL SEMESTER

			CL	LAB	CR
CH	105	Chemistry	3	2	4
# MF	202	Measurement and Control	3	2	4
# MF	220	Manufacturing Processes and Machine Tools	3	3	4
MT	205	Calculus I	4	0	4
XX	xxx	Social Science Elective*	3-4	0	<u>3-4</u>
					19-20

### SPRING SEMESTER

# MF	241	Computer Integrated Manufacturing (CIM)	3	3	4
# MF	230	Production Systems	3	2	4
# MF	252	Quality Control	3	2	4
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>
					15-16
		<b>TOTAL CREDITS</b>			<b>72-74</b>

# Indicates major field courses.

\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).



## Mechanical Engineering Technology

The degree of Associate in Science in Mechanical Engineering Technology is awarded upon successful completion of the program.

The Mechanical Engineering Technology program is designed to educate technicians in the mechanical engineering field. The program includes courses in the areas of design, manufacturing and controls. Mathematics and physical sciences are emphasized to give students the basic knowledge to cope with changing technology. Course work incorporates theory and practice along with extensive computer application in drafting and design. English and social science courses are taught as part of the program to broaden and improve communication skills.

Graduates are employed in positions such as assistant engineer, machine designer, engineering sales representative, engineering laboratory technician, technical supervisor and CAD operator. *A 3-year version of this program is available. Contact the Department Head for details.*

Those graduates who have maintained the appropriate GPA are eligible for entrance into the third year of study toward a Bachelor of Science in Engineering Technology degree at the University of New Hampshire in Manchester (dual admission program), and at other colleges and universities. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202—Telephone (410) 347-7700. For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics).

### Specific Admission Requirements

1. At least three years of college preparatory mathematics (Algebra I, Algebra II and Geometry) with minimum grades of "C";
2. It is strongly recommended that all engineering technology applicants have satisfactorily completed high school level courses in chemistry and physics.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
EN	101	English Composition	4	0	4
# MC	101	Design Graphics I	1	3	2
# MF	111	Manufacturing and Materials Processing	3	2	4
MT	133	Elementary Functions	4	0	4
PH	133	Physics I: Mechanics, Heat	3	2	<u>4</u>
					18

### SPRING SEMESTER

EN	120	Communications <i>or</i>			
EN	125	Communications and the Literature of Science and Technology	3	0	3
IT	102	PC Applications	3	0	3
# MC	102	Design Graphics II	1	3	2
# MC	150	Statics and Strength of Materials	3	2	4
MT	134	Pre-Calculus	4	0	4
PH	135	Physics II: Light, Sound, Electricity	3	2	<u>4</u>
					20

**"I would definitely recommend NHTI to prospective students. I tell them this is where they will get an education that is really going to train them for a real-life job."**

**Frances Benton**  
Senior Technologist, Markem-Imaje  
Mechanical Engineering Technology, Class of '85

### SECOND YEAR

#### FALL SEMESTER

			CL	LAB	CR
CH	105	Chemistry	3	2	4
# MC	250	Dynamics and Mechanical Design I	3	2	4
# MF	202	Measurement and Control	3	2	4
MT	205	Calculus I	4	0	4
XX	xxx	Social Science Elective*	3-4	0	<u>3-4</u>
					19-20

#### SPRING SEMESTER

# MC	205	Material Science	3	2	4
# MC	228	Introduction to the Thermal Sciences	4	0	4
# MC	260	Mechanical Design II	3	2	4
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>
					15-16
<b>TOTAL CREDITS</b>					<b>72-74</b>

# Indicates major field courses.

\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).



## Dental Assisting Professional Certificate

A Professional Certificate in Dental Assisting is awarded upon successful completion of the program.

The Allied Dental Education - Dental Assisting Program provides the education for employment as a dental assistant. The dental assistant must possess knowledge of procedures and practices in patient care, laboratory work, and office management. The one-year Dental Assisting Program emphasizes clinical training in the campus clinic and in private dental offices. Graduates are able to find employment as Dental Assistants in private practices or in institutions. They may also apply for admission into the Health Sciences Program and, with an additional year of study, receive degrees of Associate in Science with majors in Health Science.

Prior to the start of the clinical dental courses, students are required to have on file in the Health Services Office (603)271-7153 documentation of: current medical insurance; a complete physical examination; current immunizations; current CPR certification for one and two person adult, infant, and child. Professional liability insurance is arranged by the College and will automatically be charged to the student's account.

This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 28, 2011 for Fall 2011 admission (with the exception of the interview).*

1. A course in high school science (biology or chemistry), or the equivalent, must have been completed with a minimum grade of "C";
2. An informational group interview with the Dental Admissions Committee is required; qualified candidates will be contacted after the deadline to arrange an interview;
3. Observe professional practices in a dental office for a period of not less than twenty (20) hours; please submit the completed Observation Form to the NHTI Admissions Office no later than January 28, 2011; the form is available on the website at [www.nhti.edu](http://www.nhti.edu) or from the Admissions Office at (603)271-7134.

### FALL SEMESTER

		CL	LAB	CR
# DN 110	Dental Assisting Science I	3	0	3
# DN 105	Dental Radiology for Dental Assisting	2	3	3
# DN 161	Dental Materials - Dental Assisting	2	3	3
# DN 175	Dental Assisting Theory I	2	0	2
# DN 191	Dental Assisting Clinical Experience I	0	4	1
EN 101	English Composition	4	0	4
PY 105	Introduction to Psychology	3	0	3
				19

### SPRING SEMESTER

# DN 111	Dental Assisting Science II	2	0	2
# DN 155	Oral Hygiene Education/Nutrition	2	0	2
# DN 182	Office Procedures and Management with Computer Applications	1	0	1
# DN 196	Dental Assisting Clinical Experience II	0	15	5
# DN 239	Medical Emergencies for Dental Assisting	2	0	2
# DN 275	Dental Assisting Theory II	1	2	2
EN 120	Communications	3-4	0	3-4
				17-18

### SUMMER SEMESTER

# DN 298	Dental Assisting Clinical Experience III (6 weeks)	2	8	4
EN 120	Communications*	3	0	3
				4-7
	<b>TOTAL CREDITS</b>			<b>40-44</b>

# Indicates major field courses.

\* Students whose placement test scores indicate that they should begin with EN 100 will take EN 100 in the fall semester, EN 101 in the spring semester, and EN 120 in the summer semester.

**NOTE:** All students enrolled in a clinical course will be charged a \$350/per semester clinical surcharge. The following courses carry this charge: DN 191 and DN 196.

**Health, Character and Technical Standards, see page 55.**

### Use of Computers in the Allied Dental Education Programs

Allied Dental Education students will be using computers throughout their programs. Faculty will be instructing them in the application of dental software, as well as the use of conventional software to generate papers, do oral presentations and spreadsheets. To make this process easier for students, it is strongly recommended that they have a good working knowledge of computers before entering the program. Computer literacy courses, such as IT 102, are available through the college.

**"NHTI gave me the knowledge I needed to further my career. I got a great start at NHTI and went on to get my DMD at the University of Pittsburgh."**



**Dr. Tara Levesque-Vogel**  
Dentist, Levesque Family Dentistry  
Dental Hygiene, Class of '96

## Dental Hygiene

The degree of Associate in Science with a major in Dental Hygiene is awarded upon successful completion of the program.

The Dental Hygiene program provides an extensive educational background for students seeking careers as Dental Hygienists. The program places a major emphasis on clinical work experience in the modern campus clinic as well as a variety of outside agencies and clinics. The clinical work is combined with classroom study in Dental Sciences, English, Biological Science, Nutrition and Social Sciences.

Graduates are able to find employment as hygienists or to continue their education at the baccalaureate level.

*Admission to the Dental Hygiene program is very competitive. Selection is determined by a cumulative point system that is based upon high school level prerequisite courses and grades, applicable college courses and grades (only those courses required in the dental hygiene program), and the NLN score.*

College level science and technical courses required in the program (e.g., Anatomy and Physiology, Microbiology, etc.) taken more than five (5) years prior to the desired date of entry into the Dental Hygiene must be either repeated or challenged. Final decisions will rest with the Department Head of Dental Hygiene.

Prior to the start of the clinical dental courses, students are required to have on file in the Health Services Office (603)271-7153 documentation of: current medical insurance; a complete physical examination; current immunizations; and current CPR certification for one and two person adult, infant, and child. Professional liability insurance is arranged by the College and will automatically be charged to the student's account.

NHTI has transfer affiliations with four year institutions including: New England College, University of Rhode Island, Vermont Technical College.

For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics).

### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 28, 2011 for Fall 2011 admission (with the exception of the interview).*

1. "Composite Percentile All" score of 50 or higher on the National League for Nursing Pre-Admission Examination-RN (NLN) must be presented. Priority consideration will be given to candidates who sit for the NLN exam no later than the January 22, 2011 testing date. Applicants are permitted to take the NLN exam only once in any 6-month period; only NLN exams taken in the past three (3) years will be considered. Information about the NLN exam is available on the website at [www.nhti.edu/academics/academicprograms/degden-thyg.html](http://www.nhti.edu/academics/academicprograms/degden-thyg.html) or from the Admissions Office at (603)271-7134;
2. College preparatory level courses in biology and chemistry, with labs, with grades of "C" or higher;
3. Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 with grades of "C" or higher;
4. An informational group interview with the Dental Admissions Committee; qualified candidates will be contacted after the deadline to arrange an interview;
5. Observe professional practices in a dental office for a period of not less than twenty (20) hours; please submit the completed Observation Form to the NHTI Admissions Office no later than January 28, 2011; the form is available on the website at [www.nhti.edu/academics/academicprograms/degden-thyg.html](http://www.nhti.edu/academics/academicprograms/degden-thyg.html) or from the Admissions Office at (603)271-7134.

## FIRST YEAR

### FALL SEMESTER

			CL	LAB	CR
BI	195	Anatomy and Physiology I	3	2	4
CH	110	Introduction to Biochemistry	3	2	4
# DN	100	Dental Hygiene I	2	0	2
# DN	113	Clinical Dental Hygiene I	1	8	3
# DN	134	Oral Anatomy I	2	1	2
EN	101	English Composition	4	0	<u>4</u>
					19

### SPRING SEMESTER

BI	196	Anatomy and Physiology II	3	2	4
# DN	103	Dental Hygiene II	2	0	2
# DN	114	Clinical Dental Hygiene II	1	8	3
# DN	136	Oral Anatomy II	2	0	2
# DN	140	Dental Radiology for Dental Hygiene	2	3	3
MT	129	Math for Allied Health* <b>or</b>			
MT	xxx	Math Elective	3	0	<u>3</u>
					17

### SUMMER SEMESTER

BI	202	Microbiology	3	3	4
# DN	162	Dental Materials for Dental Hygiene	2	3	3
# DN	201	Dental Hygiene III	2	1	2
# DN	245	Pain Management for the Dental Hygienist	1	3	<u>2</u>
					11

## SECOND YEAR

### FALL SEMESTER

			CL	LAB	CR
# DN	126	Nutrition	2	0	2
# DN	212	Clinical Dental Hygiene III	1	12	4
# DN	225	Dental Hygiene Specialty Clinic**	0	4	1
# DN	242	Community Dental Health I	2	0	2
# DN	240	Dental Hygiene Science	4	0	4
PY	105	Introduction to Psychology	3	0	<u>3</u>
					16

### SPRING SEMESTER

EN	120	Communications	3	0	3
# DN	221	Clinical Dental Hygiene IV	1	12	4
# DN	227	Dental Ethics and Jurisprudence	1	0	1
# DN	243	Community Dental Health II	1	0	1
SO	105	Introduction to Sociology	3	0	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	<u>3</u>
					15

### TOTAL CREDITS

**78**

# Indicates major field courses

\* Students may elect to take a higher level math course; MT 103 - MT 115 do not meet this requirement.

\*\* Dental Hygiene Specialty Clinic will be offered in the fall semester and completed in the Spring semester.

**NOTE:** All students enrolled in a clinical course will be charged a \$350/per semester clinical surcharge. The following courses carry this charge: DN 113, DN 114, DN 212 and DN 221.

*A grade of "C" or higher is required in BI 195, BI 196, BI 202 and CH 110 to progress in the Dental Hygiene Program.*

**Health, Character and Technical Standards, see page 55.**

### Readmission Policy for Dental Hygiene Program

Readmission to the NHTI Dental Hygiene Program is not guaranteed. Students who have withdrawn from the program due to extenuating circumstances or students who have been suspended from the program due to a failure in a non-clinical course may be considered for readmission only one time. Students who have been suspended due to a failure in a

clinical course will not be considered. Applicants for readmission for any semester of the first clinical year who have been absent for one semester or longer will be required to repeat DN 113 Clinical Dental Hygiene I and DN 114 Clinical Dental Hygiene II (if previously completed). Applicants for readmission for any semester of the second clinical year who have been absent for one semester or longer will be required to repeat the clinical course schedule in the semester readmission is requested.

