



2012-2013 Catalog

nhti.edu



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. If you have questions or need help deciding on a program, contact the Admissions Office at (603) 271-7134 or (800) 247-0179 or nhtiadm@ccsnh.edu.

Step 2: Apply to Your Program

Once you have decided on a program, complete the online application for admission at 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 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 if you have questions.

Office of Admissions

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

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

TTY/VO 603-271-7723

Website: www.nhti.edu

Email: 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 regularly for dates and times.

Open Houses

| | |
|------------------|-------------------|
| August 2, 2012 | 5-7 pm |
| November 4, 2012 | 12 noon – 2:30 pm |
| January 9, 2013 | 5-7 pm |

Academic Calendar

Fall Semester 2012

August

- 2 New Student Orientation/Registration
- 2 Open House 5:00 -7:00 pm
- 14 Tuition due for Fall 2012 semester
- 23 New Student Orientation/Registration

September

- 3 Residence Halls open to new and returning students 12:00 Noon
- 3 Labor Day holiday – NHTI closed
- 4 Day and evening classes begin
- 8 Saturday classes begin
- 10 Last day to add a class without instructor permission
- 17 Last day to withdraw with a full refund (Fall 2012 semester)
- 18 Convocation - all NHTI
- 18 Activities Fair and Campus Barbecue
- 21 Last day to resolve “I” grades from Summer 2012 semester

October

- 8 Columbus Day - All classes meet
- 26 Mid-Semester Warnings available on Student Information System

November

- 4 Open House 12:00 Noon - 2:30 pm
- 4 Daylight Savings Time ends; set clocks back one hour
- 6 Last day to drop a course or withdraw with a “W” grade from full semester courses
- 6 60% completion for Financial Aid requirements
- 12 Veterans’ Day holiday – NHTI closed
- 21 Residence Halls close 5:00 pm
- 21 No evening classes
- 22-24 Thanksgiving holiday – NHTI closed
No Weekend classes
- 25 Residence Halls re-open 12:00 Noon
- 26 Classes Resume 8:00 am
- 26 Spring registration opens

December

- 1 Saturday classes 12 week sessions end
- 11-14 Day Final Exams period
- 15 Saturday Classes end (14 week sessions)
- 17 Snow day for Final Exams
- 17 Residence Halls close 5:00 pm
- 17 Evening Classes end
- 19 Grades available on Student Information System
- 25 Christmas holiday observed – NHTI closed

Spring Semester 2013

January

- 1 New Year’s holiday – NHTI closed
- 2 Tuition due for the Spring 2013 semester
- 9 New Student Orientation/Registration (Snow date January 10)
- 9 Open House 5:00 - 7:00 pm
(Open House Snow date – January 10th)
- 21 Martin Luther King, Jr./Civil Rights Day holiday - NHTI closed
- 21 Residence Halls open 12:00 Noon
- 22 Day and Evening classes begin
- 26 Weekend classes begin

February

- 4 Last day to withdraw with full refund (Spring 2013 semester) from full semester courses
- 8 Last day to resolve “I” grades from Fall 2012 semester
- 18 Presidents’ Day holiday - no day classes; evening classes meet

March

- 8 Mid-Semester Warnings available on Student Information System
- 8 Residence Halls close 5:00 pm
- 10 Daylight Savings Time begins; set clocks ahead 1 hour
- 11-17 Spring Break; no day, evening or weekend classes
- 17 Residence Halls re-open 12:00 Noon
- 18 Classes Resume 8:00 am

April

- 1 60% completion for Financial Aid requirements
- 1 Last day to drop a course or withdraw with a “W” grade
- 13 Weekend classes end for 12 week classes
- 15 Summer and Fall registration open
- 16 Awards Day 12:00 Noon
- 27 Weekend classes end for 14 week classes

May

- 6-9 Day Final Exams period
- 7 Tuition due for Summer 2013 classes
- 9 Evening classes end
- 9 Residence Halls close 5:00 pm
- 13 Grades available on Student Information System
- 17 Commencement 10:00 am

Summer Session 2013

May

- 14 Paramedic Program summer courses begin
- 20 Practical Nursing first year begins
- 21 Radiologic Technology second year, Diagnostic Medical Sonography second year, Dental Hygiene first year, Radiation Therapy first year, Radiation Therapy second year, Radiation Therapy second year, Orthopaedic Technology, and Dental Assisting first year courses begin
- 27 Memorial Day holiday – NHTI closed
- 28 Summer Continuing Education Day Session I begins (ends June 28)
- 28 Summer Evening classes begin (end August 8)

June

- 4 Radiologic Technology first year courses begin
- 14 Last day to resolve “I” grades from Spring 2013 semester

July

- 4 Independence Day holiday - NHTI closed
- 8 Summer Continuing Education Day Session II begins (ends August 8)

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, Public Information Office at (603)271-8904 or nhtiinfo@ccsnh.edu.

| Topic | Go to ... |
|--|--|
| Campus Safety Information on the Annual Security Report, parking policies, important contact numbers, campus security and related topics. | www.nhti.edu/campuslife/campussafety.html |
| NHTI ALERTS Emergency Notification System Helps ensure rapid and reliable mass communication to students, faculty, and staff by cell phones (text/voice), landlines, and email in the event of a crisis, emergency or weather closure/delay. | www.nhti.edu/current_students.html |
| Financial Aid 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. | www.nhti.edu/financialaid/index.html www.ccsnh.edu/links.html |
| Academic Requirements and Policies Information about academic requirements and policies, including graduation, graduation rates and retention. | www.nhti.edu/academics/academicrequirements.html |
| Family Educational Rights and Privacy Act Information about the Family Educational Rights and Privacy Act (FERPA), a Federal law that protects the privacy of student education records. | www.ed.gov/policy/gen/guid/fpco/ferpa/index.html www.nhti.edu/registrar/nhtiregistrarbuckley.html |
| Alcohol and Other Drug Policies Information about Alcohol and Other Drug Policies at NHTI. | www.nhti.edu/campuslife/studenthandbook/aod.html |
| Student Record Information Information about your account, including current charges and payments, refunds, transcripts, grades, class schedules, financial aid status and more. | https://sis.nhti.edu |
| Student Handbook A comprehensive guide for academic and student policies and procedures, and a resource for various services and activities available to the campus community. | www.nhti.edu/campuslife/studenthandbook/ |
| Equity in Athletics 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. | http://ope.ed.gov/athletics |
| Bookstore/Textbook Policies Information about the NHTI Bookstore including textbook pricing, refunds, and buy back. | www.nhti.edu/campuslife/bookstore.html |

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 (800)669-4000, FAX: (617)565-3196, TTY: (617)565-3204 or (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 New England Association of Schools and Colleges. 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 at 271-6957. The most recent 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)

Legal Nurse Consultant - Approved by the American Bar Association

Nursing - The NHTI Nursing Associate Degree and Practical Nursing programs are approved by the New Hampshire Board of Nursing. The Associate Degree and Practical Nursing Programs are also accredited by the National League for Nursing Accrediting Commission (NLNAC) (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000)

Orthopaedic Technology - Recognized 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 - Joint Review Committee on Education in Radiologic Technology (JRCERT)

Radiologic Technology - Joint Review Committee on Education in Radiologic Technology (JRCERT)

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

Teacher Education Conversion Programs - New Hampshire State Board of Education

Affiliations and Memberships

NHTI is one of the seven colleges of the Community College System of New Hampshire, the public system of comprehensive community colleges that serves all of New Hampshire.

NHTI is a full institutional member of the American Association of Community Colleges and the League of Innovation. 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 and American Society for Engineering Education. The College is a member of Campus Compact for New Hampshire. NHTI is affiliated with the New Hampshire Forum on Higher Education with the New Hampshire College and University Council (the membership of the Community College System of NH). NHTI is a member of the National Collegiate Honors Council.

NHTI's intercollegiate athletics program is a member of, and its teams compete in, the Yankee Small College Conference (YSCC), and the United States Collegiate Athletic Association (USCAA).

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 a 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. For a paper application, contact the Admissions Office at (603)271-7134, (800)247-0179 or nhtiadm@ccsnh.edu, or download the application at www.nhti.edu/admissions.
3. **Apply for federal financial aid** at www.nhti.edu/financialaid.

Fees

- A \$20 non-refundable application fee must be submitted;
- 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)

General Admission Requirements

1. Submit an application for admission and the \$20 non-refundable application fee;
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.

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 prerequisite course, in addition to fulfillment of the other general and specific requirements, to be considered for the desired program.

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.

Placement Testing

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 transcripts of all secondary school and university academic records; if transcripts are not in English, they must be accompanied by an official English translation.
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. 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.
6. In addition to the Admissions Application fee, all International Students must also submit a one-time International Student Admissions fee of \$100.
7. International Students currently in the US with an F-1 visa at another college must forward official transcripts from that college and submit an International Student Transfer form, available from the Admissions Office or on-line at: www.nhti.edu/admissions/intertrans.pdf

Health care in the United States is expensive; all International Students are required to submit proof of health insurance to the Health Services Department prior to registration. If necessary, health insurance policies are available for purchase through NHTI Health Services; a listing of additional insurance companies is available here:
www.nhti.edu/admissions/interins.pdf

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 listed above. Students may view an estimate of expenses online at:
www.nhti.edu/admissions/intercost.pdf

Any International Student planning to request an F-2 visa for dependents must also submit copies of the dependent's current passport and immigration documents, and plan to include the cost for the dependent's expenses in their financial support documents (an additional \$9,900 for the first dependent, \$3,500 for each additional dependant). A letter must accompany the dependent's documents, specifying the dependent's name, date of birth, country of birth, country of citizenship, and relationship to the International Student.

* *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 who score between 380-499 (paper based), 83-172 (computer-based), or 26/27-61 (internet-based) 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 absent for more than three semesters will be declared inactive; an inactive student wishing 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).

Readmission to the Allied Health programs is based on clinical site availability and the recommendation of the department. Contact the program Department Head regarding the specific departmental readmission policy.

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.

Transferring into an Allied Health program for Advanced Standing (i.e., transferring a clinical course from another institution to begin the program

Admission

in an upper level course at NHTI) is based on clinical site availability and the specific transfer policy of the individual department.

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 *Course Repeat* policy, *Program Residency Requirements* policy, and *Transferring to Other Institutions* at www.nhti.edu/academics/academicrequirements.html.)

Change of Program

Currently enrolled matriculated students may request a change in their major program of study by using the "Change of Program Form" available in the Admissions Office. Signatures must be received from the current major and new major Department Heads. Signatures do not guarantee or imply acceptance into the new program. (See *Change of Program* at www.nhti.edu/academics/academicrequirements.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

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, Web Design, Physics and Chemistry. 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

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.

CLEP Testing Service

NHTI is a College-Level Examination Programs® (CLEP) testing center. CLEP is a nationwide credit-by-examination program that offers students the opportunity to obtain recognition for college-level achievement through a program of exams in undergraduate college courses. It is the most widely accepted credit-by-examination program in the United States, helping students of a wide range of ages earn credit for what they already know. CLEP exams are available in 34 college-level subjects. With satisfactory exam scores, students can earn credits toward their college degree, depending on the exam subjects and the students' major field of study. For more information, go to www.nhti.edu/clep.