### Diagnostic Medical Imaging

#### Mission Statement

In concert with the College's Mission Statement, the Diagnostic Medical Imaging Department provides the highest standards of theoretical and clinical educational experiences for its students, thereby empowering them to improve the public's health by ensuring access to quality Sonographic and Radiologic health care. Through a process of continuous improvement, we will exceed expectations in educating our students.

### Diagnostic Medical Sonography Professional Certificate

A Professional Certificate in Diagnostic Medical Sonography is awarded upon successful completion of the program.

The Diagnostic Medical Sonography program combines didactic and clinical study that enables the graduate to function in the medical community as a Diagnostic Medical Sonographer. Sonographers perform medical imaging using sophisticated ultrasound instrumentation. The program is four semesters of full-time study. For admission to the program, the applicant should have had a two-year course in a patient care related allied health field.

Graduates find employment in hospitals and private clinics.

This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

#### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 8, 2011 for Fall 2011 admission (with the exception of the interview).*

1. Applicants must have completed a two year AMA or AMA equivalent allied health training program that is patient care related, e.g., radiologic technology, nursing, physical therapy, etc.
2. In lieu of #1, a Bachelor's Degree with a major in a Science field qualifies for admission;
3. The following college level courses are required with grades of "C" or higher:
  - Algebra, statistics or higher level mathematics course;
  - Human Anatomy and Physiology I and II, with laboratories;
  - Communication Skills (may be met by a variety of courses including English, speech or composition);
  - General college-level physics and/or radiographic physics.
5. Medical Terminology is strongly recommended;
6. A personal interview is required; qualified candidates will be contacted after the deadlines to arrange an interview;
7. Three letters of recommendation must be submitted to the admissions department;
8. The applicant must complete a course in Cardiopulmonary Resuscitation for Allied Health Professionals. This includes one and two person adult, infant, and child rescue.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
# DS 201	Principles of Sonography		3	2	4
# DS 265	Sonographic Anatomy and Pathology I		3	0	3
# DS 275	Sonographic Principles of OB/GYN I		3	0	3
# DS 295	DMS Clinic I		0	16	<u>4</u>
					14

#### SPRING SEMESTER

# DS 221	Sonographic Physics		3	0	3
# DS 266	Sonographic Anatomy and Pathology II		3	0	3
# DS 277	Sonographic Principles of OB/GYN II		3	0	3
# DS 296	DMS Clinic II		0	24	<u>6</u>
					15

#### SUMMER SEMESTER (10 weeks)

# DS 241	Principles of Vascular Ultrasound		3	2	4
# DS 297	DMS Clinic III		0	32	<u>8</u>
					12

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
# DS 233	Seminars in Sonography		4	0	4
# DS 298	DMS Clinic IV		0	32	<u>8</u>
					12
<b>TOTAL CREDITS</b>					<b>53</b>

# Indicates major field courses.

### Radiation Therapy

The degree of Associate in Science with a major in Radiation Therapy is awarded upon successful completion of the program.

The Radiation Therapy Program utilizes didactic, laboratory, and clinical education to train students to work as Radiation Therapists in cancer treatment centers. Radiation Therapists work under the direction of an oncologist to treat patients with malignant diseases using ionizing radiation. A certificate option is available for students with prior degrees in Radiological Sciences. Radiation Therapists work in hospitals, private radiation oncology centers and research centers.

*Admission to the Radiation Therapy program is very competitive.* Selection is determined by a cumulative point system that is based on the high school prerequisite courses and grades, college courses and grades (only those courses required in the Radiation Therapy Program), an observation essay and a personal interview. It is highly recommended that applicants complete as many General Education courses (non-Radiation Therapy courses) as possible prior to application to the program. This will enhance the application for admission as well as lighten the academic load. These courses can be taken at NHTI through the General Studies Program. Once in the General Studies Program students should consult that program's department head regarding course selection. A "Request for Change of Program" form, available from the Admissions Office, should be submitted during the Fall semester prior to the program start date.

#### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 28, 2011 (with the exception of the interview) for Fall 2011 admission.*

1. High school or college biology with lab AND chemistry with lab, both with grades of "C" or higher;
2. College preparatory Algebra I, Algebra II, and Geometry with grades of "C" or higher or NHTI's MT 108 and MT 109 with grades of "C" or higher;
3. High school level physics is recommended;
4. Clinical observation period in a Radiation Oncology Center; criteria established by and available from program faculty; call (603)271-7159 for information;

5. Completion of Cardiopulmonary Resuscitation and Airway Obstruction Management for one and two person adult, infant and child before program registration;
6. A personal interview will be arranged with the applicant by the Admissions Office once the admission file is complete.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
BI	195	Anatomy and Physiology I	3	2	4
EN	101	English Composition	4	0	4
# RTH	101	Introduction to Radiation Therapy	3	0	3
# RTH	110	Principles and Practice of Radiation Therapy I	3	2	4
# RTH	115	Patient Care	1	0	<u>1</u>
					16

SPRING SEMESTER			CL	LAB	CR
BI	196	Anatomy and Physiology II	3	2	4
MT	133	Elementary Functions	5	0	5
# RTH	150	Medical Imaging and Processing	2	0	2
# RTH	190	Clinical Practice I	0	16	<u>3</u>
					14

SUMMER SEMESTER			CL	LAB	CR
EN	120	Communications	3	0	3
PI	242	Contemporary Ethical Issues	3	0	3
# RTH	195	Clinical Practice II	0	16	3
# RTH	215	Sectional Anatomy and Pathology	3	0	3
XR	180	Radiographic Equipment Operation and Maintenance	3	0	<u>3</u>
					15

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
PY	105	Introduction to Psychology	3	0	3
# RTH	200	Radiation Protection and Biology	3	0	3
# RTH	210	Principles and Practice of Radiation Therapy II	3	2	4
# RTH	290	Clinical Practice III	0	24	<u>4</u>
					14

SPRING SEMESTER			CL	LAB	CR
# RTH	205	Treatment Planning	3	0	3
# RTH	220	Radiation Therapy Physics	3	0	3
# RTH	293	Clinical Practice IV	0	24	4
SO	105	Sociology	3	0	<u>3</u>
					13

SUMMER SEMESTER			CL	LAB	CR
IT	102	PC Applications	3	0	3
# RTH	280	Registry Review	1	0	1
# RTH	295	Clinical Practice V	0	32	<u>6</u>
					10
<b>TOTAL CREDITS</b>					<b>82</b>

*Health, Character and Technical Standards, see page 55.*

## Radiation Therapy Certificate

The Certificate Program in Radiation Therapy is an advanced placement option for students with prior degrees in the Radiological Sciences. For more information contact program coordinator Amy VonKadich at (603)271-0700. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office. An Associate Degree option is available for students do not have a degree in Radiological Sciences.

### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 28, 2011 (with the exception of the interview) for Fall 2011 admission.*

1. High school or college biology with lab AND chemistry with lab, both with grades of "C" or higher;
2. College preparatory algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher;
3. High school level physics is recommended;
4. Clinical observation period in a Radiation Oncology Center; criteria established by and available from program faculty; call (603)271-7159 for information;
5. Completion of Cardiopulmonary Resuscitation and Airway Obstruction Management for one and two person adult, infant and child before program registration;
6. A personal interview with the applicant will be arranged by the Admissions Office once the admission file is complete;
7. Completion of a Radiological Sciences program.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
RTH	101	Introduction to Radiation Therapy	3	0	3
RTH	110	Principles and Practice of Radiation Therapy I	3	2	4
RTH	200	Radiation Protection and Biology	3	0	3
RTH	210	Principles and Practice of Radiation Therapy II	3	2	4
RTH	290	Clinical Practice III	0	24	<u>4</u>
					<b>18</b>

SPRING SEMESTER			CL	LAB	CR
RTH	205	Treatment Planning	3	0	3
RTH	220	Radiation Therapy Physics	3	0	3
RTH	293	Clinical Practice IV	0	24	<u>4</u>
					<b>10</b>

SUMMER SEMESTER			CL	LAB	CR
RTH	215	Sectional Anatomy and Pathology	3	0	3
RTH	295	Clinical Practice V	0	32	<u>6</u>
					<b>9</b>

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
RTH	296	Clinical Practice VI	0	32	6
RTH	280	Registry Review	1	0	<u>1</u>
					7
<b>TOTAL CREDITS</b>					<b>44</b>

*Health, character and technical standards, see page 55.*



## Radiologic Technology

(Early summer start date each year)

The degree of Associate in Science with a major in Radiologic Technology is awarded upon the successful completion of the program.

The Radiologic Technology program integrates scientific concepts and working skills through intensive clinical experience and classroom study. The program requires 24 months of study. The RT specializes in the medical application of Radiographic techniques and equipment in the treatment of patients.

Graduates are eligible to sit for the certification examination conducted by the American Registry of Radiologic Technologists to practice as a Registered Radiologic Technologist.

*Admission to the Radiologic Technology program is very competitive.* Selection is determined by a cumulative point system that is based on the high school prerequisite courses and grades, college courses and grades (only those courses required in the Radiologic Technology Program), an essay and a personal interview. It is highly recommended that applicants complete as many of the General Education courses (non-Radiology courses) as possible prior to application to the program. A course in Medical Terminology is strongly recommended. This will enhance the application for admission as well as lighten the academic load. These courses can be taken at NHTI through the General Studies Program. Once in the General Studies program students should consult that program's department head regarding course selection. A "Request for Change of Program" form, available from the Admissions Office, should be submitted during the Fall semester prior to program start.

## Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 7, 2011 for Summer 2011 admission (with the exception of the interview).*

1. High school or college biology with lab AND chemistry with lab, both with grades of "C" or higher;
2. College preparatory algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher;
3. Personal interview will be arranged with the applicant by the Admission Office once the admission file is complete;
4. Applicants must write an essay based on the field of Radiologic Technology; instructions on how to complete this requirement are available from the Admissions Office at (603)271-7134 or check the website at [www.nhti.edu](http://www.nhti.edu);
5. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for one and two person adult, infant, and child before program registration.

### FIRST YEAR

SUMMER SEMESTER (8 weeks)				CL	LAB	CR
MT	120	Topics in Applied College Mathematics		4	0	4
# XR	103	Radiographic Positioning I		1	2	2
# XR	109	Clinical Seminar		1	0	1
# XR	151	Radiologic Nursing Procedures		2	0	2
# XR	180	Radiographic Equipment Operation and Maintenance		3	0	3
						12

### FALL SEMESTER

BI	195	Anatomy and Physiology I		3	2	4
EN	101	English Composition		4	0	4
# XR	116	Image Production and Evaluation I		2	2	3
# XR	159	Radiographic Positioning II and Clinical Procedures I		3	18	7
						18

### SPRING SEMESTER

BI	196	Anatomy and Physiology II		3	2	4
EN	120	Communications		3	0	3
# XR	164	Radiographic Positioning III and Clinical Procedures II		3	18	7
# XR	220	Image Production and Evaluation II		2	2	3
						17

### SECOND YEAR

SUMMER SEMESTER (11 weeks)				CL	LAB	CR
PY	105	Introduction to Psychology		3	0	3
# XR	165	Radiographic Clinical Procedures III		0	32	6
# XR	203	Advanced Radiographic Procedures		3	0	3
						12

### FALL SEMESTER

IT	102	PC Applications		3	0	3
SO	105	Introduction to Sociology		3	0	3
# XR	123	Radiation Protection		3	0	3
# XR	294	Radiographic Clinical Procedures IV		0	24	4
						13

### SPRING SEMESTER

PI	242	Contemporary Ethical Issues		3	0	3
# XR	209	Clinical Seminars II		3	0	3
# XR	295	Radiographic Clinical Procedures V		0	24	4
						10
<b>TOTAL CREDITS</b>						<b>82</b>

# Indicates major field courses.

*Health, Character and Technical Standards, see page 55.*

## Health Science

The degree of Associate in Science with a major in Health Science is awarded upon successful completion of the program.

The degree of Associate in Science with a major in Health Science is offered in recognition of the educational needs of people who are certified, licensed or registered in specific health career fields. To qualify for graduation from the program, candidates must show proof of current certification, licensure or registration in a recognized health career. Evaluation of credit received from a college or hospital-based program of study in a health-related field may result in the receipt of transfer credit or advanced standing credit toward the degree.

A candidate for this highly individualized degree must accumulate a minimum of 64 total credit hours, including the following:

	Credits
<b>I. General Education Core</b>	
EN 101 English Composition	4
EN xxx English Elective	3
XX xxx Social Science Elective	3
BI 195 Anatomy and Physiology I	4
BI 196 Anatomy and Physiology II	4
MT xxx Mathematics Elective*	3, 4, or 5
XX xxx Humanities/Fine Arts/ Foreign Language Elective	3
XX xxx General Education Elective	3
	<b>27-29</b>
<b>II. Computer Literacy (IT 102 or equivalent)</b>	3
<b>III. Advanced Standing Credits</b>	If appropriate
<b>IV. Related coursework to complete the degree</b>	Variable
<b>TOTAL CREDITS</b>	<b>64</b>

\* MT 103 - MT 115 do not meet this requirement.