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/academicrequirements.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.

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.

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/.

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 (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).

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)



Tuition and Fees

The following table presents a summary of fees established for the 2011-2012 academic year. Fees for 2012-2013 will be set around July 1, 2012. For most current rates go to www.nhti.edu/bursar/tuitionfees.html. Tuition and fees are due three weeks prior to the first class day 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

| Per Credit Cost | NH Resident \$ 210 | NERSP* \$ 315 | Out of State/International \$ 478 |
|-----------------|-----------------------|------------------|--------------------------------------|
|-----------------|-----------------------|------------------|--------------------------------------|

Tuition rates are based on per credit hour cost.

(Other mandatory fees below must be added to tuition cost.)

* New England Regional Student Program (see page 12)

Fees

- **Tuition Deposit:** \$100 (Non-Refundable: will be credited toward first semester tuition.)
- **Comprehensive Fee:** \$20 per credit hour
(Supports Student Center, Student Activities and Organizations, Wellness Center, Athletics, Health Services, and Campus Safety.)
- **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/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
- **Ortho Specialty Supplies Fee:** \$500/per semester
All students enrolled in the Orthopaedic Technology Certificate Program will be charged a \$500/per semester clinical surcharge.
The following courses carry this charge: ORTH105 and ORTH106
- **Orientation Fee:** \$30 (Mandatory one time charge for all new and transfer students.)
- **Graduation Fee** (charged in last semester): For all Associate Degrees \$100; for Dental Assisting (Professional Certificate) \$50; for Practical Nursing (Diploma) \$25; for Orthopaedic Technology (Certificate) \$25

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, orthopaedic technology, gerontology, human service, community social service, addiction counseling, mental health, early childhood education, electronic engineering technology, computer engineering technology, animation and graphic game programming, information systems, sports management, criminal justice, paralegal, and landscape and environmental design. 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† | RESIDENT ACTIVITY FEE | ROOM DEPOSIT†† | TOTAL |
|----------------------|-----------------|-----------------|--------------------------|-------------------|-----------------|
| Double/Triple | | | | | |
| Fall 2011 Semester | \$ 2,730 | \$ 1,323 | \$ 75 | \$ 300 | \$ 4,128 |
| Spring 2012 Semester | 2,730 | 1,323 | 75 | 0 | 4,128 |
| Total | \$ 5,460 | \$ 2,646 | \$ 150 | \$ 300 | \$ 8,256 |
| Single | | | | | |
| Fall 2011 Semester | \$ 3,218 | \$ 1,323 | \$ 75 | \$ 300 | \$ 4,616 |
| Spring 2012 Semester | 3,218 | 1,323 | 75 | 0 | 4,616 |
| Total | \$ 6,436 | \$ 2,646 | \$ 150 | \$ 300 | \$ 9,232 |

† 15 meal plan \$1323 (\$1223 + \$100 flex)/semester; 19 meal plan \$1438 (\$1338 + \$100 flex)/semester. (If a student does not specify which meal plan they want they automatically get the 15 meal plan. For meal plan changes student must fill out a Meal Change Form and return it to the Student Affairs Office.)

†† 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.

Payment of Tuition and Fees

Tuition and Fees are due three weeks before the first class day of the semester. It is the students' responsibility to view their tuition, fees and/or dorm expenses online through their SIS account. (Log in. Select Student. Select Records.) NHTI sends e-bills to student email accounts; students will not receive a paper bill. Payments can be made by cash, check, MasterCard/VISA, Discover and Debit Card. NHTI reserves the right to put a financial hold on an account when being paid by a personal check for a period of 10 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 deposits, course registration, etc. should pay using a secure method of payment, in U.S. Funds, such as cash, money order, bank check or credit card.

Financial Aid Recipients - If you have completed the Financial Aid Award Letter/Payment Deferment for Financial Aid Recipients and returned it to the Financial Aid Office, you can deduct, from your tuition and fees due, the "estimated" amount of aid. This balance is due three weeks before the first class day of the semester. For a Payment Due Worksheet, to help you determine how much you will need to pay or how much your "estimated" refund will be, go to www.nhti.edu/bursar. Students will continue to see a balance due on their account until their financial aid is applied to their account and the student's portion has been paid.

VA Benefit Recipients - If you are eligible for VA education benefits you must complete all required paperwork through the VA. (The VA's processing time can take up to 10 weeks.) Once you have determined your eligible education benefit you can deduct that amount of aid the school will be receiving on your behalf. The amount left that the school will not directly receive from the VA is your balance which is due three weeks before the first class day of the semester. Students will continue to see a balance due on their account until their VA Benefits have been applied to their account and the student's portion has been paid. For more information visit www.nhti.edu/registrar/veterans.html.

Unpaid Balances: If full payment (less "estimated" financial aid) has not been made, or an Installment Payment Plan has not been set up three weeks before the first class day of the semester, a late charge fee of \$50 may be applied to the student's account. Students with unpaid balances on their accounts will be sent to a collection company, will not be permitted to register for future semesters or receive official transcripts until prior term balances have been paid in full. (See Delinquent Account Collection Policy.)

NHTI Tuition Payment Options

Full Payment and Installment Payment Plan

Students can pay their account in full by logging into their SIS (Student Information System) Account, in person at the Bursar's Office (Sweeney Hall), over the phone (603)271-6309 or by mailing a check to NHTI, Bursar's Office, 31 College Drive, Concord, NH 03301.

NHTI offers an online installment payment plan option available to set up prior to the start of classes each semester. Students can set it up to pay their tuition and fees each semester using a bank account or credit card. To set up the payment plan go to www.nhti.edu/bursar.

Third Party Payments

In order for NHTI to invoice your employer, company or agency directly for your courses, the following conditions are required:

1. If your employer, company or agency (insurance company, voc rehab, CAP, etc.) is paying for your tuition, you need to have an official letter or Tuition Authorization Form from the company authorizing us to bill them. This must be submitted at the time of registration for day, evening or business training courses prior to the meeting of the first class for all classes. The company must be willing to pay upon receipt of invoice.
2. For NHTI to send an invoice to your company the letter must be on official letterhead and include Your name, Company Contact Name, Company Billing Address and Company Telephone, and, if applicable, the course and/or maximum amount of tuition.
3. A separate letter is needed for each semester.

If your company offers a reimbursement program, you are responsible for your tuition. We do not offer deferments. It is the student's responsibility to make sure that the company pays the invoice. If the 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. For payment information, go to www.nhti.edu/bursar.

Delinquent Account Collections Policy

Any account balance 90 days past due may be turned over to an independent, outside collections agency. When this happens, no payments will be accepted by NHTI. The cost of the outside collection agency, any legal fees and any bounced check fees will be added to the total amount owed. At the same time the debt will be reported to the Credit Bureaus. Students will not be eligible to receive official transcripts or register for courses at NHTI until they have paid their account in full.

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 online installment payment plan and Financial Aid Deferment using all awards except Federal Work Study.

NHTI Refund Policy

Refunds from overpayment of account (including but not limited to Title IV Stafford Sub/Unsub Loans, Scholarships, Grants, Parent Plus loans, or overpayment):

All NHTI refunds will be mailed. You can check the status of your refund by logging in to your Student Information System where you can also view your account balance. Once the refund is posted to your account you can expect to receive it within 10 days. If payment was made with a credit card and a credit balance occurs, refunds will be credited back to the card that was used to make payment. Refunds from students using the Installment Payment Plan will be in check form. Please make sure the most current mailing address is on file with our college. Address changes are made in the Registrar's office.

Refunds from cancelled/dropped courses or withdrawing from the college:

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

See *Withdrawal* sections: www.nhti.edu/academics/withdrawal.html, www.nhti.edu/academics/academicrequirements.html and www.nhti.edu/financialaid/financialaidinformation.html#withdrawal.

All refunds require that the student complete an official withdrawal form. Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the **fourteenth (14th)** calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) **will have seven (7) calendar days from the designated start of the class to withdraw for a full refund**. If the seventh (7th) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. 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. (Please note that certain fees are non-refundable. Non-refundable fees are defined as advance tuition deposits, admission application fees, residence hall room deposits, payment plan fee, and orientation fees. All other fees are refundable. This includes, but is not limited to academic instruction fees, lab fees, comprehensive student services fees, and the Nursing, Dental, and Diagnostic Medical Imaging Program clinical surcharges.)

All Federal Title IV funds (i.e., PELL, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education. Please contact the Financial Aid Office at (603)271-7135 for more information.

Students registered for workshops through the Business Training Center (including Nursing Continuing Education classes) must withdraw at least three days prior to the first workshop session in order to receive a full refund of tuition and fees; Students in the Dental Continuing Education classes must withdraw within five days.

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.

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 transcript, 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 (less "estimated" financial aid – see Payment of Tuition and Fees, page 11) is due three weeks prior to the first class day of the semester.

III. Academic Year Residence Hall Refund Schedule

A. Provisions

1. 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 tuition and fees outstanding balance.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

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 12 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 12 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.

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.

For more information visit: www.nhti.edu/campuslife/bookstore.html.

Protested Check Policy (Insufficient Funds Check)

Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned to NHTI, NHTI shall charge a fee of \$35 in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the NHTI, to cover the costs of collection.

Library and Learning Resources Center

The NHTI library is the learning and information hub of the college and includes quiet study areas, a state-of-the-art computer lab, natural lighting, soft seating, numerous data ports and wireless connectivity creating a comfortable environment for research and study. The library offers the services and collections of the traditional library, such as Reference, while embracing technology and offering complete online and research services and capabilities which are also available remotely. The library offers, among other things, an unparalleled collection of over 70,000 books, eBooks, periodicals, DVD's, CD-ROMs, maps, eJournals, video and audio recordings, photographs and CD Music collection. There is also access to the limitless resources of the Internet; while most are readily available, some are password protected. The library's comprehensive services – in support of the college's initiatives on information literacy and the educated person – include online integrated searching, bibliographic instruction (including the all important evaluation of resources), copyright clearance, cooperation with many other academic, public and special library networks, including the statewide system of the New Hampshire State Library (see Interlibrary Loan for this service). The library is the designated home library for the New England Antiquities Research Association (NEARA), the New Hampshire Chapter of the American Institute of Architects (AIANH) and the Structural Engineers of New Hampshire (SENH). The college archives, located in the library, contain records, documents, photographs and other ephemera of NHTI history. The library is the host venue for NHTI's Wings of Knowledge speakers' series and also is the home of the Library Gallery where various artists, including NHTI student artists in the Visual Arts program, exhibit throughout the year.

Career Counseling and Placement Services

Career Counseling and Placement Services provides career and occupational exploration and individual career counseling. Students and alumni can use Choices/CT, a career exploration and planning software program. Many employers list jobs on our free job posting/search database at 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.

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 provides 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.

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 educational needs of our diverse population on campus and in the community.