**NOTE:** A minimum of 16 credits hours must be earned through instruction at NHTI, with a minimum of 8 credit hours in courses numbered at the 200-level.

In addition, students must earn a minimum of 8 semester hours in courses related to their health science certification or advanced standing equivalent.

Additional credits, up to the required 64 credits, may be taken in areas of interest or need of the individual student, or may be transferred in from another institution.

### Specific Admission Requirements

1. High school level courses in chemistry and biology with labs, or the equivalent, must be completed with grades of "C" or higher; and
2. Proof of licensure, registration, or certification in a health career field must be presented.

## Medical Coding Certificate

Health Information Management is a dynamic field and a growing profession. Coding professionals are trained specialists in classifying medical data and transforming diagnoses, conditions, diagnostic and therapeutic procedures into coded data that serve as the basis for local, regional, state-wide, national and world-wide comparison. Payment for medical care is contingent on the coded data provided by medical coding specialists. Employment opportunities include positions in hospitals, clinics, physician offices, nursing homes, insurance companies, and mental health facilities. Coding specialists work with ICD-9, CPT Codes and medical information and reimbursement systems. These codes change on a yearly basis and ongoing training is required. Students will gain hands-on experience using 3-M Coding and Grouping software. The program provides students with the necessary tools to sit for the CCA exam. For further information contact Winnona Vachon, MHA, RHIA, CCS, CCS-P at [wvachon@ccsnh.edu](mailto:wvachon@ccsnh.edu). This program is available evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### FIRST YEAR

FALL SEMESTER	Credits
HS 101 Medical Terminology	3
BI 120 Human Biology	4
	<b>7</b>
<b>SPRING SEMESTER</b>	
BI 122 Basic Pathophysiology	3
HS 104 Health Care Data Content and Delivery Systems	3
	<b>6</b>
<b>SUMMER SEMESTER</b>	
IT 102 PC Applications	3
	<b>3</b>

### SECOND YEAR

<b>FALL SEMESTER*</b>	
HS 112 Basic ICD-9-CM (lab)	3
HS 113 Intermediate ICD-9-CM	4
	<b>7</b>
<b>SPRING SEMESTER**</b>	
HS 114 Basic Ambulatory Coding	3
HS 115 Intermediate Ambulatory Care	4
	<b>7</b>
<b>TOTAL CREDITS</b>	<b>30</b>

\* HS 112 will meet twice a week for five weeks, followed by HS 113 for ten weeks.

\*\* HS 114 will meet twice a week for five weeks, followed by HS 115 for ten weeks.

**Prerequisites:** Submit proof of high school graduation or the equivalent; keyboarding skills helpful.

## Medical Transcription Certificate

A certificate in Medical Transcription prepares students for entry level positions in one of the fastest growing occupations. Medical transcriptionists work in hospitals, clinics, private practices, insurance companies and transcription services. As a medical language specialist you will be transcribing dictation by health care professionals on patient assessment, diagnosis, prognosis and therapeutic procedures. For information contact Karen Milan, Program Coordinator at [kmilan@ccsnh.edu](mailto:kmilan@ccsnh.edu). This program is available evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### FIRST YEAR

FALL SEMESTER			Credits
HS 101	Medical Terminology		3
IT 102	PC Applications		3
			6

### SPRING SEMESTER

BI 120	Human Biology	4
HS 104	Health Care Data Content & Delivery System	3
		7

### SECOND YEAR

FALL SEMESTER			Credits
EN 101	English Composition		4
MN 101	Medical Transcription with Lab*		3
			7

### SPRING SEMESTER

BI 122	Basic Pathophysiology	3
MN 202	Advanced Medical Transcription	3
		6

**TOTAL CREDITS** 26

\* Specific information about equipment needed for MN 101 will be given the first night of class.

**Prerequisites:** Submit proof of High School graduation or the equivalent; minimum keyboard skills of 45 corrected words per minute; competency in English usage, spelling, listening, and comprehension skills.

"I chose NHTI for the small class sizes and teachers who are actually available to students."



**Stephan**  
Early Childhood Education

## Nursing (Associate Degree)

The degree of Associate in Science with a major in Nursing is awarded upon successful completion of the program.

The Associate in Science with a major in Nursing degree prepares men and women for careers as registered nurses. The program combines general education courses and nursing courses. In the nursing courses, classroom and clinical instruction are provided concurrently.

The nursing program is approved by the New Hampshire Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC) (61 Broadway, NY, NY 10006; telephone 1-800-669-1656, ext. 153). Graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). They are prepared to administer nursing care to individuals of all ages and in a variety of health care settings.

Two program options exist at the Associate Degree level: (1) Day Option; and (2) LPN-RN Advancement Option. *All students may be required to do an alternate clinical rotation depending on clinical/faculty availability, i.e., students may be asked to do an evening rotation.*

All nursing courses must be completed within four (4) years of the date of entry into the first nursing course. Students will be readmitted to the nursing program only once during the four years. Readmission will depend on, among other factors, clinical/faculty availability. Transfer credit will depend on course content, applicability to the nursing program, grade earned and length of time since completion.

*Admission to the nursing program is very competitive.* Selection is determined by a cumulative point system that is based on high school level prerequisite courses and grades, applicable college courses and grades and the NLN score. References are considered critical to the admission process and are evaluated.

NHTI has transfer agreements with Franklin Pierce University, New England School of Practical Nursing, University of New Hampshire and the University of New England.

*As a pre-clinical requirement, students will be required to undergo a background check and drug and alcohol screening. No student will be exempt from this process. Students are provided with procedural and cost information subsequent to admission to the nursing program and are responsible for all costs associated with these testing procedures.*

### Day Associate Degree Option

#### Specific Admission Requirements

*Priority Consideration will be given to students whose applications are complete and received by the NHTI Admissions Office no later than January 28, 2011 for Fall 2011 admission. Students will not be considered for admission until all admission requirements have been met.*

1. High school or college biology with lab with a grade of "C" or higher;
2. High school or college chemistry with lab with a grade of "C" or higher;
3. College preparatory algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher;
4. Candidates must complete the HESI A2 (Admissions Assessment) exam with a minimum score of 75% on each of the four required sections (Mathematics, Reading Comprehension, Vocabulary and Grammar); information regarding testing locations and registration is available online at [www.nhti.edu/academics/academicprograms/degnursassocdeg.html](http://www.nhti.edu/academics/academicprograms/degnursassocdeg.html) or from the Admissions Office at 603-271-7134. Applicants are permitted to re-take the HESI A2 exam six (6) weeks after the initial testing date; beyond that, students may test every six (6) months; *when retaking the test students must take the entire test and will not be permitted to take individual sections of the test;*
5. Submit, on NHTI nursing reference forms, two professional references from supervisors or teachers. Forms are available online at [www.nhti.edu/academics/academicprograms/degnursassocdeg.html](http://www.nhti.edu/academics/academicprograms/degnursassocdeg.html) or from the Admissions Office at 603-271-7134.

### FIRST YEAR

#### FALL SEMESTER

BI	195	Anatomy and Physiology I	3	2	4
EN	101	English Composition	4	0	4
# NU	115	Nursing I	5	10	8
PY	105	Introduction to Psychology	3	0	3
			19		

#### SPRING SEMESTER

BI	196	Anatomy and Physiology II	3	2	4
# NU	116	Nursing IIA <i>or</i>	6	15	11
# NU	117	Nursing IIB	3	0	3
PY	220	Human Growth and Development: The Life Span	3	0	3
			18		

### SECOND YEAR

#### FALL SEMESTER

BI	202	Microbiology	3	3	4
MT	xxx	Math Elective*	3-4	0	3-4
# NU	116	Nursing IIA <i>or</i>	6	15	11
# NU	117	Nursing IIB	3	0	3
			18-19		

#### SPRING SEMESTER

EN	xxx	English Elective	3	0	3
IT	102	PC Applications	3	0	3
# NU	215	Nursing III	4	15	9
PI	242	Contemporary Ethical Issues	3	0	3
			18		

#### TOTAL CREDITS

73-74

CL - Classroom

LAB - Clinical Resource Center

CR - Credits

# Indicates major field courses.

\* Any course with a prefix of MT except MT 103 - 120; students will be advised regarding appropriate course selection.

#### Health, Character and Technical Standards, page 55.

#### Program Comments:

1. Applicants are strongly encouraged to attend a group information session; please call the Admissions Office at (603)271-7134 for details.
2. Prior to the start of the clinical nursing courses, students are required to have on file in the Health Services Office (603)271-7153 documentation of: current medical insurance; a complete physical examination; current immunizations; current CPR certification for one and two person adult, infant and child. Professional liability malpractice insurance is arranged by the College and will automatically be charged to the student's account.
3. All students enrolled in a clinical nursing course will be charged a \$350/semester Nursing Clinical Surcharge. The following courses carry this charge: NU 115, NU 116, NU 117 and NU 215.
4. College level science and technical courses (i.e., Anatomy & Physiology, etc.) taken more than five years prior to desired entry into nursing program must be either repeated or challenged; final decisions will rest with the Department Head of Nursing.
5. All nursing courses integrate theory and clinical experience. Failure to receive a satisfactory grade in either theory OR the clinical experience portion of the course will result in a failing grade. All nursing major field courses must be passed before proceeding to the next level. A grade of "C" or higher is required in BI 195, BI 196 and BI 202 and math elective to enter or progress in the nursing courses.

### LPN-RN Advancement Option

The degree of Associate in Science with a major in Nursing is awarded upon successful completion of the program.

The LPN-RN Advancement Option is designed for the Licensed Practical Nurse who wishes to advance to a Registered Nurse with an Associate Degree in Science. This program provides the opportunity, through additional education, to apply for Registered Nurse Licensure upon successful completion. All nursing courses must be completed within four years of the date of entry in the first nursing course. Students will be readmitted to the nursing program only once during the four years. Applicants must meet the admission requirements and receive a satisfactory score on the NLN Acceleration Challenge Exam I-Book I exam which is offered periodically throughout the year (see *Admission Requirements* below). Information regarding the admission test may be obtained from the Admissions Office at (603)271-7134.

*Admission to the nursing program is very competitive.* Selection is determined by a cumulative point system that is based on high school level prerequisite courses and grades, applicable college courses and grades and the Challenge Exam score (see #5 in the *Specific Admission Requirements* below). References are considered critical to the admission process and are evaluated.

*As a pre-clinical requirement, students will be required to undergo a background check and drug and alcohol screening. No student will be exempt from this process. Students are provided with procedural and cost information subsequent to admission to the nursing program and are responsible for all costs associated with these testing procedures.* In addition, the LPN must complete the following curriculum.

### Specific Admission Requirements

*Preference will be given to students whose applications are complete and received by the NHTI Admissions Office no later than July 22, 2011 for Fall, 2011 admission.*

1. High school or college biology with lab AND chemistry with lab, both with grades of "C" or higher;
2. College preparatory algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher;
3. Preference will be given to students who hold an active, unrestricted New Hampshire Practical Nursing license and are in good standing with the Board of Nursing; applicants must submit a copy of their license with their application for admission;
4. Submit, on NHTI nursing reference forms, two references from professionals, supervisors or teachers;
5. "Decision Score" of 70 or better on the National League for Nursing Acceleration Challenge Exam I – Book I. Information regarding this test is available from the Admissions Office at (603)271-7134 or 1-800-247-0179 or at [www.nhti.edu](http://www.nhti.edu).

### FIRST YEAR

FALL SEMESTER				CL	LAB	CR
BI	195	Anatomy and Physiology I		3	2	4
EN	101	English Composition		4	0	4
# NU	177	LPN-RN Advancement		2	0	2
PY	105	Introduction to Psychology		3	0	3
						13

### SPRING SEMESTER

BI	196	Anatomy and Physiology II		3	2	4
# NU	116	Nursing IIA <i>or</i>				
# NU	117	Nursing IIB		6	15	11
PY	220	Human Growth and Development: The Life Span		3	0	3
						18

### SECOND YEAR

### FALL SEMESTER

BI	202	Microbiology		3	3	4
MT	xxx	Math Elective**		3-4	0	3-4
# NU	117	Nursing IIB <i>or</i>				
# NU	116	Nursing IIA		6	15	11
						18-19

### SPRING SEMESTER

EN	xxx	English Elective		3	0	3
IT	102	PC Applications		3	0	3
# NU	215	Nursing III		4	15	9
PI	242	Contemporary Ethical Issues		3	0	3
						18

### TOTAL CREDITS

73-74\*

# Indicates major field courses

\* Includes six (6) credits awarded from Challenge Exam; transfer credit will be evaluated on an individual basis and may result in six (6) nursing credits being awarded.

\*\* Any course with a prefix of MT except MT 103-120; students will be advised regarding appropriate course selection.