- **ESOL** NHTI offers credit courses that are leveled to meet ESOL students' specific needs. With the institutional language placement test, students will be guided to take either a full academic load of ESOL courses or one or two ESOL courses along with courses in their desired academic program.
- **ESOL Tutoring and Support Services** ESOL students receive 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. One-on-one 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 in content coursework. This support and outreach extends to content instructors working with the ESOL population.
- **Advising and Counseling for ESOL/International/Multicultural Students** The Office of Cross-cultural Education and ESOL provides to its students academic advising and support with academic planning, course registration, financial aid, socio-cultural advising and community resources, and immigration-related information and assistance.
- **Cross-cultural Programs and Projects** In an effort to broaden cross-cultural opportunities and promote cross-cultural competence at NHTI and in the community, our office coordinates the following programs and projects: 1) The Conversation Partners Program is designed to bring together native-English-speaking and multilingual students on campus; 2) Cross-cultural competence trainings and workshops are available on campus and for our community's businesses and organizations; 3) Non-credit Language and Culture Series is a set of courses introducing the community to languages and cultures less commonly taught such as Arabic, Japanese, Greek, and others.
- **ESOL Non-Credit Courses** These non-credit courses 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.

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; and residence life.

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 sports tradition, visit 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.

Student 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 30 active student organizations with new groups forming every year. Some of these student organizations are directly related to academic majors while others are special interest groups.

Student Leadership

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: resident 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 Senate

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, located in the Library, makes books and supplies available to students for all classes, at the store or online. Clothing, gift items, health and beauty aids, and snacks are also available. MasterCard, Visa and Discover are accepted. To purchase books online or for more information about bookstore policies, please refer to 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.

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 community service.

Counseling Services

NHTI's Counseling Department teaches students how to identify and successfully achieve their educational and life goals, and to enhance the students' learning environment throughout college. 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. Referrals to off-campus resources are also available. 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 choice of two meal/flex cash plans 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 an RN and LPN. The staff 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, immunizations and lab tests are available for a minimal fee. 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.crossagency.com/ccsnh. 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.



Programs of Study

Business Programs

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| Accounting..... | 18 |
| Accounting (Basic) Certificate | 19 |
| Accounting (Advanced) Certificate | 19 |
| Business Administration | 20 |
| Sports Management Concentration..... | 21 |
| Event/Conference Management Certificate | 23 |
| Hospitality and Tourism Management..... | 22 |
| Hotel Administration Certificate | 23 |
| Management Certificate | 21 |
| Sports Management Certificate..... | 22 |
| Tourism Information Technology Certificate | 24 |
| Travel and Tourism Certificate..... | 24 |

Computer Programs

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| Animation and Graphic Game Programming | 25 |
| Information Technology | 26 |
| Applications Development Option..... | 26 |
| Networking Option | 26 |
| Information Technology Applications Development Certificate...27 | |
| Information Technology Networking Certificate | 27 |
| Information Technology Tech Support Certificate | 28 |

Education Programs

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| Career and Technical Education Alternative Certification | 38 |
| Early Care and Education for Young Children With Disabilities..29 | |
| Early Childhood Education | 30 |
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| Special Education Certificate | 36 |
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Engineering Technology Programs

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| Architectural Engineering Technology | 39 |
| Computer Aided Design - Architectural Concentration Certificate...40 | |
| Computer Engineering Technology | 40 |
| Computer Technology Programming (Advanced) Certificate.....41 | |
| Electronic Engineering Technology..... | 41 |
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| Landscape and Environmental Design | 42 |
| Landscape Design Certificate..... | 43 |
| Manufacturing Engineering Technology | 43 |
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Health Programs

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| Dental Assisting (Professional Certificate)..... | 45 |
| Dental Hygiene | 46 |
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| Diagnostic Medical Sonography (Professional Certificate) | 47 |
| Radiation Therapy | 48 |
| Radiation Therapy Certificate | 48 |
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| Environmental Sciences..... | 50 |
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| Medical Coding Certificate..... | 51 |
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| Day Associate Degree Option | 52 |
| LPN-RN Advancement Option | 54 |
| Practical Nursing (Diploma)..... | 55 |
| Orthopaedic Technology Certificate | 56 |
| Paramedic Emergency Medicine | 57 |

Human Service Programs

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| Addiction Counseling/Criminal Justice Certificate | 61 |
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| Human Service Option | 62 |
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| Paralegal Studies | 66 |
| Paralegal Studies Certificate | 67 |

Liberal Arts Program

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| English Option..... | 68 |
| Life Sciences Option..... | 69 |
| Social/Behavioral Science Option | 69 |

General Studies Program

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| Visual Arts Program | 71 |
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NHTI provides Gainful Employment (GE) Disclosure information about certificate and diploma programs to assist students and their families in making informed decisions about their educational choices.

For GE Disclosure Statements, see: www.nhti.edu/academics/gainful.html.

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. 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 Communications, 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 105 Introduction to Music (3)
- FA 106 The History of Jazz, Blues and Rock and Roll (3)
- FA 107 World Music (3)
- FA 140 Introduction to Modern Dance (3)
- FA 141 Ballet Fundamentals (1)
- FA 150 Introduction to Guitar (3)
- THTR 101 Acting I (3)

FOREIGN LANGUAGE

- FL 104 American Sign Language for Beginners (3)
- FL 105 Advanced American Sign Language (3)
- FL 110 Elementary Japanese I (3)
- FL 111 Elementary Spanish I (3)
- FL 112 Elementary Spanish II (3)
- FL 115 Elementary German I (3)
- FL 116 Elementary German 2 (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)
- IDS 120 Global Public Health Issues (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 214 American Literature Survey I: to 1865 (3)
- EN 215 American Literature Survey II: 1865 to the Present (3)
- EN 221 A - I Film Genres and Directors (3)
- EN 251 Contemporary Drama (3)
- EN 255 Shakespeare (3)
- EN 260 The Novel (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 124 College 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 210 Differential Equations (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)
- 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 215 Freshwater Ecology (4)
- BI 222 Pathophysiology (3 no lab)
- BI 229 Nutrition in Exercise and Sports (3 no lab)
- 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)
- GEOL 101 Essentials of Geology (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 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)
- IDS 120 Global Public Health Issues (3)
- PS 110 American Government (3)
- PS 210 State and Local 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 225 Social Psychology (3)
- PY 226A Sport and Exercise Psychology (3)
- SO 105 Introduction to Sociology (3)*
- SO 205 The Individual and Society (3)
- SO 214 Race and Ethnic Relations (3)
- SO 226A Service, Citizenship and Community (SRV)** (3)
- SO 240 Marriage, Family and Personal Relationships (3)
- SO 298 Study Abroad Experience (3)

VISUAL ARTS ***

- VRTS 101 Introduction to Drawing (4)
- VRTS 102 Introduction to the Visual Arts (3)
- VRTS 103 Two-Dimensional Design (3)
- VRTS 104 Three-Dimensional Design (3)
- VRTS 111 Survey of Western Art History I (3)
- VRTS 112 Survey of Western Art History II (3)
- VRTS 115 History of Modern Art (3)
- VRTS 120 Introduction to Oil Painting (4)
- VRTS 121 Introduction to Watercolor (4)
- VRTS 125A Woodworking in the Hand Tool Tradition (4)
- VRTS 126 Introduction to Printmaking (4)
- VRTS 130 Introduction to Photography (4)
- VRTS 133 Introduction to Figural Sculpture (4)
- VRTS 135 Introduction to Ceramics (4)
- VRTS 201 Drawing II (4)
- VRTS 210 Life Drawing (4)
- VRTS 220 Painting II (4)
- VRTS 230 Photography II (4)
- VRTS 235 Ceramics II (4)

* Available in Honors format

** Service Learning is a component of this course

*** All Visual Arts courses meet the Fine Arts requirement.

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 articulation agreements for accounting program students with Franklin Pierce University and New England College.

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 | | | 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 124 | College Algebra | | 4 | 0 | <u>4</u> |
| | | | | | 17 |

SPRING SEMESTER

| | | | | | |
|----------|--------------------------|--|-----|---|------------|
| # AC 102 | Accounting II | | 3 | 0 | 3 |
| EN 120 | Communications or | | | | |
| 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

| | | | | | |
|----------|--|--|-----|---|------------|
| # 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 |

TOTAL CREDITS

67-70

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 | 2 |
| TOTAL CREDITS | | 18 |

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 |
| TOTAL CREDITS | | 22 |

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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html



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, New England College, and Plymouth State University.

The Department of Business Administration 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

| | | | | |
|----------|--------------------------|---|---|----|
| 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 124 | College 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 225 | 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 | Macroeconomics or | | | |
| EO 102 | Microeconomics | 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.

Internship Considerations, see page 21.



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

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 | | | CL | LAB | CR |
|---------------|-----|--|----|-----|----|
| EN | 101 | English Composition | 4 | 0 | 4 |
| IT | 102 | PC Applications | 3 | 0 | 3 |
| MT | 124 | College 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 or | | | |
| # 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 |

SECOND YEAR

FALL SEMESTER

| | | | | | |
|------|-----|--------------------------|---|---|----|
| # AC | 102 | Accounting II | 3 | 0 | 3 |
| # BU | 270 | Principles of Management | 4 | 0 | 4 |
| EO | 101 | Macroeconomics or | | | |
| 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 or | 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 |
| TOTAL CREDITS | | | | | 65-66 |

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

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 internship, externship, practicum, 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.

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 |
| | | | 13 |
| <i>Choose two electives:</i> | | | |
| 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 |
| | | | 6 |
| TOTAL CREDITS | | | 19 |

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 |
| TOTAL CREDITS | | 19 |

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 [^] or | | | | | |
| MT 124 | College 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 or | | | | | |
| # 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 or | | | | | |
| HI xxx | History Elective++ | | | 3 | 0 | 3 |
| # HT 280 | Senior Travel Seminar | | | 2 | 0 | 2 |
| # HT 290 | Hospitality and Tourism Internship or | | | 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 |
| TOTAL CREDITS | | | | | | 66 |

Indicates major field courses.

[^] Math course can be MT 120, MT 124 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, Health, Character and Technical Standards, see 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 |
| TOTAL CREDITS | 24 |

- ¥ 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.

Internship, Health, Character and Technical Standards, see page 24.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 |
| TOTAL CREDITS | 21 |

- ¥ 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.

Internship, Health, Character and Technical Standards, on page 24.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 |
| | TOTAL CREDITS | 19 |

¥ 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.

Internship, health, character and technical standards, see this page.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 or | |
| IT 274 | Internet (Electronic) Commerce | 3 |
| | TOTAL CREDITS | 19 |

¥ 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

Internship, Health, Character, and Technical Standards for the Hospitality and Tourism Management Associate Degree and related Certificate Programs

Internship Considerations

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 internship, externship, practicum, 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.

Technical Standards

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 game development in the United States has recently passed \$13 billion dollars in annual sales, almost twice the annual sales of motion pictures. The game industry is fast growing with opportunities for a wide variety of jobs. A number of "hot spots" for game development exist throughout the country. The greater Boston area is one of these spots with several major studios.

Creating computer programs using animated graphics is a challenging and fascinating process. It is very exciting to see others play the games you created!

The Animation and Graphic Game Programming (AGGP) curriculum focuses on programming and the technical computer aspects of game development. Successful game development programmers possess a high level of skill and expertise in programming, math, and physics to make the artistic come to life. An introduction to tools and skills for game development and game production will be provided to support team projects. This introduction to common tools and skills will include those used by artists and designers.

This program prepares students for:

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

Visit 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 124 College Algebra. (Prepares students for MT 124 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 either MT 134 Pre-Calculus or MT 205 Calculus. Most major schools offering a BS degree in game development 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 either MT 134 Pre-Calculus or 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

| | | | | |
|----------|---|---|---|----------|
| # 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 124 | College Algebra or | | | |
| MT 133 | Elementary Functions * | 4 | 0 | <u>4</u> |
| | | | | 17 |

SPRING SEMESTER

| | | | | |
|----------|--|-----|-----|------------|
| # AG 110 | Math and Physics for Game Programmers | 2 | 3 | 3 |
| # AG 121 | Data Structures with C++ | 2 | 3 | 3 |
| # AG 131 | Introduction to 2-D and 3-D Game Development | 2 | 3 | 3 |
| # AG 235 | Digital Art Modeling and Animation | 2 | 3 | 3 |
| EN 120 | Communications or | | | |
| EN 125 | Communication and the Literature of Science and Technology | 3 | 0 | 3 |
| PH 133 | Physics I: Mechanics, Heat *or | 3 | 2 | 4 |
| XX xxx | Science Elective + | 3-4 | 0-2 | <u>3-4</u> |
| | | | | 18-19 |

SECOND YEAR

FALL SEMESTER

| | | | | |
|----------|---|---|---|----------|
| # AG 225 | 3-D Game Engine Application Development | 2 | 3 | 3 |
| # AG 250 | DirectX Application Development with C++ | 2 | 3 | 3 |
| # AG 290 | Project Definition and Portfolio Specifications | 1 | 0 | 1 |
| # CP 240 | Programming for Windows Operating Systems | 3 | 3 | 4 |
| VRTS 101 | Introduction to Drawing *** | 2 | 4 | 4 |
| XX xxx | Social Science Elective ** | 3 | 0 | <u>3</u> |
| | | | | 18 |

SPRING SEMESTER

| | | | | |
|----------|---|---|---|--------------|
| # AG 270 | Emerging Game Technologies | 2 | 3 | 3 |
| # AG 292 | Portfolio Development | 1 | 3 | 2 |
| # AG 294 | Animation and Graphic Game Programming Capstone Project | 2 | 5 | 4 |
| # CP 252 | Networking and Internet Technologies | 3 | 3 | 4 |
| XX xxx | Humanities/Fine Arts/Foreign Language Elective *** | 3 | 0 | <u>3-4</u> |
| | | | | 16-17 |
| | | | | 69-71 |

TOTAL CREDITS

- # 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 124, MT 133, MT 134 or MT 205.
- ** Any course with a prefix of AN, EO, HI, IDS, PS, PY or SO (except HI 104 and HI 105).
- *** Required to take FA 101 and one Humanities/Fine Arts/Foreign Language course as part of the degree. Students are strongly advised to select the second course from the following list: 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.

Internship Considerations, see page 28.

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 agreements with New England College, 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

- 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;
- 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 | 140 | Database Design and Management | 2 | 2 | 3 |
| # IT | 150 | Networking for Home and Small Businesses | 2 | 2 | 3 |
| MT | 124 | College Algebra | 4 | 0 | 4 |
| SO | xxx | Social Science Elective + | 3 | 0 | 3 |
| | | | | | 18 |

SECOND SEMESTER

Applications Development Option

SPRING SEMESTER

| | | | | | |
|------|-----|---|---|---|----|
| EN | 125 | Communications and the Literature of Science and Technology or | | | |
| 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 or | | | |
| 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 | 2 | 2 | 3 |
| # IT | 213 | Introduction to Web Programming | 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 | 215 | Advanced Windows Programming | 2 | 2 | 3 |
| # IT | 240 | Advanced Web Programming | 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

65-67

Networking Option

FALL SEMESTER

| | | | | | |
|------|-----|---|-----|---|---------------------|
| # IT | 266 | Cisco Voice Over IP | 2 | 2 | 3 |
| # IT | 250 | Introducing Routing and Switching in the Enterprise | 2 | 2 | 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 | <u>3-4</u> 16-17 |

SPRING SEMESTER

| | | | | | |
|----------------------|-----|--|--------------|---|----------------|
| # IT | 209 | Scripting for System Management | 2 | 2 | 3 |
| # IT | 252 | Designing and Supporting Computer Networks | 2 | 2 | 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 | <u>3</u> 15 |
| TOTAL CREDITS | | | 65-67 | | |

Indicates major field courses.

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

Internship Considerations, see page 28.

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 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 | 3 |
| IT | 213 | Introduction to Web Programming | 3 |
| IT | 215 | Advanced Windows Programming | 3 |
| IT | 240 | Advanced Web Programming | 3 |
| IT | 270 | Web Design and Development I | 3 |
| IT | xxx | IT Elective | <u>3</u> |
| TOTAL CREDITS | | | 24 |

Internship Considerations, see page 28.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 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 | <u>3</u> |
| TOTAL CREDITS | | | 24 |

Internship Considerations, see page 28.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html



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.

Information Technology Tech Support Certificate

The Information Technology Tech Support Certificate Program consists of eight courses which provide students with core IT knowledge and technical support skills used in business and industry. Students will take courses in hardware/software, networking, database, scripting and Windows Server. They will also learn how to apply these skills in a tech support environment. Extensive hands-on training is provided in our computer and network labs.

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 | 108 | Personal Computer Hardware and Software | 3 |
| IT | 140 | Database Design and Management | 3 |
| IT | 150 | Networking for Home and Small Businesses | 3 |
| IT | 152 | Networking at a Small-to-Medium Business or ISP | 3 |
| IT | 220 | Supporting IT Systems | 3 |
| IT | 280 | Windows Server Operating Systems | 3 |
| IT | 294 | Senior IT Internship | 3 |
| XX | xxx | Elective approved by Department Head | 3 |
| TOTAL CREDITS | | | 24 |

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

Internship Considerations for the Animations and Graphic Game Programming and Information Technology Degree Programs and related Information Technology Certificate 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 internship, externship, practicum, 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.



Early Care and Education for Young Children with Disabilities

The degree of Associate in Science with a major in Early Care and Education for Young Children with Disabilities will be awarded upon successful completion of the program.

The Associate in Science in Early Care and Education for Young Children with Disabilities will prepare students to begin working in the growing field of early intervention and early childhood special needs. This degree responds to the increased diagnosis of young children with autism and the need for qualified professionals to work with children with autism and their families while helping to reduce out-of-district placements. Graduates of this program will be able to help improve educational outcomes for young children with autism, low-incidence disabilities, and other special needs. Students will learn to value the family as the first and most important teacher of the child and provide family services that are relationship based, culturally responsive and delivered collaboratively as part of a team in natural environments. A focus of the program will be enhancing social/emotional development of children by helping them to identify and express feelings and develop meaningful relationships with other children and adults. The degree is offered both face-to-face and online.

Students in this program should be prepared to spend out-of-class hours working with young children and their families as part of several courses separate from the practicum experiences. Students must pass all major field courses with a grade of "C" or higher to graduate from this program. Graduates are prepared for immediate entry as competent professionals into the field of early childhood education with a focus on young children with disabilities to work as teachers in licensed child care centers and Head Start programs, as early interventionists with early supports and services programs providing services in both home and community-based settings with a focus on children aged birth to three, and as paraprofessionals in early care and education working in public school, home, and community-based settings with children aged 3 to 8. Students wishing to pursue other opportunities in early intervention may further their education at a four year college.

The vision of the Child and Family Studies Department at NHTI is "Teaching, Learning, and Practice with Quality and Joy!" The faculty of the 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.

The degree supports graduates to work in NH Early Supports and Services in roles that could include intake coordinator, autism specialist work, home visitor, and 1-1 support.

The degree also meets the training and education requirements for the State of NH Early Childhood Professional Development System credential of NH Early Childhood Teacher, Level 5. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.)

Specific Admission Requirements

1. 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.
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 Care and Education for Young Children with Disabilities program.
3. Satisfactory interview with Child and Family Studies program faculty.
4. 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

| | | | | |
|----------|---|---|---|----------|
| # 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 |
| FL 104 | American Sign Language for Beginners | 3 | 0 | <u>3</u> |
| | | | | 16 |

SPRING SEMESTER

| | | | | |
|----------|--|---|---|----------|
| # EC 190 | Preparing for Practicum | 1 | 0 | 1 |
| # EC 215 | Infant/Toddler Development and Programming | 4 | 0 | 4 |
| # EC 270 | Teaching Young Children with Special Needs | 3 | 0 | 3 |
| # XX xxx | Lab Science Elective + | 3 | 2 | 4 |
| IT 102 | PC Applications | 3 | 0 | 3 |
| PY 105 | Introduction to Psychology | 3 | 0 | <u>3</u> |
| | | | | 18 |

SECOND YEAR

FALL SEMESTER

| | | | | |
|----------|---|---|---|----------|
| # EC 225 | Autism Spectrum Disorder | 4 | 0 | 4 |
| # EC 242 | Child, Family, Community | 3 | 0 | 3 |
| # EC 267 | Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors | 4 | 0 | 4 |
| # EC 277 | Special Needs Practicum ** | 2 | 5 | 3 |
| # XX xxx | Social Science Elective ++ | 3 | 0 | <u>3</u> |
| | | | | 17 |

SPRING SEMESTER

| | | | | |
|----------|---|---|----|----------|
| # EC 272 | Teaching Children with Low-incidence Disabilities | 3 | 0 | 3 |
| # EC 278 | Early Intervention Practicum *** | 2 | 10 | 5 |
| EN xxx | English Elective | 3 | 0 | 3 |
| XX xxx | General Elective | 3 | 0 | 3 |
| MT 120 | Topics in Applied College Mathematics | 4 | 0 | <u>4</u> |
| | | | | 18 |

TOTAL CREDITS

69

¥ Students whose placement test scores suggest difficulty with lengthy and complex assignments are strongly advised to complete the program in 2½ - 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 Early Childhood Education 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 277: 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 Child and Family Studies Program.

*** EC 278: 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 Child and Family Studies Program.

NH Family-Centered Early Supports and Services Tuition Assistance AND Early Childhood Education Scholarship Program

Funds are now available for BOTH employees of NH Family Centered Early Supports and Services (FCESS), and parents/legal guardians of children receiving services through FCESS. The Community College System of NH is partnering with the Department of Health and Human Services, Bureau of Developmental Services to provide financial assistance to increase their skills.

Early Childhood Education Scholarship Program

The Community College System of NH partners with the NH Department of Health & Human Services, Child Development Bureau to offer tuition assistance to child care providers who are entering or are currently in the field of Early Care and Education. If you provide family child care, or work at least part time in a licensed child care setting in New Hampshire, you may be eligible to receive tuition assistance for Early Childhood Education courses offered through CCSNH.

Internship, Health, Character and Technical Standards, see page 33.