**Health, Character and Technical Standards, see page 55.**

### Program Comments:

1. Applicants are strongly encouraged to attend a group information session; please call the Admissions Office at (603)271-7134 for details.
2. Prior to the start of the clinical nursing courses, students are required to have on file in the Health Services Office (603)271-7153 documentation of: current medical insurance; a complete physical examination; current immunizations; current CPR certification for one and two person adult, infant and child. Professional liability malpractice insurance is arranged by the College and will automatically be charged to the student's account.
3. All students enrolled in a clinical nursing course will be charged a \$350/semester Nursing Clinical Surcharge. The following courses carry this charge: NU 115, NU 116, NU 117 and NU 215.
4. College level science and technical courses (i.e., Anatomy & Physiology, etc.) taken more than five years prior to desired entry into nursing program must be either repeated or challenged; final decisions will rest with the Department Head of Nursing.
5. All nursing courses integrate theory and clinical experience. Failure to receive a satisfactory grade in either theory OR the clinical experience portion of the course will result in a failing grade. All nursing major field courses must be passed before proceeding to the next level. A grade of "C" or higher is required in BI 195, BI 196 and BI 202 and math elective to enter or progress in the nursing courses.

## Practical Nursing Diploma

### (January start each year)

A diploma in Practical Nursing is awarded upon successful completion of the program.

The Practical Nursing program is designed to prepare men and women for careers as practical nurses. Classroom and clinical instruction are provided concurrently in all nursing courses.

The nursing program is approved by the New Hampshire Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC) (61 Broadway, NY, NY, 10006; telephone 1-800-669-1656, ext. 153). Upon graduation students are prepared to work as entry level members of a multidisciplinary team providing care in a variety of health care settings. Graduates receive a Diploma in Practical Nursing and are eligible to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN® Examination). Graduates may also apply for the LPN - RN Advancement Option after completing the appropriate admission process and satisfying the specific admission requirements.

All Practical Nursing courses must be completed within two (2) years of the date of entry into the program. Transfer credit for courses equivalent in academic content and credit hours will depend upon the grade obtained, course content, and the length of time since the course was completed. Contact the Admissions Office for information about transfer credit at (603) 271-7134. This program begins in January each year.

*Admission to the practical nursing program is very competitive.* Selection is determined by a cumulative point system that is based on high school level prerequisite courses and grades, applicable college courses and grades and NHTI placement testing. References are considered critical to the admission process and are evaluated.

*As a pre-clinical requirement, students will be required to undergo a background check and drug and alcohol screening. No student will be exempt from this process. Students are provided with procedural and cost information subsequent to admission to the nursing program and are responsible for all costs associated with these testing procedures.*

This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Specific Admission Requirements

*Priority Consideration will be given to students whose applications are complete and received by the NHTI Admissions Office no later than September 17, 2010 for Spring 2011 admission. Candidates will not be considered for admission until **all** admission requirements have been met. Applicants must take the HESI A2 Examination (see #5) no later than August 31, 2010 for priority consideration.*

1. High school Algebra I with a grade of "C" or higher **or** NHTI's MT 103 **and** MT 104 with grades of "C" or higher;
2. High school biology course with lab with a grade of "C" or higher;
3. High school course in English with a grade of "C" or higher;
4. Submit, on NHTI nursing reference forms, two professional references from supervisors or teachers. Forms are available online at [www.nhti.edu/academics/academicprograms/degnurspractial.html](http://www.nhti.edu/academics/academicprograms/degnurspractial.html) or from the Admissions Office at 603-271-7134;
5. Satisfactory completion of the HESI A2 (Admissions Assessment) Exam with a minimum score of 75% on each of the three required sections (Mathematics, Reading Comprehension and Vocabulary). This exam must be taken no later than August 31, 2010 for the results to be received on-time. Information regarding testing locations and registration is available from the Admissions Office at 603-271-7134 or 1-800-247-0179 or at [www.nhti.edu/academics/academicprograms/degnurspractial.html](http://www.nhti.edu/academics/academicprograms/degnurspractial.html). Applicants are permitted to re-take the HESI A2 exam six (6) weeks after the initial testing date; beyond that, students may test every six (6) months; *when retaking the test, students must take the entire test and will not be permitted to take individual sections of the test.*

## FIRST YEAR

### SPRING SEMESTER

			CL	LAB	CR
BI	108	Integrated Biology I*	3	0	3
EN	101	English Composition	4	0	4
# PN	101	Practical Nursing I	4	12	8
PY	105	Introduction to Psychology	3	0	3
					18

### SUMMER SEMESTER

BI	109	Integrated Biology II*	2	0	2
# PN	102	Practical Nursing II	3	15	7
PY	220	Human Growth and Development: The Life Span	3	0	3
					12

### FALL SEMESTER

# PN	103	Practical Nursing III	4	15	9
MT	129	Math for Allied Health	3	0	3
					12

**TOTAL CREDITS** **42**

\* *Higher level science courses may be recommended as substitutions for students considering admission to the NHTI RN program in the future.*

# *Indicates major field courses.*

**Health, Character and Technical Standards, see page 55.**

### Program Comments

All Practical Nursing courses integrate theory and clinical experience. Failure to receive a satisfactory grade in either theory OR the clinical experience portion of the course will result in a failing grade. All practical nursing major field courses must be passed before proceeding to the next level. A grade of "C" or higher is required in the required science courses, BI 108 & BI 109 **or** BI 195, BI 196 & BI 202, and the math course, MT 129, to enter or progress into the practical nursing courses.

1. Prior to the start of the clinical nursing courses, students are required to have on file in the Health Services Office (603)271-7153 documentation of: current medical insurance; a complete physical examination; current immunizations; current CPR certification for one and two person adult, infant and child. Professional liability malpractice insurance is arranged by the College and will automatically be charged to the student's account.
2. Depending on clinical site availability, students may be required to do an alternative clinical rotation (day or evening).
3. All students enrolled in a nursing course will be charged a \$350/semester Nursing Clinical Surcharge. The following courses carry this charge: PN 101, PN 102 and PN 103.

## Orthopaedic Technology Certificate

The Certificate Program in Orthopaedic Technology educates students in the care of orthopaedic patients, concentrating on the art of casting and splinting. Students will be specially trained to assist orthopaedic physicians in hospitals, clinics and private practice offices in the care of patients with musculoskeletal injuries or conditions. CPR certification (one and two person, infant, child and adult, airway obstruction management) is required before registering for Orthopaedic Technology courses. Upon successful completion of this program, candidates will be prepared to take the national certification exam administered by the National Board of Certified Orthopaedic Technologists. This program is accredited by the National Association of Orthopaedic Technologists (NAOT). This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 28, 2011 (with the exception of the interview) for Fall 2011 admission.*

1. High school diploma or GED
2. Personal Interview

FALL SEMESTER		Credits
HS 101	Medical Terminology	3
ORTH 101	Orthopaedic Anatomy & Physiology I	3
ORTH 103	Basic Radiology Interpretation	3
ORTH 105	Casting and Splinting I*	3
ORTH 107	Sterile Technique	1
ORTH 111	Orthopaedic Patient Care	1
		14
SPRING SEMESTER		
ORTH 102	Orthopaedic Anatomy & Physiology II	3
ORTH 104	Physical Assessment of the Orthopaedic Patient	4
ORTH 106	Casting and Splinting II**	3
ORTH 112	Traction	1
PI 242	Contemporary Ethical Issues	2
		14
SUMMER SEMESTER		
ORTH 115	Clinical Externship	8
		8
<b>TOTAL CREDITS</b>		<b>36</b>

\* \$500 specialty supplies fee will be added to the cost of ORTH 105

\*\* \$500 specialty supplies fee will be added to the cost of ORTH 106

## Technical Standards

Standards have been established to provide guidance to students as to the skills and abilities required to function successfully in the program and ultimately in the profession. Applicants who think they may not be able to meet one or more of the technical standards should contact department head or faculty to discuss individual cases.

1. Sufficient hearing to assess patient needs and to understand instructions, emergency signals and telephone conversation.
2. Sufficient visual acuity to observe patients, manipulate equipment, and interpret data: visual acuity sufficient to ensure a safe environment, identify color changes, read fine print/writing and calculate fine calibrations.
3. Sufficient verbal ability to express and exchange information and ideas and to interact with patients, family members, physicians, peers and other ancillary medical personnel.
4. Sufficient writing skills to record medical data and communicate with other medical professionals; ability to express ideas to educate the client and exchange information with other health professionals, including typing on a computer.
5. Ability to work with frequent interruptions, to respond appropriately in emergencies or unexpected situations and to cope with extreme variations in workload and stress levels.
6. Sufficient strength and motor coordination to perform the following physical activities: manual dexterity in handling and lifting equipment; frequent moving and lifting of patients; stooping and bending for sustained periods of time; and, performing CPR.
7. Standing for sustained periods of time and walking most of the work day to accomplish tasks.
8. Frequent reaching and manual dexterity in handling Durable Medical Equipment.
9. Ability to secure transportation to practicum sites and classes.
10. Will be exposed to some latex during clinical settings.



## Paramedic Emergency Medicine

The degree of Associate in Science with a major in Paramedic Emergency Medicine is awarded upon successful completion of the program.

NHTI's Associate in Science with a major in Paramedic Emergency Medicine combines a unique blend of paramedic courses, general education requirements, specialty certifications and diverse hospital and pre-hospital experiences. NHTI students have the opportunity to work with some of New England's finest hospital and pre-hospital affiliates.

Program emphasis is placed on the development of paramedic knowledge and theory, practical skills application, interpersonal skills, and the professional behaviors required of the entry level paramedic. The development of leadership skills, individual professional growth, and academic achievement are integral parts of the program.

For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics).

### Specific Admission Requirements

1. High school level courses in Biology and Chemistry (with labs) completed with grades of "C" or higher; if college level Anatomy & Physiology I and II are complete with grades of "C" or higher in each, then the Biology and Chemistry pre-admission requirements will be waived.
2. Algebra I completed with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher;
3. Submit copy of National Registry or State EMT;
4. Submit copy of current BCLS/CPR card;
5. Letter of recommendation from EMS supervisor;
6. Submit documentation of at least 100 completed field calls using Option 1 or Option 2. These requirements are designed to verify that you have had sufficient BLS experience and that you have served as the Team Leader prior to the start of your program. (Contact either the Paramedic Department or Admissions Office for the Options Packet.)
  - a. OPTION 1: Please have your EMS officer complete the verification letter;
  - b. OPTION 2: You must complete 100 calls (that have patient contact). Of the 100 calls you must complete 25 of the required forms attesting to your serving as the Team Leader. For each team leader role also complete the Run Report Form;
7. A personal interview with the Department Admissions Committee;
8. Must be 18 years of age or older.

### FIRST YEAR

#### FALL SEMESTER

			CL	LAB	CR
BI	195	Anatomy and Physiology I	3	2	4
EN	101	English Composition	4	0	4
# PM	117	Physical Assessment	2	0	2
# PM	142	Cardiology I	2	0	2
# PM	150	Advanced Trauma	3	0	3
# PM	161	Integration Lab I	0	3	<u>1</u>
					16

#### SPRING SEMESTER

BI	196	Anatomy and Physiology II	3	2	4
MT	129	Math for Allied Health	3	0	3
# PM	111	Paramedic Procedures	1	3	2
# PM	126	Pharmacology	3	0	3
# PM	135	Medical Emergencies	3	0	3
# PM	162	Integration Lab II	0	3	1
# PM	244	Advanced Cardiology	2	0	<u>2</u>
					18

### SUMMER SEMESTER

# PM	190	Introduction to Clinical Environment	1	0	1
# PM	194	Hospital Clinic	0	18	<u>5</u>
					6

### SECOND YEAR

#### FALL SEMESTER

BI	222	Pathophysiology	3	0	3
# PM	163	Integration Lab III	0	3	1
# PM	201	Special Populations	3	0	3
# PM	291	12 Lead EKG Interpretation/Field Clinic Seminar	1	1	1
# PM	296	Field Clinical I	0	9	3
PY	105	Introduction to Psychology	3	0	<u>3</u>
					14

#### SPRING SEMESTER

EN	120	Communications	3	0	3
IT	102	PC Applications	3	0	3
# PM	164	Integration Lab IV	0	3	1
# PM	210	Field Operations	2	0	2
# PM	278	Advanced Paramedic Practice	2	0	2
# PM	297	Field Clinical II	0	9	3
XX	xxx	Humanities/Fine Arts/Foreign Language Elective	3	0	<u>3</u>
					17

#### TOTAL CREDITS

71

# Indicates major field course

*Health, Character and Technical Standards, on page 55.*



"I did some research and found out that NHTI has arguably the best paramedic program in New England. NHTI was great for me and even landed me a great job."