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

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 |
| TOTAL CREDITS | | | | 70 |

¥ Students whose placement test scores suggest difficulty with lengthy and complex assignments are strongly advised to complete the program in 2½ - 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.

Internship, Health, Character and Technical Standards, see page 33.

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 | | |
| EC 142 | Curriculum and Environments 2 | 3 |
| EC 188 | Health, Safety, and Nutrition in Early Childhood Education | 3 |
| FALL SEMESTER | | |
| EC 242 | Child, Family and Community | 3 |
| EC 267 | Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors | 3 |
| TOTAL CREDITS | | 18 |

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

See Early Childhood Education Certificate Program Specific Admission Requirements, page 30.

Internship, Health, Character and Technical Standards, see page 33.

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 |
| | TOTAL CREDITS | 28 |

Internship, Health, Character and Technical Standards, see page 33.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 NHTI'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 \$20 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 NHTI'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.

Internship, Health, Character, and Technical Standards for the Early Care and Education for Young Children with Disabilities Degree, Early Childhood Education Degree, and related Certificate Programs

Internship Considerations

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 internship, externship, practicum, 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 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 NHTI'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 NHTI'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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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;
2. 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 | 2 |
| | | 10 |
| 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 |
| | | 8 |
| FALL SEMESTER | | |
| EC 267 | Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors | 4 |
| EC 278 | Early Intervention Practicum | 5 |
| | | 9 |
| TOTAL CREDITS | | 27 |

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.

Internship, Health, Character and Technical Standards, see page 33.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 of Granite State College, Southern New Hampshire University, New England College, Plymouth State University, 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. Strong verbal and written English language skills are major considerations for acceptance.
3. Personal interview with Department Head and/or faculty member may be required.
4. Credit for experiential learning, workshops and/or college courses taken at other institutions is available; students interested in receiving credit must supply appropriate documentation and meet with the Director of Admissions and the Department Head.
5. Students interested in matriculation in a baccalaureate teacher preparation program after completion of the Associate Degree are responsible for researching the requirements of such programs and their transfer procedures.

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 124 | College Algebra | 4 | 0 | 4 |
| | PY 105 | Introduction to Psychology | 3 | 0 | 3 |
| | | | | | 17 |

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 |
| | | | | | 16 |

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 |
| TOTAL CREDITS | | | | | 64 |

Indicates major field courses

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

Internship, Health, Character and Technical Standards, see page 33.

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

| | | Credits |
|--------|----------------------------------|----------------|
| 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 |

Internship, Health, Character and Technical Standards, see page 33.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html



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 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 | or | |
| MT 124 | College Algebra | | 4 |
| | | | 11 |
| TOTAL CREDITS | | | 21 |

Internship, Health, Character and Technical Standards, see page 33.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

Internship, Health, Character and Technical Standards for Education Programs and related Certificate Programs

Internship Considerations

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 internship, externship, practicum, 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.

Teacher Education Conversion Programs (TECP)

Program Overview

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

1. **The Teacher Education Conversion Programs (TECP)** are designed to attract career changers into Mathematics or Science Teaching.
2. **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 or for those candidates with a bachelor's degree who hold an alternative IV statement of eligibility and are working in a school.
3. **The ESOL Conversion Program** is designed for candidates who already hold a teaching certification and are interested in adding ESOL K-12 certification or those without teaching certification, who hold a baccalaureate degree, and are interested in ESOL as an initial certification.

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 All Programs

1. These are not degree programs; candidates must hold a Baccalaureate and/or Master's Degree.
2. Candidates must complete and submit a TECP application, a \$20 application fee, official transcripts from all undergraduate and graduate programs attended, current resume and two letters of recommendation.
3. 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 |
| TOTAL CREDITS | 32 |

The NHTI TECP offers certification in the following endorsement areas:

| | Certification Levels |
|-----------------------|----------------------|
| • Chemistry | grades 7 - 12 |
| • Earth/Space Science | grades 7 - 12 |
| • Life Science | grades 7 - 12 |
| • Mathematics | grades 5 - 8, 7 - 12 |
| • Middle Science | grades 5-9 |
| • Physics | grades 7 - 12 |

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

Specific Admission Requirements

1. Candidates must hold a Baccalaureate and/or Master's Degree in Science or Math.
2. 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.
3. Candidates must successfully pass the PRAXIS I (PPST) tests and the PRAXIS II in their specific content area while enrolled in the program.
4. The candidate must maintain a cumulative grade point average of at least a 2.75.
5. A criminal record check will be required for working in the schools.
6. Included in the application process, a transcript review is conducted by the content department (mathematics or science) to assess the candidate's fundamental knowledge of the NH content standards.

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 |
| TOTAL CREDITS | 25 |

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.

ESOL Conversion Program

Program Goals

The goals of the ESOL 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 or student teaching experience working with English language learners.

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

- Introduction to Exceptionalities
- Supporting Students with Challenging Behavior
- Foundations of Education
- Legal Issues in Education
- Instructional Technology
- Linguistics
- Language, Reading and Literacy
- Curriculum and Assessment
- Supervised Student Teaching or Practicum Experience

| | Credits |
|---|--------------|
| TECP 50 Introduction to Exceptionalities | 3 |
| TECP 51 Foundations of Education | 3 |
| TECP 60 Supporting Students with Challenging Behavior | 4 |
| TECP 61 Legal Issues in Education | 3 |
| TECP 63 Instructional Technology | 3 |
| TECP 86 Introduction to Linguistics | 3 |
| TECP 87 Language, Reading, and Literacy in ESOL | 3 |
| TECP 88 Curriculum & Design and Assessment in ESOL | 3 |
| TECP 90 Supervised Practicum/Theory, Practice and Methods/Materials in ESOL <i>or</i> | 6 |
| TECP 91 Supervised Student Teaching/Theory, Practice and Methods/Materials in ESOL | <u>10</u> |
| TOTAL CREDITS | 32-36 |

After successful completion of the program, candidates are recommended to the NH State Department of Education - Bureau of Credentialing for ESOL K-12 certification. This program is *financial aid eligible*.

Specific Admission Requirements

1. Candidates may already hold a teaching certification or have the minimum of a baccalaureate degree in English and/or a degree with a strong Liberal Arts background.
2. Candidates must demonstrate the mastery of all competencies required by the program through the successful completion of coursework, field work, practicum or student teaching, 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 ESOL 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 | <u>3</u> |
| TOTAL CREDITS | 25 |

Engineering Technology Programs

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. For details contact Department Head Liaquat Khan at (603)271-7746 or lkhan@ccsnh.edu.

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 Center, State University of New York Rome, and Vermont Technical College

For information about transferring to other institutions see *Academic Requirements & Policies* at 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

- 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 architectural engineering technology applicants have satisfactorily completed a high school level course in physics.

FIRST YEAR

Architectural Engineering Technology

| 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 |

SECOND YEAR

Architectural Engineering Technology

Architectural Focus

| 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

Architectural Engineering Technology

Civil Focus

| FALL SEMESTER | | | | | | |
|-----------------|----|-----|--|-----|---|-------|
| # | 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).

Internship Considerations, see page 44.

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 | <u>3</u> |
| | | 6 |
| SPRING SEMESTER | | |
| AR 102 | AutoCAD 3D | 3 |
| AR 191 | AutoCAD Architecture | <u>3</u> |
| | | 6 |
| FALL SEMESTER | | |
| AR 103 | Architectural Graphics and Sketching | 3 |
| AR 194 | Microstation | <u>3</u> |
| | | 6 |
| TOTAL CREDITS | | 18 |

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. For details contact Department Head Frank Polito at (603)271-7758 or fpolito@ccsnh.edu.

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 UNH-Durham: BS in Computer Science, UNH-Manchester - Dual Admission, and Wentworth Institute of Technology.

For information about transferring to other institutions see *Academic Requirements & Policies* at 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

- 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 |
|---------------|--------|--------------------------------------|----|-----|----------|
| # | 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 | <u>4</u> |
| | | | | | 18 |

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 | <u>4</u> |
| | | | | | 19 |

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 | <u>3-4</u> |
| | | | | | 20-21 |

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 | <u>3</u> |
| | | | | | 18 |
| 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, see page 44.

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 Department Head Frank Polito at (603)271-7758 or fpolito@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 | <u>4</u> |
| | 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 | <u>4</u> |
| | 12 |

TOTAL CREDITS 16

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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. For details contact Department Head Frank Polito at (603)271-7758 or fpolito@ccsnh.edu.

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 Maine Maritime Academy and UNH-Manchester - Dual Admission.

For information about transferring to other institutions see *Academic Requirements & Policies* at 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

- 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 |
|---------------|---|----|-----|----------|
| # | 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 | <u>4</u> |
| | | | | 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 | <u>4</u> |
| | | | | 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 | <u>4</u> |
| | | | | 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 | <u>3-4</u> |
| | | | | 18-23 |
| | TOTAL CREDITS | | | 74-79 |

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, see page 44.

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), and basic knowledge of digital electronics (EL 115), and must demonstrate computer literacy (IT 102 or IT 108) which will be offered on a regular basis at NHTI. For more information contact Department Head Frank Polito at (603)271-7758 or fpolito@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 | 4 |
| TOTAL CREDITS | | 20 |

Prerequisites:

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

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 |
| | IT 102 | PC Applications | 3 | 0 | 3 |
| # | LD 101 | Identifications and Uses of Trees | 3 | 0 | 3 |
| # | LD 115 | Landscape Architectural Design Theory | 3 | 0 | 3 |
| | MT 120 | Topics In Applied College Mathematics or higher* | 4 | 0 | 4 |
| | | | | | 17 |

SPRING SEMESTER

| | | | | | |
|---|--------|---|---|---|----|
| # | AR 101 | AutoCAD 2D | 3 | 0 | 3 |
| | EN 101 | English Composition | 4 | 0 | 4 |
| # | 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 | 2 |
| | | | | | 17 |

SECOND YEAR

FALL SEMESTER

| | | | | | |
|---|--------|---|-----|---|-------|
| # | BI 115 | Introduction to Ecology | 3 | 2 | 4 |
| | EN 125 | Communications and the Literature of Science and Technology or | | | |
| | EN xxx | English Elective | 3 | 0 | 3 |
| # | LD 220 | Planting Design | 3 | 0 | 3 |
| | SO xxx | Social Science Elective** | 3 | 0 | 3 |
| | XX xxx | Humanities/Fine Arts/ Foreign Language Elective | 3-4 | 0 | 3-4 |
| | | | | | 16-17 |

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 |
| TOTAL CREDITS | | | | | 64-66 |

* 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.

Internship Considerations, see page 44.



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)271-7749 or 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 | | | Credits |
|---------------|--------------------------------------|--|---------|
| LD 101 | Identification and Uses of Trees | | 3 |
| LD 115 | Landscape Architecture Design Theory | | 3 |
| | | | 6 |

SPRING SEMESTER

| | | |
|--------|---|---|
| LD 102 | Identification and Uses of Shrubs, Groundcovers and Vines | 3 |
| LD 112 | Landscape Drawing and Presentation Techniques | 3 |
| | | 6 |

SECOND YEAR

| FALL SEMESTER | | | Credits |
|---------------|----------------------------------|--|---------|
| LD 109 | Basic Site Grading and Surveying | | 3 |
| LD 220 | Planting Design | | 3 |
| | | | 6 |

SPRING SEMESTER

| | | |
|--------|--|---|
| LD 217 | Small Scale Design Project | 3 |
| LD 225 | Landscape Construction Details and Methods | 3 |
| | | 6 |

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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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. For details contact Department Head Robert Arredondo at (603)271-7741 or raredondo@ccsnh.edu.

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). NHTI has transfer affiliations to

four-year institutions including: Maine Maritime Academy and Southern New Hampshire University. 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.

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 105 | Engineering Design | | 4 | 0 | 4 |
| MT 133 | Elementary Functions | | 4 | 0 | 4 |
| PH 133 | Physics I: Mechanics, Heat | | 3 | 2 | 4 |
| | | | | | 16 |

SPRING SEMESTER

| | | | | | |
|------|-----|--|---|---|----------|
| EN | 120 | Communications <i>or</i> | | | |
| EN | 125 | Communications and the Literature of Science and Technology | 3 | 0 | 3 |
| # MC | 150 | Statics and Strength of Materials | 3 | 2 | 4 |
| # MF | 111 | Manufacturing and Materials Processing | 3 | 3 | 4 |
| MT | 134 | Pre-Calculus | 4 | 0 | 4 |
| PH | 135 | Physics II: Light, Sound, Electricity | 3 | 2 | <u>4</u> |
| | | | | | 19 |

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 | 3-4 |
| | | | | | 19-20 |

SPRING SEMESTER

| | | | | |
|----------------------|--|-----|---|--------------|
| # MF 241 | Computer Integrated Manufacturing (CIM) | 3 | 3 | 4 |
| # MF 231 | Production Systems | 3 | 0 | 3 |
| # MF 252 | Quality Control | 3 | 2 | 4 |
| XX xxx | Humanities/Fine Arts/ Foreign Language Elective | 3-4 | 0 | 3-4 |
| XX xxx | Technical Elective | 3-4 | 0 | <u>3-4</u> |
| | | | | 17-19 |
| TOTAL CREDITS | | | | 71-74 |

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, see page 44.

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. For details contact Department Head Robert Arredondo at (603)271-7741 or raredondo@ccsnh.edu.

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). NHTI has transfer affiliations to four-year institutions including: Maine Maritime Academy and Southern New Hampshire University. 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.

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 | 105 | Engineering Design | 4 | 0 | 4 |
| MT | 133 | Elementary Functions | 4 | 0 | 4 |
| PH | 133 | Physics I: Mechanics, Heat | 3 | 2 | <u>4</u> |
| | | | | | 16 |

SPRING SEMESTER

| | | | | | |
|------|-----|---|---|---|----------|
| EN | 120 | Communications <i>or</i> | | | |
| EN | 125 | Communications and the Literature of Science and Technology | 3 | 0 | 3 |
| # MC | 150 | Statics and Strength of Materials | 3 | 2 | 4 |
| # MF | 111 | Manufacturing and Materials Processing | 3 | 3 | 4 |
| MT | 134 | Pre-Calculus | 4 | 0 | 4 |
| PH | 135 | Physics II: Light, Sound, Electricity | 3 | 2 | <u>4</u> |
| | | | | | 19 |

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 | 229 | Thermodynamics and Heat Transfer | 3 | 0 | 3 |
| # MC | 260 | Mechanical Design II | 3 | 2 | 4 |
| XX | xxx | Humanities/Fine Arts/ Foreign Language Elective | 3-4 | 0 | 3-4 |
| XX | xxx | Technical Elective | 3-4 | 0 | <u>3-4</u> |
| | | | | | 17-19 |
| TOTAL CREDITS | | | | | 71-74 |

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

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 internship, externship, practicum, 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.



Dental Assisting Professional Certificate

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

The Allied Dental Education Program's Dental Assisting Course is the **only Commission on Dental Accreditation of the American Dental Association accredited Program in the State of New Hampshire**. The one year program offers students an excellent opportunity to become involved in a health care profession as a member of the dental team in private dental offices, public dental clinics, and institutions.

The dental assistant must possess knowledge of procedures and practices in patient care, laboratory work, and office management. The Dental Assisting Program emphasizes clinical training in the campus clinic and in private dental offices. Theoretical courses are enhanced by laboratory experiences, and students perfect their clinical skills working in a variety of dental offices including general and specialty practices.

Students in the dental assisting program may be exposed to infectious disease and bloodborne pathogens. For this reason, students receive intense training in the mechanisms of infection control to protect themselves, their co-workers, and the office clientele. NHTI follows the guidelines of OSHA and the CDC.

As a pre-clinical requirement, students will be required to undergo a criminal 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 dental assisting program and are responsible for all costs associated with these testing procedures.

Prior to enrollment, students are required to provide documentation of certification in a CPR course that includes infant, child, and adult CPR with AED training; current medical insurance; a complete physical examination; and documentation of current immunizations. Professional liability insurance is available through the college and automatically 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. Students may also apply for admission into the Health Sciences Program and, with an additional year of study, receive a degree of Associate in Science with a major in Health Science.

Specific Admission Requirements

Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 25, 2013, for Fall 2013 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 deadline listed above; the form is available on the website at 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 | 0 | 3 |
| | | | | 17 |

SUMMER SEMESTER

| | | | | |
|----------|--|---|---|-----------|
| # DN 298 | Dental Assisting Clinical Experience III (6 weeks) | 2 | 8 | 4 |
| | | | | 4 |
| | TOTAL CREDITS | | | 40 |

Indicates major field courses.

* May be taken in the Spring or 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.

Internship, Health, Character and Technical Standards, see page 58.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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.



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.

Students in the Dental Hygiene Program may be exposed to bloodborne pathogens and infectious diseases while providing clinical services. It is for this reason that students are provided with instruction on infectious diseases, mechanisms of disease transmission, and infection control procedures to reduce the risk of disease transmission, including those published by national public health agencies, the Occupational Safety and Health Administration (OSHA) and the U.S. Centers for Disease Control and Prevention (CDC).

The Policy for Dental Hygiene Students Regarding Bloodborne Pathogens and Infectious Diseases and the Policy Regarding Individuals with Bloodborne Pathogens and Infectious Diseases may be found at www.nhti.edu/academics/academicprograms/degdenthgy.html or upon request to the Dental Hygiene Department.

Background and Drug/Alcohol Testing

As a pre-clinical requirement, students will be required to undergo a criminal 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 dental hygiene program and are responsible for all costs associated with these testing procedures.

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 program 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 certification in CPR (Health Care Provider – American Heart Association or Professional Rescuer – Red Cross ON-LINE COURSES NOT ACCEPTED; must be hands-on CPR). Professional liability insurance is arranged by the College and will automatically be charged to the student's account.

NHTI has a transfer affiliation with Vermont Technical College.

For information about transferring to other institutions see *Academic Requirements & Policies* at 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 25, 2013, for Fall 2013 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 2013 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/degdenthgy.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 deadline listed above; the form is available on the website at www.nhti.edu/academics/academicprograms/degdenthgy.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* or | | | |
| 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 | 247 | Dental Hygiene Science - Pharmacology | 2 | 0 | 2 |
| # DN | 248 | Dental Hygiene Science - Oral Pathology | 2 | 0 | 2 |
| 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.

Internship, Health, Character and Technical Standards, see page 58.

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. 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 25, 2013 for Fall 2013 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. (Note: Medical Assisting is not generally considered an AMA Allied Health Program.)
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.
4. Medical Terminology is strongly recommended;
5. A personal interview is required; qualified candidates will be contacted after the deadline to arrange an interview;
6. Three letters of recommendation must be submitted to the admissions department;
7. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for the Healthcare Provider/Professional Rescuer before program registration.

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 | | CL | LAB | CR |
|-----------------|--------------------------------------|----|-----|----------|
| # 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) | | CL | LAB | CR |
|----------------------------|-----------------------------------|----|-----|----------|
| # DS 241 | Principles of Vascular Ultrasound | 3 | 2 | 4 |
| # DS 297 | DMS Clinic III | 0 | 21 | <u>5</u> |
| | | | | 9 |

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 |
| TOTAL CREDITS | | | | 50 |

Indicates major field courses.

Internship Considerations, on page 58.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 25, 2013, (with the exception of the interview) for Fall 2013 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. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for the Healthcare Provider/Professional Rescuer 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

| | | | | | |
|-------|-----|--------------------------------|----|----|----------|
| 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

| | | | | | |
|-------|-----|--|----|----|----------|
| EN | 120 | Communications | 3 | 0 | 3 |
| PI | 242 | Contemporary Ethical Issues | 3 | 0 | 3 |
| # RTH | 195 | Clinical Practice II | 0 | 18 | 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

| | | | | | |
|-------|-----|---|----|----|----------|
| 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

| | | | | | |
|-------|-----|---------------------------|----|----|----------|
| # 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

| | | | | | |
|-------|-----|---------------------|---|----|----------|
| IT | 102 | PC Applications | 3 | 0 | 3 |
| # RTH | 280 | Registry Review | 1 | 0 | 1 |
| # RTH | 295 | Clinical Practice V | 0 | 23 | <u>4</u> |
| | | | 8 | | |

TOTAL CREDITS **80**

Internship, Health, Character and Technical Standards, see page 58.

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 25, 2013, (with the exception of the interview) for Fall 2013 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. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for the Healthcare Provider/Professional Rescuer 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> |
| | | 18 | | |

SPRING SEMESTER

| | | | | |
|---------|---------------------------|----|----|----------|
| 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> |
| | | 10 | | |

SUMMER SEMESTER

| | | | | |
|---------|---------------------------------|---|----|----------|
| RTH 215 | Sectional Anatomy and Pathology | 3 | 0 | 3 |
| RTH 295 | Clinical Practice V | 0 | 23 | <u>4</u> |
| | | 7 | | |

SECOND YEAR

| FALL SEMESTER | | | | |
|----------------------|----------------------|-----------|----|----------|
| RTH 296 | Clinical Practice VI | 0 | 32 | 6 |
| RTH 280 | Registry Review | 1 | 0 | <u>1</u> |
| | | 7 | | |
| TOTAL CREDITS | | 42 | | |

Internship, Health, Character and Technical Standards, see page 58.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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 (available on the Blackboard Site) 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 observation in a hospital Radiology Department and 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. Completion of the general education courses 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 11, 2013, for Summer 2013 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 attend the Introduction to Radiology Seminar given by the Radiology Department, which includes instructions and clearances to perform an observation in a hospital Radiology Department. Applicants must write an essay based on the Hospital Observation; instructions on how to complete this requirement are available through the Blackboard site for Radiology (user name: NHTI-Radiology; password: student) or from the Admissions Office at (603)271-7134, or you may access the instructions at www.nhti.edu. If you have further questions please contact the Admissions Office at (603)271-7134 or nhtiadm@ccsnh.edu.
5. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for the Healthcare Provider/Professional Rescuer 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 | <u>3</u> |
| | | 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 | <u>7</u> |
| | | 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 | <u>3</u> |
| | | 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 | 23 | 4 |
| # XR 203 | Advanced Radiographic Procedures | 3 | 0 | <u>3</u> |
| | | 10 | | |

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 | <u>4</u> |
| | | 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 | <u>4</u> |
| | | 10 | | |
| TOTAL CREDITS | | 80 | | |

Indicates major field courses.