**Ryan Pouliot**

Harvard Medical School  
Paramedic Emergency Medicine, Class of '02

## Health, Character and Technical Standards for Health Programs

Technical standards have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the program and ultimately in the profession. Applicants who feel they may not be able to meet one or more of the technical standards listed below should contact the program officials to discuss individual cases. The program officials will seriously consider all academically qualified candidates providing that the technical standards can be met with reasonable accommodations.

The college must ensure that patients/clients are not placed in jeopardy by students during learning experiences. Therefore, students in practica, service learning and clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that characterize patient/client care responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and/or patients/clients and their families.

### Dental Assisting (see Program page 43)

Applicants must be in good physical and mental health in order to qualify for the program to include:

1. Sitting at chairside for a sustained length of time with frequent reaching and turning;
2. Manual dexterity to safely perform intraoral instrumentation;
3. Sufficient hearing to assess patient needs;
4. Sufficient eyesight to observe patients, operate dental equipment, including x-ray machines; visual acuity (correctable) to work with small measurements in preparing and manipulating dental materials.

### Dental Hygiene (see Program page 44)

Applicants must be in good physical and mental health in order to qualify for the program, to include:

1. Sitting at chairside for a sustained length of time with frequent reaching;
2. Manual dexterity to safely perform intraoral instrumentation;
3. Sufficient hearing to assess patient needs;
4. Sufficient eyesight to observe patients, operate equipment and evaluate radiographs; visual acuity (correctable) to work with small measurements, and to interpret small defects;
5. Sufficient writing skills to record medical and dental data and communicate with other dental professionals; ability to express ideas to educate the client and exchange information with other health professionals.

### Radiologic Technology and Radiation Therapy

(see Program pages 47 & 45)

The student must have sufficient strength and motor coordination required to perform the following physical activities:

1. Standing for sustained periods of time and walking most of the work day to accomplish tasks;
2. Frequent reaching and manual dexterity in handling accessory equipment for radiographic purposes including typing on computer terminals;
3. Frequently transporting, moving, lifting and transferring patients from a wheelchair or stretcher to and from a radiographic table.

#### In addition, the student must have:

1. Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality. Visual acuity (correctable) sufficient to work with analyzing data and figures, working with computer terminals, extensive reading, visual inspection involving small defects, small parts, and operation of machines;
2. Sufficient hearing to assess patient needs;
3. Sufficient writing skills to communicate needs promptly and effectively. Ability to express or exchange ideas by means of the spoken word. Primary functions include activities in which the student must convey detailed or important spoken instructions to patients, physicians, families, and other employees accurately, and loudly or quickly; and
4. Ability to work with frequent interruptions and respond appropriately

to unexpected situations. Ability to work with wide variations in work load and stress levels.

### Nursing (RN, LPN-RN Advancement Option & PN Programs) (see Program pages 50, 51 & 52)

Applicants must be in good physical and mental health in order to qualify for RN or PN licensure. In addition, State Boards of Nursing may have specific requirements regarding prior convictions of offenses and licensure. Please contact the Board of Nursing in the state in which practice is planned regarding licensure requirements. Satisfactory completion of program does not guarantee RN or PN licensure.

Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the profession of nursing. Applicants who think they may not be able to meet one or more of the technical standards should contact department head or faculty to discuss individual cases.

1. Sufficient hearing to assess patient needs and to understand instructions, emergency signals and telephone conversation.
2. Sufficient visual acuity to observe patients, manipulate equipment, and interpret data; visual acuity sufficient to ensure a safe environment, identify color changes, read fine print/writing and calculate fine calibrations.
3. Sufficient verbal ability to express and exchange information and ideas and to interact with patients, family members, physicians, peers and other ancillary medical personnel.
4. Ability to work with frequent interruptions, to respond appropriately in emergencies or unexpected situations and to cope with extreme variations in workload and stress levels.
5. Sufficient strength and motor coordination to perform the following physical activities: manual dexterity in handling and lifting equipment; frequently moving, lifting, and transferring patients; and performing CPR.

### Paramedic Emergency Medicine (see Program page 54)

#### Technical/Physical Standards

Paramedic Emergency Medicine Program students must have sufficient strength and motor coordination required to perform the following physical activities: standing and walking for sustained periods of time; driving an ambulance and/or rescue unit under emergency conditions; frequent reaching and manual dexterity in handling equipment often in confined spaces; frequently transporting, moving, lifting, and transferring patients of various sizes to and from a stretcher and other patient transport devices.

#### Health Requirements

Annual TB testing; Hepatitis B vaccine; personal health insurance; completed health physical (all students are sent NHTI health forms upon acceptance, which must be completed prior to the start of classes); and NHTI liability insurance.

#### In addition, the student must have:

- never been convicted of a felony (may interfere with National Registry eligibility);
- sufficient eyesight (correctable) to observe patients, manipulate equipment, and interpret data;
- visual acuity (correctable) sufficient to work with analyzing data and figures, working with computer terminals, making visual inspections of equipment; sufficient hearing (correctable) to assess patient needs and to understand instructions;
- sufficient written and oral skills to communicate needs promptly and effectively, to express or exchange ideas and to interact with patients, physicians, peers and other ancillary medical personnel as well as other public service emergency personnel;
- ability to work with frequent interruptions and respond appropriately to unexpected situations;
- ability to work with wide variations in workload and stress levels; mental health status to cope with personal stresses in a way that does not adversely affect performance, such as mood changes, lack of concentration, etc.

# Human Service Programs

## Addiction Counseling

The degree of Associate in Science with a major in Addiction Counseling will be awarded upon successful completion of the program.

The Addiction Counseling Program provides professional Addiction Counseling Education and field experience for students who seek careers as addiction counselors and human service professionals with a specialty in addiction knowledge and counseling. Coursework incorporates both theory and skill practice as well as practica experience, including specialized addiction courses, individual and group counseling, interviewing, crisis intervention and conflict resolution. The practica offer the student the direct exposure and learning within the addiction field.

Graduates of the program serve in positions in public and private general psychiatric units and hospitals, youth and group homes, addiction treatment centers, diversion programs and mental health and social service agencies. The program also serves as a basis for the student to transfer on to a baccalaureate program. Students are academically and professionally prepared for the process of becoming a New Hampshire Licensed Alcohol and Drug Counselor.

The Addiction Counseling Program holds national program approval with the national accrediting body for Human Service Degree Programs, the Council for Standards in Human Service Education (CSHSE).

A dual admission program is available with Granite State College for those interested in continuing their education.

### Specific Academic Requirements

1. Candidates may be required to have a personal interview with a department faculty member;
2. Please refer to starred\* statement on this page regarding mathematics graduation requirement.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
# AD	120	Survey of Addictive Behaviors and Treatment	3	0	3
EN	101	English Composition	4	0	4
# HU	111	Introduction to Human Service	3	0	3
# MH	187	The Helping Relationship: Interpersonal Communication Skills for Today's Professional	4	0	4
PY	105	Introduction to Psychology	3	0	3
			17		

### SPRING SEMESTER

# AD	205	Fundamentals of Dependency Counseling Skills	3	0	3
BI	120	Human Biology	3	2	4
IT	102	PC Applications	3	0	3
# SO	250	Conflict Resolution in Modern Society	3	0	3
# PY	283	Group Counseling	3	0	3
			16		

### SECOND YEAR

#### FALL SEMESTER

# AD	296	Addiction Practicum I	2	8	4
MT	120	Topics In Applied College Mathematics*	4	0	4
# PY	220	Human Growth and Development: The Life Span	3	0	3
# PY	280	Individual Counseling: Theory and Practice	3	0	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
			17		

#### SPRING SEMESTER

# AD	235	Physiology and Pharmacology of Addiction	3	0	3
# AD	270	Advanced Seminar in Addictive Behaviors Counseling	3	0	3
# AD	297	Addiction Practicum II	2	8	4
EN	xxx	English Elective	3	0	3
# HU	242	Ethics and the Professional Helper	3	0	3
PY	205	Crisis Intervention	3	0	3
			19		
<b>TOTAL CREDITS</b>			<b>69</b>		

# Indicates major field courses

\* Students must complete MT 120 to graduate. Depending on results of placement testing, students may be required to complete MT 103 prior to MT 120 (please note that MT 103 Algebra I - Part I, with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MT 120).

**Health, Character and Technical Standards, see page 55.**

**Sobriety Statement** - The Human Service Department abides by the accepted national standard that recommends a minimum of two years of sobriety for any prospective trainee in the field of alcohol and other drug abuse counseling.

## Addiction Counseling/Criminal Justice Certificate

This certificate, provided as a joint effort between the Human Service and Criminal Justice departments, approaches treatment of addicted offenders by providing the participant with increased knowledge and understanding of the delivery of successful addiction treatment within today's criminal justice system. A recent trend toward the combining of sanctions and treatment for addictions has effectively changed the knowledge base necessary to provide these services. Understanding the correlation between drug addiction and crime is now required knowledge for addiction counselors, law enforcement and corrections personnel, as new program designs require proficiency in the delivery of treatment services that address both the offense and the addiction.

The certificate program cross-trains criminal justice and addiction staff, and includes an Internship experience allowing the student to receive hands-on, supervised instruction in a setting providing this combination of services. The Certificate Program may be taken in the day format below or over two years in a day/evening format. For more information contact Lindsay Freese at (603)271-6951.

This program is financial aid eligible. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
AD 115	Fundamentals of Criminal Justice-Oriented Addiction Treatment	3
AD 120	Survey of Addictive Behaviors and Treatment	3
AD 215	Internship: Orientation to Addictive Behaviors Counseling with Criminal Justice Clients	4
CJ 101	Introduction to Criminal Justice	3
CJ 150	Criminology	3
CJ 215	Correction Operations	3
MH 187	The Helping Relationship: Communication Skills for Today's Professional	4
	<b>TOTAL CREDITS</b>	<b>23</b>

## Community Social Service Certificate

The Certificate program in Community Social Service is an eight-course, 26-credit program offered through the Division of Continuing and Corporate Education at NHTI in conjunction with the State of New Hampshire Division of Mental Health and Developmental Services.

This program focuses on the core values, knowledge and skills needed to be effective in the provision of community-based support. Students will develop skills and competencies in interviewing, counseling, and case management and will be able to link clients with needed community resources and services.

For further information on the Community Social Service certificate, intern site placement, and scholarship eligibility, please contact Mark Jewell, N.D., Ph.D. at (603)496-7198. This program is available evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

		Credits
CS 111	Introduction to Community Social Services	3
CS 112	Supportive Communication Skills	4
CS 115	Learning and Behavior	3
CS 116	Assessment & Individual Planning	3
CS 117	Community Social Service Practicum	4
PY 105	Introduction to Psychology	3
PY 220	Human Growth and Development: The Life Span	3
	<b>TOTAL CREDITS</b>	<b>23</b>

### Choose one elective:

AD 120	Survey of Addictive Behaviors and Treatment	3
PY 210	Abnormal Psychology	3
PY 280	Individual Counseling: Theory and Practice	3
PY 283	Group Counseling	3
	<b>TOTAL CREDITS</b>	<b>26</b>



Farnum Hall



Beverly D. Grappone Hall

## Human Service

The degree of Associate in Science with a major in Human Service is awarded upon successful completion of the program.

The Human Service program prepares students to work effectively and knowledgeably with individuals and systems in need of direct care, assistance and personal support. Students will develop skills and competencies in interviewing, counseling, case management and crisis intervention, and will be able to network clients with needed community resources and services. In addition, the program prepares and serves for the student as a basis to transfer on to complete a baccalaureate degree.

Two practica courses provide students with 250 hours of professional experience in the human service field. Students are involved in the selection of the sites in which to fulfill the desired practica requirements. Each practicum enables students to apply what they have been learning in class to practical, hands-on situations.

The degree offers students opportunities which may lead to employment in human service agencies, youth and group homes, community service councils, health care facilities, hospitals and school systems.

The Human Service Program holds national program approval with the national accrediting body for Human Service Degree Programs, the Council for Standards in Human Service Education (CSHSE).

Students may elect to focus their educational direction in the human service, mental health or gerontology field by pursuing two practica that are focused specifically in the chosen area of concentration. The student's placement will be in an approved facility.

A dual admission program is available with Granite State College for those interested in continuing their education.

### Specific Admission Requirements

1. Candidates may be required to have a personal interview with a department faculty member;
2. Please refer to starred\* statement on this page regarding mathematics graduation requirement.

## FIRST YEAR

### FALL SEMESTER

			CL	LAB	CR
EN	101	English Composition	4	0	4
# HU	111	Introduction to Human Service	3	0	3
# HU	221	Social and Professional Issues in Today's Society	3	0	3
# MH	187	The Helping Relationship: Interpersonal Communication Skills for Today's Professional	4	0	4
PY	105	Introduction to Psychology	3	0	3
					17

### SPRING SEMESTER

# AD	120	Survey of Addictive Behavior and Treatment	3	0	3
BI	120	Human Biology	3	2	4
# HU	103	Introduction to Practicum Experience	1	0	1
IT	102	PC Applications	3	0	3
# PY	283	Group Counseling	3	0	3
# SO	250	Conflict Resolution in Modern Society	3	0	3
					17

## SECOND YEAR

### Human Service Option

### FALL SEMESTER

			CL	LAB	CR
# HU	195	Human Service Practicum I	2	8	4
MT	120	Topics In Applied College Mathematics*	4	0	4
PY	220	Human Growth and Development: The Life Span	3	0	3
# PY	280	Individual Counseling: Theory and Practice	3	0	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
					17

### SPRING SEMESTER

# AD	235	Physiology and Pharmacology of Addiction	3	0	3
EN	xxx	English Elective	3	0	3
# HU	242	Ethics and the Professional Helper	3	0	3
# HU	298	Human Service Practicum II	2	8	4
PY	205	Crisis Intervention	3	0	3
					16
<b>TOTAL CREDITS</b>					<b>67</b>

## Mental Health Option

## FALL SEMESTER

# MH 195	Mental Health Practicum I	2	8	4
MT 120	Topics In Applied College Mathematics*	4	0	4
PY 220	Human Growth and Development: The Life Span	3	0	3
# PY 280	Individual Counseling: Theory and Practice	3	0	3
XX xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
				17

## SPRING SEMESTER

# AD 235	Physiology and Pharmacology of Addiction	3	0	3
EN xxx	English Elective	3	0	3
# HU 242	Ethics and the Professional Helper	3	0	3
# MH 298	Mental Health Practicum II	2	8	4
PY 205	Crisis Intervention	3	0	3
				16
<b>TOTAL CREDITS</b>				<b>67</b>

## Gerontology Option

## FALL SEMESTER

		CL	LAB	CR
# GE 195	Gerontology Practicum I	2	8	4
MT 120	Topics In Applied College Mathematics*	4	0	4
PY 220	Human Growth and Development: The Life Span	3	0	3
# PY 280	Individual Counseling: Theory and Practice	3	0	3
XX xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
				17

## SPRING SEMESTER

# AD 235	Physiology and Pharmacology of Addiction	3	0	3
EN xxx	English Elective	3	0	3
# GE 298	Gerontology Practicum II	2	8	4
# HU 242	Ethics and the Professional Helper	3	0	3
PY 205	Crisis Intervention	3	0	3
				16
<b>TOTAL CREDITS</b>				<b>67</b>

# Indicates major field courses

\* Students must complete MT 120 to graduate. Depending on results of placement testing, students may be required to complete MT 103 prior to MT 120 (please note that MT 103 Algebra I - Part I, with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MT 120).

**Sobriety Statement** - The Human Service Department abides by the accepted national standard that recommends a minimum of two years of sobriety for any prospective trainee in the field of alcohol and other drug abuse counseling.

### Health, Technical and Character Standards for Addiction Counseling and Human Service

The college must ensure that patients/clients are not placed in jeopardy by students during learning experiences. Therefore, students in practica, service learning and clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that characterize patient/client care responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive

interpersonal relationships with employees, customers and/or patients/clients and their families.

### Character Expectations

Human Service and Addiction Counseling students work closely with individuals of all ages in the field. Many of the practicum sites and potential employers will perform a background check through the New Hampshire Department of Safety as well as police and potential FBI checks. A student's driving record will also be examined and considered prior to acceptance of some practicum and employment opportunities. The student may be called upon to pay for the previously mentioned background checks, etc.

Applicants who have been in difficulty with the law, depending upon the nature of the problem, may not be employable or even eligible for practica. Applicants need to discuss these issues in an interview or meeting, so that future goals will not be compromised.

### Health Consideration

All Human Service majors will receive NHTI Health forms following acceptance. These forms must be completed, along with requested health physical exam and TB testing, prior to the start of classes. Each student is required to obtain NHTI Liability Insurance, starting in each academic year. The students will be billed directly. Students are also eligible to purchase Health Insurance through NHTI for their own health needs.

### Technical Standards

Technical Standards have been established as guidance tools to inform program applicants of skills and standards necessary for successful completion of the Human Service programs. Any applicant who has concerns or questions regarding the Technical Standards is encouraged to contact the Department Head to discuss their individual issues. Students in the Human Service programs must be able to demonstrate:

- Ability to communicate verbally as a student in classes, and later as a professional in individual and group counseling situations;
- Sufficient verbal skills and language to: collaborate with a wide variety of helping professionals in clinical, societal and professional areas; deliver accurate and required information; and to search for information, e.g., questioning;
- Sufficient writing ability to formulate written assessment, charting notes, and reports, etc.;
- Ability to sustain cognitive integrity in areas of short- and long-term memory, areas of written documentation and follow-through of responsibilities;
- Ability to concentrate on the execution of treatment plans, assigned skills and tasks as well as the integration and communication of this work for both short and long term periods of time;
- Ability to work in settings that may lend themselves to frequent interruptions, immediate crisis response and role responsibility exchange;
- Ability to cope with a variety of stressors, including people-place occurrences, and demonstrate safe and required care for individuals and the workplace as a whole;
- Ability to secure transportation to practicum sites and classes;
- Ability to consistently attend and participate in classes;
- Ability to demonstrate and maintain organizational skills, time management and professional respect and conduct as a human service student, either at a practicum site, or in the community;
- Ability to adhere to and practice the Human Service Department's ethical guidelines.

## Criminal Justice

The degree of Associate in Science with a major in Criminal Justice will be awarded upon successful completion of the program.

The Criminal Justice degree is designed to prepare students for careers in police work and corrections, in addition to serving as the basis to transfer on to complete a baccalaureate degree. For those already in service the program provides educational progress for promotion and other career development purposes.

NHTI has transfer affiliations with four year institutions including:

- Franklin Pierce University
- Granite State College (dual admission program)
- Hesser College
- New England College
- NH Police Standards and Training Council
- Southern New Hampshire University
- Springfield College
- U Mass Lowell

For information about transferring to other institutions see *Academic Requirements & Policies* at [www.nhti.edu/academics](http://www.nhti.edu/academics).

### Specific Admission Requirements

1. Please refer to starred\*\* statement on this page regarding mathematics graduation requirement.

#### FIRST YEAR

FALL SEMESTER				CL	LAB	CR
#	CJ	101	Introduction to the Criminal Justice System	3	0	3
#	CJ	121	Criminal Procedure	4	0	4
	EN	101	English Composition	4	0	4
	IT	102	PC Applications	3	0	3
	PY	105	Introduction to Psychology	3	0	3
						17

#### SPRING SEMESTER

#	CJ	123	Criminal Law	4	0	4
#	CJ	210	Juvenile Justice Administration	3	0	3
	EN	120	Communications <i>or</i>			
	EN	xxx	English Elective	3-4	0	3-4
	PS	220	Public Administration	3	0	3
	SO	105	Introduction to Sociology	3	0	3
						16-17

#### SECOND YEAR

##### FALL SEMESTER

#	CJ	150	Criminology	3	0	3
#	CJ	205	Police Operations	3	0	3
#	CJ	215	Corrections Operations	3	0	3
#	CJ	270	Criminal Justice Internship* <i>or</i>	0	9	3
#	CJ	275	Senior Project	3	0	3
	MT	120	Topics In Applied College Mathematics**	4	0	4
	PY	205	Crisis Intervention	3	0	3
						16-19

##### SPRING SEMESTER

	BI	120	Human Biology	3	2	4
#	CJ	225	Drug Abuse and the Law	3	0	3
#	CJ	230	Justice and the Community	3	0	3
#	CJ	270	Criminal Justice Internship* <i>or</i>	0	9	3
#	CJ	275	Senior Project	3	0	3
	PI	242	Contemporary Ethical Issues	3	0	3
	XX	xxx	General Elective	3	0	3
						16-19
<b>TOTAL CREDITS</b>						<b>68-69</b>

# Indicates major field courses.

\* May be taken either Fall or Spring semester of senior year.

\*\* Students must complete MT 120 to graduate. Depending on results of placement testing, students may be required to complete MT 103 prior to MT 120 (please note that MT 103 Algebra I - Part I, with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MT 120).

### Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

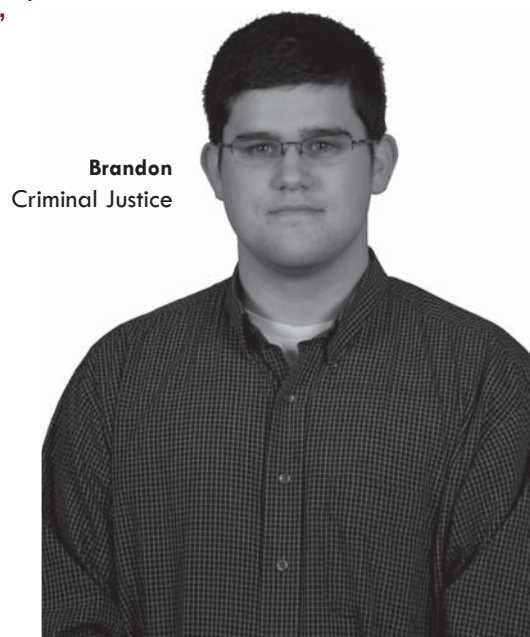
### Health Considerations

Applicants should be aware of the basic health and fitness requirements for many careers in the criminal justice field. Prospective students with special needs or limitations that may affect their internship placement and/or potential employability are encouraged to discuss their career goals during the interview with department members prior to admission.

### Character Expectations

Applicants should be aware that background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted for an internship. Applicants who have been in difficulty with the law may not be employable, or even eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the Department Head.

**"The instructors here are fantastic. They've all worked in the field, so they really know their stuff."**



**Brandon**  
Criminal Justice

## Paralegal Studies

The degree of Associate in Science with a major in Paralegal Studies will be awarded upon successful completion of the program.

The Associate Degree in Paralegal Studies, approved by the American Bar Association, will prepare students to perform effectively in today's legal and business communities. This program is an expanded version of the Certificate Program. Both programs are approved by the American Bar Association. The degree program trains men and women for professional status as lawyers' assistants in banks, corporations, government agencies, insurance companies, and law firms. The program provides students with a broad-based academic curriculum, which emphasizes the skills, substantive knowledge and ethics a paralegal needs to assist lawyers effectively. Graduates may either enter the work force directly after graduation or continue their education at a four-year institution.

The Associate Degree in Paralegal Studies can be completed on a full- or part-time basis. Most major field courses, however, are offered in the evenings at this time. The general education courses are offered both days and evenings.

The work of the paralegal requires discretion and independent judgment. A paralegal always works under the supervision and direction of an attorney. Even though a paralegal can perform many of the tasks which have otherwise been performed by attorneys, a paralegal may not give legal advice, represent a client in court or otherwise engage in the practice of law.

NHTI's graduates will be exposed during their course of studies to the legal system and the role of paralegals within the profession, the ethical rules governing lawyers and paralegals, and the operation of a law office. Through the course sequence in the degree program, NHTI's graduates will be:

- able to assist in most aspects of legal research, and in the preparation of clear and concise legal writings, on a topic of their choosing;
- introduced to Lexis/Nexis;
- able to assist in virtually all phases of litigation and real property transactions;
- able to assist in the formation, daily administration and dissolution of a corporate entity;
- able to assist in the planning and administration of a decedent's estate;
- prepared to assist in the drafting of pleadings and in the completion of preliminary research in the area of family law;
- exposed to the various elements of New Hampshire criminal practice and procedure.

For further information contact department head Stacey Peters at (603)271-7104 or [speters@ccsnh.edu](mailto:speters@ccsnh.edu).

### Specific Admission Requirements

1. College preparatory algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher
2. Interview with department head; interviews will be scheduled by the department head once applications are complete
3. Two confidential letters of reference
4. Two-hundred word essay regarding reasons for choosing the Paralegal Program (used to help evaluate writing skills)

## FIRST YEAR

### FALL SEMESTER

			CL	LAB	CR
EN	101	English Composition	4	0	4
IT	102	PC Applications	3	0	3
# PL	106	Introduction to Legal Studies	3	0	3
# PL	107	Contracts and Torts	3	0	3
PY	105	Introduction to Psychology	3	0	3
					16

### SPRING SEMESTER

AC	101	Accounting I	3	0	3
EN	120	Communications <i>or</i>			
EN	xxx	English Elective	3-4	0	3-4
MT	123	Intermediate Algebra	4	0	4
# PL	110	Litigation and Trial Preparation	3	0	3
# PL	225	Legal Research and Writing+	3	2	4
					17-18

## SECOND YEAR

### FALL SEMESTER

			CL	LAB	CR
AC	102	Accounting II	3	0	3
PI	242	Contemporary Ethical Issues	3	0	3
# PL	221	Real Estate	3	0	3
# PL	251	Probate Estates and Trusts	3	0	3
# PL	262	Criminal Law and Procedures	3	0	3
					15

### SPRING SEMESTER

FL	xxx	Foreign Language <i>or</i>	3	0-2	3-4
XX	xxx	General Education Elective	3	0	3
# PL	231	Business Organizations & Bankruptcy	3	0	3
# PL	242	Domestic Relations Law	3	0	3
# PL	270	Internship/Seminar	0	9	3
XX	xxx	Science Elective*	3	2	4
XX	xxx	Social Science Elective**	3	0	3
					19-20
<b>TOTAL CREDITS</b>					<b>67-69</b>

# Indicates major field courses.

\* BI 100, CH 100 and PH 100 do not meet this requirement.