Internship, Health, Character and Technical Standards, see page 58.

Environmental Sciences

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

This program provides an interdisciplinary approach to studying social, ethical and ecological interactions between the natural world and society. All students begin with introductory classes in biology, math, English, chemistry, economics and philosophy (ethics), which provide the basic skills and knowledge required to address environmental problems.

The program also provides the first two years of courses necessary for a four-year baccalaureate degree in environmental science for students interested in transferring. According to the Economic and Labor Market Information Bureau's Job Outlook Reports, graduates of both associate's degree programs and bachelor's degree programs will have increasing employment opportunities. Students might find employment as City Planning Aides, Economic Research Assistants, Grazing Examiners, Soil Testers, Meteorological Aids, or Tree Wardens. With a Bachelor's degree, students might find employment as Biotechnologists, Wildlife Technicians or Specimen Technicians.

Approval for this program pending, but expected.

Specific Admission Requirements

1. High school biology with a lab with a grade of C or better;
2. High school chemistry with a lab with a grade of C or better;
3. Algebra I or higher with a grade of C or better.

FIRST YEAR

| FALL SEMESTER | | | | CL | LAB | CR |
|---------------|-----|---|---|----|----------|----|
| EN | 101 | English Composition | | 4 | 0 | 4 |
| CH | 103 | General Chemistry | | 3 | 2 | 4 |
| MT | 124 | College Algebra <i>or</i> Higher Level Math (excluding MT 129) | 4 | 0 | 4 | |
| # BI | 111 | General Biology I | 3 | 2 | <u>4</u> | 16 |

SPRING SEMESTER

| | | | | | | |
|-------|-----|---------------------------------------|---|---|----------|----|
| # ENV | 101 | Introduction to Environmental Science | 3 | 2 | 4 | |
| CH | 104 | General Chemistry II | 3 | 2 | 4 | |
| MT | 251 | Statistics | 4 | 0 | 4 | |
| # BI | 112 | General Biology II | 3 | 2 | <u>4</u> | 16 |

SECOND YEAR

| FALL SEMESTER | | | | | | |
|---------------|-----|---|---|---|----------|----|
| # BI | 212 | Ecology | 3 | 2 | 4 | |
| EN | 125 | Communication and the Literature of Science and Technology <i>or</i> | | | | |
| EN | xxx | English elective | 3 | 0 | 3 | |
| # XX | xxx | Science Elective* | 3 | 2 | 4 | |
| EO | 101 | Macroeconomics | 3 | 0 | 3 | |
| # AR | 101 | AutoCAD 2D | 3 | 0 | <u>3</u> | 17 |

SPRING SEMESTER

| | | | | | | |
|----------------------|-----|---|---|----|----------|-----------|
| # AR | 160 | Introduction to Geographic Information Systems | 2 | 2 | 3 | |
| GEOL | 101 | Essentials of Geology | 3 | 2 | 4 | |
| PI | 242 | Contemporary Ethical Issues | 3 | 0 | 3 | |
| # BI | 215 | Fresh Water Ecology | 3 | 2 | 4 | |
| # ENV | 290 | Senior Project/Internship | 0 | 12 | <u>4</u> | 18 |
| TOTAL CREDITS | | | | | | 67 |

Indicates major field course.

* BI 116, BI 117, SC 107, SC 110 fit this requirement.

Internship Considerations, see page 58.

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

I. General Education Core

| | | |
|--------|--|------------|
| 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 | <u>3</u> |
| | | 27-29 |

II. Computer Literacy (IT 102 or equivalent) 3

III. Advanced Standing Credits If appropriate

IV. Related coursework to complete the degree Variable TOTAL CREDITS 64

* MT 103 through 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.

Internship Considerations, see page 58.

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. 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

| | | |
|--------|---------------------|----------|
| HS 101 | Medical Terminology | 3 |
| BI 120 | Human Biology | <u>4</u> |
| | | 7 |

SPRING SEMESTER

| | | |
|--------|--|----------|
| BI 122 | Basic Pathophysiology | 3 |
| HS 104 | Health Care Data Content and Delivery Systems | <u>3</u> |
| | | 6 |

SUMMER SEMESTER

| | | |
|--------|-----------------|----------|
| IT 102 | PC Applications | <u>3</u> |
| | | 3 |

SECOND YEAR

FALL SEMESTER

| | | |
|--------|---------------------------------|----------|
| HS 116 | Introduction to Hospital Coding | 4 |
| HS 117 | Intermediate Hospital Coding | <u>4</u> |
| | | 7 |

SPRING SEMESTER

| | | |
|--------|--------------------------|----------|
| HS 118 | Advanced Hospital Coding | 3 |
| HS 119 | Ambulatory Coding | <u>4</u> |
| | | 7 |

TOTAL CREDITS **30**

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

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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. 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

| | | |
|--------|---------------------|----------|
| HS 101 | Medical Terminology | 3 |
| IT 102 | PC Applications | <u>3</u> |
| | | 6 |

SPRING SEMESTER

| | | |
|--------|---|----------|
| BI 120 | Human Biology | 4 |
| HS 104 | Health Care Data Content & Delivery System | <u>3</u> |
| | | 7 |

SECOND YEAR

FALL SEMESTER

| | | |
|--------|---------------------------------|----------|
| EN 101 | English Composition | 4 |
| MN 101 | Medical Transcription with Lab* | <u>3</u> |
| | | 7 |

SPRING SEMESTER

| | | |
|--------|--------------------------------|----------|
| BI 122 | Basic Pathophysiology | 3 |
| MN 202 | Advanced Medical Transcription | <u>3</u> |
| | | 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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) (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000). 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.

Selection for admission 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 HESI exam scores. References are considered critical to the admission process and are evaluated.

NHTI has transfer agreements with Franklin Pierce University, New England College (RN), New England School of Practical Nursing, Rivier College, Saint Joseph's College of Maine, University of New England and the University of New Hampshire.

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 25, 2013, for Fall 2013 admission. Students will not be considered for admission until all admission requirements have been met.

Note: Early Action Admission: Applications that are complete and received by the NHTI Admissions Office no later than November 21, 2012 may be considered for Early Action Admission into the Nursing program for Fall 2013.

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 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 or from the Admissions Office at (603)271-7134.

FIRST YEAR

FALL SEMESTER

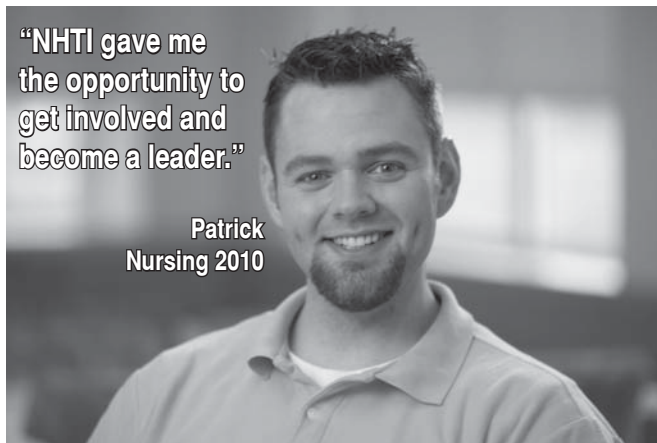
| | | | CL | LAB | CR |
|------|-----|----------------------------|----|-----|----|
| BI | 195 | Anatomy and Physiology I | 3 | 2 | 4 |
| EN | 101 | English Composition | 4 | 0 | 4 |
| # NU | 115 | Nursing I** | 5 | 9 | 8 |
| PY | 105 | Introduction to Psychology | 3 | 0 | 3 |
| | | | | | 19 |

SPRING SEMESTER

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

"NHTI gave me
the opportunity to
get involved and
become a leader."

Patrick
Nursing 2010



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> | | | |
| # NU 117 | Nursing IIB** | 6 | 15 | <u>11</u> |
| | | | | 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 | <u>2</u> |
| | | | | 18 |
| | TOTAL CREDITS | | | 73-74 |

CL - Classroom

LAB - Clinical Resource Center

CR - Credits

Indicates major field courses.

* MT 124 or higher level math (excluding MT 129); MT 251 strongly recommended.

** A \$109 per semester testing fee will be assessed for all students taking NU 115, NU 116, NU 117, NU 177 & NU 215. This fee will cover costs associated with remediation testing, detailed individualized remediation plans, and end of program testing to prepare students for licensure testing.

*Please Note: All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. Does not apply to NU 177, first semester only.**Please Note: Students who wish to continue their education and pursue a Bachelor's or Master's degree in Nursing are encouraged to complete MT 251.***Internship, Health, Character and Technical Standards**, see page 58.**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 19, 2013 for Fall 2013 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 (800) 247-0179 or at 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+ or | | | | |
| # 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+ or | | | | |
| # 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 124 or higher, with the exception of MT 129, will be accepted for credit in the nursing program. MT 251 is strongly recommended.

+ A \$109 per semester testing fee will be assessed for all students taking NU 115, NU 116, NU 117, NU 177 & NU 215. This fee will cover costs associated with remediation testing, detailed individualized remediation plans, and end of program testing to prepare students for licensure testing.

Please Note: All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. Does not apply to NU 177, first semester only. Please Note: Students who wish to continue their education and pursue a Bachelor's or Master's degree in Nursing are encouraged to complete MT 251.

Internship, Health, Character and Technical Standards, see page 58.

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.
6. 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.

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) (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000). 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 14, 2012, for Spring 2013 admission. Candidates will not be considered for admission until all admission requirements have been met.

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/degnurspractical.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). Information regarding testing locations and registration is available from the Admissions Office at (603)271-7134 or (800)247-0179 or at www.nhti.edu/academics/academicprograms/degnurspractical.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 | 124 | College Algebra or higher level math | | 3-4 | 0 | 3-4 |
| | | | | 12-13 | | |
| TOTAL CREDITS | | | | 42-43 | | |

Indicates major field courses.

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

** A \$26 testing fee will be assessed for all students taking PN 101, and a \$45 testing fee will be assessed for all students taking PN 103. This fee will cover the cost associated with program testing to prepare students for licensure testing.

Internship, Health, Character and Technical Standards, see page 58.

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 in 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for the Healthcare Provider/Professional Rescuer before program registration. All applicants must submit an essay focused on their interest in Orthopaedic Technology, and attend a personal interview with the program coordinator. 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 recognized 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 (with the exception of the interview) and received by the NHTI Admissions Office no later than January 25, 2013, for Fall 2013 admission.

1. High school diploma or GED;
2. Personal Interview;
3. Applicants must write an essay focused on their interest in Orthopaedic Technology; instructions for completing this requirement are available through the Blackboard site for Orthopaedic Technology, <https://ccsnh.blackboard.com/> (username: nhtiotc password: student) or from the Admissions Office at (603)271-7134. If you have further questions please contact the Admissions Office at (603)271-7134 or by email at nhtiadm@ccsnh.edu;
4. Applicants must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for health care providers/professional rescuer.