\*\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105)

+ A \$100 fee will be assessed for all students taking PL 225. This fee will cover costs associated with ABA dues, Lexis/Nexis, Franklin Pierce Law Center Library, Supreme Court Library and PLS Associate Membership.

### Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

### Character Expectations

Applicants should be aware that background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted for an internship. Applicants who have been in difficulty with the law may not be employable, or even eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the Department Head.

## Paralegal Studies Certificate

This certificate program is approved by the American Bar Association and is designed to prepare students to perform effectively in today's legal and business communities. The program trains men and women for professional status as lawyer's assistants in corporations, banks, insurance companies, government agencies and law firms. The program provides students with a broad-based academic curriculum which emphasizes the skills, substantive knowledge and ethics a paralegal needs to assist lawyers effectively.

The work of the paralegal requires discretion and independent judgement. It is essential that a paralegal have strong writing ability, an analytical approach to organizing and reviewing material, and a foundation in computers and word processing. Although a paralegal always works under the supervision and direction of an attorney, it is important that he or she be well-motivated and self-starting. While a paralegal can perform many of the tasks which have otherwise been performed by attorneys, a paralegal may not give legal advice, represent a client in court, or otherwise engage in the practice of law. For more information contact Stacey Peters at (603)271-7104 or speters@ccsnh.edu. This program is available evenings only. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript to the NHTI Admissions Office.

NHTI's graduates will be exposed during their course of studies to the legal system and the role of paralegals within the profession, the ethical rules governing lawyers and paralegals, and the operation of a law office. Through the course sequence in the certificate program, NHTI's graduates will be:

- able to assist in most aspects of legal research, and in the preparation of clear and concise legal writings, on a topic of their choosing;
- introduced to Lexis/Nexis;
- able to assist in virtually all phases of litigation and real property transactions;
- able to assist in the formation, daily administration and dissolution of a corporate entity;
- able to assist in the planning and administration of a decedent's estate;
- prepared to assist in the drafting of pleadings and in the completion of preliminary research in the area of family law;
- exposed to the various elements of New Hampshire criminal practice and procedure.

### Specific Admission Requirements

1. 45 college credits in general education courses from an accredited institution (consistent with the requirements of the American Bar Association, which approves this Certificate)
  - 18 of these credits must meet distribution and content requirements designated by the ABA, in at least three (3) different disciplines such as English, foreign languages, humanities, mathematics and natural science
2. two confidential letters of reference
3. writing sample
4. submit official high school and college transcripts

		Credits
PL 101	Foundations of Paralegal Studies	2
PL 103	Causes of Action in Contract and Tort	2
PL 104	Legal Research+	3
PL 110	Litigation and Trial Preparation	3
PL 221	Real Estate	3
PL 231	Business Organizations and Bankruptcy	3
PL 241	Family Law	1
PL 251	Probate Estates and Trusts	3
PL 261	Criminal Process	1
PL 270	Internship (Optional)	3
PL 271	Legal Writing	1
<b>TOTAL CREDITS</b>		<b>22-25</b>

- + A \$100 fee will be assessed for all students taking PL 104. This fee will cover costs associated with ABA dues, Lexis/Nexis, Franklin Pierce Law Center Library, Supreme Court Library and PLS Associate Membership.

### Internship Considerations

The college must ensure that individuals (customers, employees, etc.) at internship and service learning sites are not adversely affected by students during learning experiences. Therefore, students participating in internship and field experiences must demonstrate the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and maintain sensitive interpersonal relationships with employees, customers and clients.

### Character Expectations

Applicants should be aware that background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted for an internship. Applicants who have been in difficulty with the law may not be employable, or even eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the Department Head.



## Public Safety Communications Certificate

There is a nationwide critical need for qualified Public Safety Communications personnel for such positions as telecommunicator, call taker, communications specialist, and 9-1-1 operator/dispatcher. Completion of this Public Safety Communications Certificate will assist applicants in securing positions and in advancing their careers in the communications field. For more information contact Professor Michael Raymond at 603-271-6886 or mfraymond@ccsnh.edu. This program is *financial aid eligible*. To be eligible for federal financial aid, students must submit an official, final high school transcript, or the equivalent documentation that demonstrates high school completion, to the NHTI Admissions Office.

### Specific Admission Requirements

Incoming students must demonstrate that they are capable of performing the class work required for EN 101 (English Composition) by completing NHTI Placement Testing for English Composition. In lieu of this, students who have previously taken a college level English Composition course and earned a grade of "C" or higher may submit an official transcript documenting the course and grade. If a student is not capable of entering EN 101, that student must complete EN 100 (Introductory English) with a grade of "C" or higher to be eligible for acceptance into the Public Safety Communications Certificate program.

FALL SEMESTER			Credits
EN 101	English Composition		4
IT 102	PC Applications		3
PSC 101	Introduction to Public Safety Communications		3
PSC 102	Seminar in Public Safety Communications		3
PY 105	Introduction to Psychology		3
			16
SPRING SEMESTER			
EN 120	Communications		3
PSC 201	Advanced Public Safety Communications		3
PSC 270	Public Safety Communications Internship		4
PY 205	Crisis Intervention		3
			13
TOTAL CREDITS			29

### Health and Technical Standards

Program officials will seriously consider all academically qualified candidates provided that the technical standards can be met with reasonable accommodation.

Applicants must be in good physical and mental health in order to qualify for the program such that they possess:

1. Sufficient stamina to sit at a radio console for extended periods of time with frequent reaching and turning;
2. Sufficient hearing to accurately discern speech over telephone and radio;
3. Sufficient eyesight to accurately read computer screens and LED indicators in various lighting conditions at reasonable distances.

The college must ensure that agency consumers are not placed in jeopardy by students during learning experiences. Therefore, students in internships must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that characterize public safety communications. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, respect confidentiality, establish rapport and maintain sensitive interpersonal relationships with supervisors, employees, and service consumers.

### Character Standards

Applicants should be aware that background checks, often including polygraph examinations, are completed by potential employers prior to obtaining most positions with public safety agencies, and typically, even before acceptance into an internship. Applicants who have been in difficulty with the law may not be employable or even eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the Department Head of the Public Safety Communications program.



## Liberal Arts

The degree of Associate in Arts in Liberal Arts will be awarded upon successful completion of the program.

The Liberal Arts curriculum provides students with broad general knowledge and skills in the Arts and Sciences. It is designed to provide a basis for transfer to four-year liberal arts programs at other colleges and universities. Students may select courses based on the requirements of the four-year school to which they plan to transfer. Students who have not yet decided on an intended field of specialization may wish to begin with the general curriculum; concentrations in English, the life sciences, and the social sciences are also available.

### Specific Admission Requirements

- One year of college preparatory mathematics (Algebra I) with a grade of "C" or higher or NHTI's MT 103 and MT 104 both with grades of "C" or higher.

<u>General Requirements</u>	<u>Credits</u>
EN 101 English Composition	4
EN xxx English Elective (excluding EN 100 and EN 120)	3
Computer Literacy (IT 102 or equivalent)	3
GS 100 College Success Seminar <i>or</i>	1
GS 102 Study Strategies	2
Humanities (XX xxx Humanities/Fine Arts/ Foreign Language Elective)	9
Mathematics * MT 123 Intermediate Algebra <i>or</i> higher level math course <i>and</i> MT xxx	8-9
Science (with lab) (excluding BI 100, CH 100, and PH 100)	8
Social Sciences (three courses with AN, EO, HI, PS, PY, or SO prefix, excluding HI 104 and HI 105)	2
	<b>45-47</b>

### Arts and Science Electives 15

Courses selected from Humanities  
(Literature, Western Civilization, Fine Arts, Foreign Languages,  
Philosophy, Mathematics, Sciences, Social Sciences, and  
English)

### General Electives 6

Courses to meet individual interests and goals

### Minimum of 64 credits required for Graduation

- \* *MT 129 does not meet the minimum math requirements in this category.*

**NOTE:** a minimum of 16 credits hours must be earned through instruction at NHTI with a minimum of 8 credit hours in courses numbered at the 200-level.

## English Option

<u>General Requirements</u>	<u>Credits</u>
EN 101 English Composition	4
EN 1xx English Elective (excluding EN 100 and EN 120)	3
Computer Literacy (IT 102 or equivalent)	3
GS 100 College Success Seminar <i>or</i>	1
GS 102 Study Strategies	2
Humanities HI 104 Western Civilization I <i>and</i> HI 105 Western Civilization II <i>and</i> XX xxx Humanities/Fine Arts/ Foreign Language Elective	9
Mathematics * MT 123 Intermediate Algebra <i>or</i> higher level math course <i>and</i> MT xxx	8-9
Science (with lab) (excluding BI 100, CH 100, and PH 100)	8
Social Sciences (three courses with AN, EO, HI, PS, PY, or SO prefix, excluding HI 104 and HI 105)	2
	<b>45-47</b>

### Concentration

EN 1xx Introductory Genre courses	6
EN 2xx and 2xx Sequential Survey Courses	6
EN 255 Shakespeare	3
EN 2xx Upper level electives	6
	<b>21</b>

### Minimum of 64 credits required for Graduation

- \* *MT 129 does not meet the minimum math requirements in this category.*

**NOTE:** a minimum of 16 credits hours must be earned through instruction at NHTI with a minimum of 8 credit hours in courses numbered at the 200-level.



Life Sciences Option	
<b>General Requirements</b>	<b>Credits</b>
EN 101 English Composition	4
EN xxx English Elective (excluding EN 100 and EN 120)	3
Computer Literacy (IT 102 or equivalent)	3
GS 100 College Success Seminar <i>or</i>	1
GS 102 Study Strategies	2
Humanities (XX xxx Humanities/Fine Arts/ Foreign Language Electives)	9
Mathematics *	4
MT 123 Intermediate Algebra <i>or</i> higher level math course	
Social Sciences (three courses with AN, EO, HI, PS, PY, or SO prefix, excluding HI 104 and HI 105)	2
	<b>33-34</b>
<b>Concentration</b>	
MT 251 Statistics	4
BI 111 & BI 112 General Biology I & II	8
CH 103 & CH 104 General Chemistry I & II	8
	<b>20</b>
<i>Three of the following:</i>	
BI 195 Anatomy and Physiology I	4
BI 196 Anatomy and Physiology II	4
BI 202 Microbiology	4
BI 159 Personal Nutrition	4
BI 259 Normal & Therapeutic Nutrition	4
BI 279 Life Cycle Nutrition	3
BI 2xx Biology Elective	3-4
CH 120 Forensic Science	4
CH 2xx Chemistry Elective	3-4
	<b>11-12</b>
<b>General Electives</b>	
Courses to meet individual goals	3

### Minimum of 64 credits required for Graduation

- \* *MT 129 does not meet the minimum math requirements in this category.*

**NOTE:** a minimum of 16 credits hours must be earned through instruction at NHTI with a minimum of 8 credit hours in courses numbered at the 200-level.

Social/Behavioral Sciences Option	
<b>General Requirements</b>	<b>Credits</b>
EN 101 English Composition	4
EN xxx English Elective (excluding EN 100 and EN 120)	3
GS 100 College Success Seminar <i>or</i>	1
GS 102 Study Strategies	2
IT 102 PC Applications	3
MT 123 Intermediate Algebra * (or higher level math course)	4
MT 251 Statistics	4
XX xxx Humanities/Fine Arts/ Foreign Language Electives	9
XX xxx Laboratory Science (excluding BI 100, CH 100 and PH 100)	8
	<b>36-37</b>
<b>Core Requirements</b>	
AN 101 Introduction to Cultural Anthropology	3
EO 101 Macroeconomics <i>or</i>	
EO 102 Microeconomics	3
HI 120 United States History to 1870 <i>or</i>	
HI 121 United States History, 1870-Present <i>or</i>	
HI xxx Introductory history course	3
PS xxx Political Science elective	3
PY 105 Introduction to Psychology	3
SO 105 Introduction to Sociology	3
	<b>18</b>
<b>Core Electives</b>	
Three additional courses selected from the following areas: anthropology, history, political science, psychology or sociology	
	<b>9</b>
<b>General Electives</b>	<b>3</b>

### Minimum of 64 credits required for Graduation

- \* *MT 129 does not meet the minimum math requirements in this category*

**NOTE:** a minimum of 16 credits hours must be earned through instruction at NHTI with a minimum of 8 credit hours in courses numbered at the 200-level.

## General Studies Program

The degree of Associate in Science in General Studies will be awarded upon successful completion of the program.

The General Studies Program provides maximum flexibility for those seeking to begin or to continue their higher education. This program, in which students may design their own curriculum, is especially appealing to those who have unique career or academic goals.

General Studies might be right for you if you:

- Would like to custom-design a degree program which meets your goals;
- Have previously earned credits from one or more institutions;
- Would like to combine one of our certificates (Paralegal, Accounting, Management, etc.) with other required credits to complete the degree;
- Seek entry into an NHTI program which has limited enrollment or for which you need prerequisite courses; although transfer into these programs is not guaranteed, students who are successful in the General Studies program strengthen their candidacy status; *please visit* [www.nhti.edu/academics/academicrequirements.html](http://www.nhti.edu/academics/academicrequirements.html) *for details regarding the process for requesting a change of program*;
- Plan to transfer to another institution but would like to complete some of the general education requirements;
- Would like to gain as many as 20 experiential learning credits for your occupational experience;
- Wish to take college courses and explore career options.

### Specific Admission Requirements

1. Please refer to starred\* statement on this page regarding mathematics graduation requirement.

#### General Education Core for both Options

	Credits
A. EN 101 English Composition	4
B. Social Sciences (two courses with AN, EO HI, PS, PY, or SO prefix, excluding HI 104 and HI 105)	6
C. Mathematics * (MT 120 or higher with the exception of MT 129; MT 129 does not meet the minimum math requirements in this category)	4
D. Lab Science (excluding BI 100, CH 100, and PH 100)	4
E. Humanities (EN xxx [excluding EN 100 and EN 120] and XX xxx Humanities/Fine Arts/ Foreign Language Elective)	6
<b>TOTAL</b>	<b>24</b>

#### Other Required Courses for both Options

A. Computer Literacy (IT 102 or equivalent)	3
B. General Elective	3
<b>TOTAL</b>	<b>6</b>

#### Exploration Option

The General Studies Exploration curriculum provides students with broad general knowledge as well as an opportunity to explore an area of concentration. It allows flexibility for students who either have transfer credit or who wish to transfer to another two or four-year program. While students may custom-design their concentration area, they should select these electives based on their intended fields of specialization.

	Credits
A. GS 100 College Success Seminar <i>or</i> GS 102 Study Strategies	1 2
B. Liberal Arts and Sciences electives	12
C. Electives (courses to meet individual interests and goals; may include a certificate program)	<u>23-24</u>
<b>TOTAL</b>	<b>36-38</b>
<b>TOTAL CREDITS</b>	<b>66-68</b>

#### Experiential Credit Option

The Experiential Credit option is for individuals who would like to earn as many as 20 experiential credits for previous occupational experience. It is also possible to complete a certificate program for inclusion in this option. The experiential credit, whether combined with a certificate or with coursework in a specific subject area, must relate to and support the student's chosen subject concentration; it may or may not be transferable.

	Credits
A. GS 101 Assessment of Prior Learning	1
B. Experiential Credit **	maximum 20
C. Certificate in a specific program area ** ( <i>must relate to experiential credit</i> )	
<b>And/Or</b>	
D. Coursework in a specific subject area ** ( <i>must relate to experiential credit</i> )	minimum 15
<b>TOTAL</b>	<b>36</b>
<b>TOTAL CREDITS</b>	<b>66</b>

\* Students must complete MT 120 to graduate. Depending on results of placement testing, students may be required to complete MT 103 prior to MT 120 (please note that MT 103 Algebra I - Part I, with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MT 120).

\*\* If the combination of experiential credit and certificate program courses totals less than 35 credits, additional coursework must relate to the concentration subject area and must be approved by the General Studies department head.

**NOTE:** a minimum of 16 credits hours must be earned through instruction at NHTI with a minimum of 8 credit hours in courses numbered at the 200-level.

## Visual Arts

The degree of Associate in Arts in Visual Arts will be awarded upon successful completion of the program.

The Visual Arts program provides students the opportunity to acquire a thorough knowledge of the basic means of visual expression and broad exposure to the history of art in preparation for transfer into four-year colleges and universities and a career in the visual arts. The structured curriculum emphasizes visual perception, technical acuity and artistic philosophy geared toward developing a personal aesthetic.

The first-year curriculum provides all students with a common foundation in basic artistic techniques. The following year, students will focus on advanced studio disciplines and prepare a professional portfolio of their work.

*Studio classes may be held off campus at a location near the Concord campus. To cover the cost of art supplies, studio classes are subject to materials fees ranging from \$75-\$150 in addition to NHTI tuition and fees.*

### Specific Admission Requirements

1. High school level Algebra I with a grade of "C" or higher or NHTI's MT 103 and MT 104, both with grades of "C" or higher.

### FIRST YEAR

FALL SEMESTER			CL	LAB	CR
EN	101	English Composition	4	0	4
# FA	101	Introduction to Drawing (studio)	2	4	4
# FA	103	Two-Dimensional Design (studio)	2	3	3
# FA	111	Survey of Western Art History I	3	0	3
IT	102	PC Applications	3	0	<u>2</u>
					17

### SPRING SEMESTER

EN	xxx	English Elective	3	0	3
# FA	104	Three-Dimensional Design (studio)	2	3	3
# FA	112	Survey of Western Art History II	3	0	3
# FA	201	Drawing II (studio)	2	4	4
# SO	xxx	Social Science Elective*	3	0	<u>2</u>
					16

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
# FA	xxx	Studio Elective	2	4	4
# FA	xxx	FA (visual art only) Elective (may be studio or history)	2-3	0-4	3-4
MT	xxx	Math Elective**	4	0	4
SO	xxx	Social Science Elective*	3	0	3
XX	xxx	Lab Science Elective***	3	2	<u>4</u>
					18-19
SPRING SEMESTER					
# FA	290	Visual Arts Capstone Practicum*	1	0	1
# FA	2xx	Studio Elective (#2)	2	4	4
MT	xxx	Math Elective**	3-4	0	3-4
SO	xxx	Social Science Elective*	3	0	3
XX	xxx	Lab Science Elective***	3	2	4
XX	xxx	General Elective	3-4	0	<u>3-4</u>
					18-20
TOTAL CREDITS					69-72

\* Any course with a prefix of AN, EO, HI, PS, PY or SO (except HI 104 and HI 105).

\*\* MT xxx #1 must be MT 123 or higher level mathematics course (excludes "institutional credit only" math courses and also excludes MT 120 and MT 129); MT xxx #2 must be a higher level mathematics course than MT xxx #1.

\*\*\* BI 100, CH 100 and PH 100 do not meet this requirement.

+ In the final semester the student will create an independent body of work to be publicly displayed in a Capstone Exhibition.

"The Visual Arts Department at NHTI has surpassed my expectations in the quality of instruction. The teachers are all knowledgeable working artists; they are always accessible to students in or out of classes. I am confident that I will be able to transfer to a four year Fine Arts college after completing my Associates Degree in the Visual Arts."

Jessica  
Visual Arts



### Division of Continuing Education (DCE)

The Division of Continuing Education (DCE) allows students to earn Associate Degrees and Certificates in a flexible format, completing courses during the evening, online, and in a distance learning format.

- **Flexible class format.** We offer many options for students with busy schedules including courses in the evening, on weekends, and 100% online.
- **Affordability.** We offer the most affordable college education in New Hampshire.
- **Begin or continue your college experience at NHTI.** Many courses are transferable to four-year colleges and universities.
- **Considering changing careers?** NHTI offers over 62 programs from which to choose.
- **We're here to help.** Educational counseling services are available in the evening and during the day.
- **Extensive summer offerings.** We offer over 200 courses during our summer session including day, evening, online, distance learning and one-week classes.

In addition to degree and certificate programs, the Division of Continuing Education offers several other learning opportunities.

#### Travel Opportunities

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

Each year NHTI through DCE offers several travel opportunities. In past years students have traveled to Italy, China, Costa Rica and Quebec. Visit our website to see what is planned for the next year. For more information contact Dawn Comito at (603)271-6963 or [dcomito@ccsnh.edu](mailto:dcomito@ccsnh.edu).

#### Cross Cultural Office

[www.nhti.edu/crosscultural/](http://www.nhti.edu/crosscultural/)

The Cross Cultural Office provides tutoring and advising services, English for Specific Purposes and TOEFL training, and international exchange opportunities. Please contact Dawn Higgins at (603)271-8928 or [dhiggins@ccsnh.edu](mailto:dhiggins@ccsnh.edu) for more information.

#### Project Running Start

[www.nhti.edu/academics/runningstart/](http://www.nhti.edu/academics/runningstart/)

Project Running Start is a Concurrent Enrollment Partnership between NHTI and participating high schools. Students earn college credit while completing high school courses. Tuition is \$100/course. Contact Mary Snyder at (603)271-5213 or [msnyder@ccsnh.edu](mailto:msnyder@ccsnh.edu).

#### Project Lead the Way

[www.nhti.edu/academics/runningstart/](http://www.nhti.edu/academics/runningstart/)

Project Lead the Way (PLTW) is a cooperative, statewide initiative involving NHTI, New Hampshire school districts, the New Hampshire Department of Education and businesses throughout the state. The goal of PLTW is to prepare students for post-secondary education and work in engineering/technology fields. For more information contact Mary Snyder at (603)271-5213 or [msnyder@ccsnh.edu](mailto:msnyder@ccsnh.edu).

**For more information contact  
Continuing Education at (603) 271-7122 or  
[www.nhti.edu/continuingeducation/](http://www.nhti.edu/continuingeducation/)**

### Business Training Center

The Business Training Center, through the Office of Workforce Development, provides customized training programs designed with a focus on the continuous improvement of the individual, the organization and the customer relationship. NHTI designs and delivers industry focused training that is responsive to business strategies. We partner with our customers to provide the following services:

- Identification of training solutions that support organizational goals
- Development, delivery and management of the training process
- Evaluation of training impact on performance

Training Programs available:

- Website Design
- Microsoft Training
- Project Management
- Financial Management
- Front-Line Management
- Customer Service Essentials
- Network Systems & Security
- Human Resource Compliance
- Business Math & Workplace Writing
- Engineering/Manufacturing Technologies

The Business Training Center also administers Continuing Education programs for nurses, dental hygienists and dental assistants.

**For more information and to receive our  
latest training schedule, please contact:**

**Business Training Center  
31 College Drive  
Concord, NH 03301  
(603) 271-6663  
[nhtibtc@ccsnh.edu](mailto:nhtibtc@ccsnh.edu)**

**Visit our website:  
[www.nhti.edu/businesstraining/](http://www.nhti.edu/businesstraining/)**

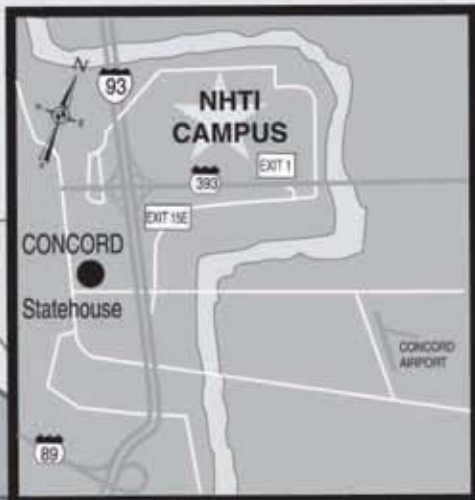


# NHTI

Concord's Community College



- CODE BLUE PHONES
- PARKING LOTS
- HANDICAPPED PARKING
- BUILDINGS
- WALKWAYS
- SEEKAMP NATURE TRAIL
- PAY PHONES



## Directions to NHTI

### From Points North or South

I-93, Exit 15 East to I-393 to Exit 1 and follow signs.

### From Points West

I-89 to I-93 North to Exit 15 East to I-393 to Exit 1 and follow signs.

### From Points East

Route 4 to I-393 to Exit 1 and follow signs.

- A. McAuliffe-Shepard Discovery Center
- B. Sweeney Hall
  - Admissions
  - Bistro Café
  - Bursar
  - Continuing Education
  - Financial Aid
  - Registrar
  - Auditorium
- C. Dr. Goldie Crocker Wellness Center
- D. Business Office/Receiving/Security
- E. Maintenance
- F. White Hall
- G. MacRury Hall
  - Dental Clinic
  - Health Programs
- H. Farnum Hall
  - Business Training Center
  - Center for Nursing Professional Development
  - Dental Hygiene and Dental Assisting Continuing Education
- I. Library/Learning Center/Bookstore
- J. Community College System of NH (CCSNH) Office
- K. Little Hall
  - Engineering Technology
  - President's Office
- L. Strout Residence Hall (COED)
- M. South Residence Hall
- N. North Hall Faculty Offices
- O. North Residence Hall
- P. Child & Family Development Center
- Q. Student Center
  - Health Services
  - Student Affairs
  - Residence Life
  - Community Service/Service Learning
  - Student Leadership
  - Clubs/Organization Offices
  - Counseling Offices
  - Student Senate
- R. Grappone Hall



# Start Here . . . Go Anywhere!



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