FIRST YEAR

FALL SEMESTER

| | | CL | LAB | CR |
|------------|------------------------------------|----|-----|----------|
| HS 101 | Medical Terminology | 3 | 0 | 3 |
| # ORTH 101 | Orthopaedic Anatomy & Physiology I | 3 | 0 | 3 |
| # ORTH 103 | Basic Radiology Interpretation | 3 | 0 | 3 |
| # ORTH 105 | Casting and Splinting I * | 2 | 2 | 3 |
| # ORTH 107 | Sterile Techniques | 0 | 3 | 1 |
| # ORTH 111 | Orthopaedic Patient Care | 1 | 1 | <u>1</u> |
| | | | | 14 |

SPRING SEMESTER

| | | | | |
|------------|--|---|---|----------|
| # ORTH 102 | Orthopaedic Anatomy & Physiology II | 3 | 0 | 3 |
| # ORTH 104 | Physical Assessment of the Orthopaedic Patient | 3 | 2 | 4 |
| # ORTH 106 | Casting and Splinting II ** | 2 | 2 | 3 |
| # ORTH 112 | Traction | 0 | 3 | 1 |
| # ORTH 114 | Custom Bracing | 1 | 2 | 2 |
| PI 242 | Contemporary Ethical Issues | 3 | 0 | <u>3</u> |
| | | | | 16 |

SUMMER SEMESTER

| | | | | |
|------------|---|---|----|-----------|
| # ORTH 120 | Senior Externship and Capstone Experience | 1 | 16 | <u>6</u> |
| | | | | 6 |
| | TOTAL CREDITS | | | 36 |

* \$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.

Internship Considerations and Technical Standards, see page 58.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html



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.

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>2</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>2</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>2</u> |
| | | | | | | 17 |

TOTAL CREDITS

71

Indicates major field courses.

Internship considerations, see page 58.

Health, Character and Technical Standards, see page 59.



"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

Paramedic Emergency Medicine, Class of '02
Graduated Harvard Medical School

Internship, Health, Character and Technical Standards for Health Programs

Internship Considerations

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 internship, externship, practicum, 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.

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.

Dental Assisting (see Program page 45)

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 46)

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.

Orthopaedic Technology (see Program page 56)

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.

Radiologic Technology and Radiation Therapy

(see Program pages 48 & 49)

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 52, 54 & 55)

Technical Standards

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.

- **General Abilities:** The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, and movement that are important to the student's ability to gather significant information needed to effectively evaluate patients. A student must be able to respond promptly to urgent situations that

may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

- **Observational Ability:** The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.
- **Communication Ability:** The student must communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend and clearly speak the English language to facilitate communication with patients, their family members, and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must clearly communicate effectively verbally and in writing with instructors and other students in the classroom setting as well.
- **Motor Ability:** The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, management and operation of diagnostic and therapeutic medical equipment, and such maneuvers to assist with patient care activities such as lifting, wheel chair guidance, and mobility. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings including performing CPR if necessary. The student must possess the ability of manual and visual dexterity such as to draw up solutions in a syringe.
- **Intellectual, Conceptual, and Quantitative Abilities:** The student must be able to develop and refine problem-solving skills that are crucial to practice as a nurse. Problem solving involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching, and setting short and long term goals. Students must demonstrate arithmetic competence that would allow the student to read and understand columns and/or writing, tell time, use measuring tools, and add, subtract, multiply, and divide.
- **Behavioral and Social Attributes:** Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the nursing programs. Personal comfort and acceptance of the role of a nurse functioning under supervision of a clinical instructor or preceptor is essential for a nursing student. The student must possess the skills required for full utilization of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities in the classroom and clinical settings; and the development of mature, sensitive, and effective relationships with patients and other members of the health care team. Each student must be able to exercise stable, sound judgment and to complete assessment and interventional activities in a timely manner to assure patient safety and well being. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. The student

must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; effectively interact in the clinical setting with other members of the healthcare team; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

- **Examinations:** Certain courses in the nursing programs require students to take timed and/or online examinations. Students may be required to take timed, online and/or other types of examinations in a proctored, secure setting that is acceptable to the program.
- **Ability to Manage Stressful Situations:** The student must be able to adapt to and function effectively in stressful situations in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the nursing programs. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer, and or program related.

NOTE: The health care environment contains substantial amounts of latex. Applicants with latex allergies place themselves at risk of reaction. The Nursing Department does not recommend that individuals with a latex allergy pursue a career in health care.

Paramedic Emergency Medicine (see Program page 57)

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 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).

NHTI has transfer affiliations with four-year institutions including: Granite State College, New England College and Springfield College. A dual admission program is available with Granite State College for those interested in continuing their education.

Specific Academic Requirements

- Candidates may be required to have a personal interview with a department faculty member;
- 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 |

TOTAL CREDITS

69

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).

Internship, Health, Character and Technical Standards, see page 63.

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 |
| TOTAL CREDITS | | 23 |

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html



MacRury Hall

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.

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.

Scholarship Information

The Bureau of Developmental Services through the New Hampshire Division of Community-Based Care Services offers scholarships for courses leading to a certificate in Human Services or Community Social Services. The scholarship will pay the full tuition for each course in the certificate program.

| | | 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 |
| | | 23 |
| 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 |
| TOTAL CREDITS | | 26 |

Internship Considerations, see page 63.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

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.

NHTI has transfer affiliations with four-year institutions including: Franklin Pierce University, Granite State College, New England College and Springfield College. 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 104 | Introduction to Practicum Experience | 2 | 0 | 2 |
| IT 102 | PC Applications | 3 | 0 | 3 |
| # PY 283 | Group Counseling | 3 | 0 | 3 |
| # SO 250 | Conflict Resolution in Modern Society | 3 | 0 | 3 |
| | | 18 | | |

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 | | |
| TOTAL CREDITS | | 68 | | |

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 | | |
| TOTAL CREDITS | | 68 | | |

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 | | |
| TOTAL CREDITS | | 68 | | |

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.

Internship, Health, Technical and Character Standards, see page 63.

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

Internship Considerations

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 internship, externship, practicum, 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.

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: American College of History and Legal Studies, Franklin Pierce University, Granite State College, Husson University, New England College, NH Police Standards & Training Council, Plymouth State University: BA-Criminal Justice, Rivier College, Southern New Hampshire University, Springfield College, and University of Massachusetts-Lowell.

For information about transferring to other institutions see *Academic Requirements & Policies* at www.nhti.edu/academics.

Specific Admission Requirements

- 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 | |

TOTAL CREDITS

68-69

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, see page 67.

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,
Class of '09



Legal Nurse Consultant Certificate

The Legal Nurse Consultant Certificate program is approved by the American Bar Association (ABA) and is designed to prepare students to perform effectively in today's legal and healthcare communities. Designed for experienced Registered Nurses who are interested in combining their clinical expertise with specialized legal knowledge enabling them to serve as consultants and liaisons to the legal and healthcare profession. The program will provide the legal knowledge required to evaluate, analyze and offer informed opinions on the delivery of healthcare and resulting outcomes. The program of study combines business and legal theory and analysis with practical field experience.

LNCs are professional nurses with clinical expertise and training in the law. They provide an invaluable service to both the medical and legal professions. LNCs serve in a variety of settings including hospitals and other health care facilities, insurance companies, law firms, medical malpractice and workers' compensation organizations, and private LNC practices. Even though the legal nurse consultant can perform many tasks performed by an attorney, legal work performed by a LNC must be under the supervision and direction of an attorney. The Legal Nurse Consultant may not give legal advice, represent a client in court or engage in the unauthorized practice of law.

Legal Nurse Consultant Certificate Program graduates will be exposed during their course of studies to the legal system and the role of the legal nurse consultant/paralegal within the profession, the ethical rules governing lawyers, paralegals, nurses and doctors and the operation of a law office and a healthcare facility. Through the course sequence in the certificate program, NHTI's graduates will:

- Demonstrate an understanding of the legal system and master the litigation process.
- Utilize legal research skills to analyze issues related to damages, causation, liability within the legal process as well as guidelines and regulatory issues related to the healthcare industry.
- Examine the insurance and healthcare industries as they relate to medical-legal issues.
- Review, summarize and analyze medical records and other pertinent healthcare and legal documents for use in litigation or other medical-legal matters.
- Draft legal documents under supervision of an attorney and prepare opinions.
- Identify the role of the Legal Nurse Consultant and the ethical responsibilities associated with performing legal services.

This program is available evenings and weekends only and may be completed in one calendar year. 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

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.
3. Submit proof of active RN license.
4. Submit work verification form demonstrating 6,000 hour of practice (call (603)271-7134 to request a copy in print).
5. Two confidential letters of reference (call (603)271-7134 to request a copy in print).
6. Writing sample.
7. Submit official high school and college transcripts. (High School transcripts need only be submitted if applying for financial aid.)

| | | 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 |
| LNC 101 | Legal Nurse Consulting | 1 |
| LNC 102 | Risk Management | 1 |
| LNC 103 | Administrative Law | 1 |
| LNC 104 | Healthcare Law | 2 |
| LNC 105 | Legal and Healthcare Ethics | 1 |
| LNC 106 | Internship | 3 |
| TOTAL CREDITS | | 19 |

+ A \$100 fee will be assessed for all students taking PL 104. This fee will cover costs associated with ABA dues, Lexus/Nexus, Franklin Pierce Law Center Library, Supreme Court Library and PLS Associate Membership.

Internship Considerations, see page 67.



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.

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 or | | | |
| EN | xxx | English Elective | 3-4 | 0 | 3-4 |
| MT | 124 | College 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 or | 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 |
| TOTAL CREDITS | | | | | 67-69 |

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, see page 67.

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 |
| TOTAL CREDITS | | 22-25 |

+ 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.

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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/academics/gainful.html

Internship Considerations for the Criminal Justice and Paralegal Studies Degree and related Certificate 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 internship, externship, practicum, 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.

Liberal Arts Programs

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 or | 1 |
| GS 102 Study Strategies | 2 |
| Humanities (XX xxx Humanities/Fine Arts/ Foreign Language Elective) | 9 |
| Mathematics * | 8-9 |
| MT 124 College Algebra or higher level math course and MT xxx | |
| 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 |
| | 45-47 |

| | |
|---|-----------|
| <u>Arts and Science Electives</u> | 15 |
| Courses selected from Humanities (Literature, Western Civilization, Fine Arts, Foreign Languages, Philosophy), Mathematics, Sciences, Social Sciences, and English | |

| | |
|--|----------|
| <u>General Electives</u> | 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 or | 1 |
| GS 102 Study Strategies | 2 |
| Humanities HI 104 Western Civilization I and HI 105 Western Civilization II and XX xxx Humanities/Fine Arts/ Foreign Language Elective | 9 |
| Mathematics * | 8-9 |
| MT 124 College Algebra or higher level math course and MT xxx | |
| 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 |
| | 45-47 |

| | |
|--|-----------|
| <u>Concentration</u> | |
| EN 1xx Introductory Genre courses | 6 |
| EN 2xx and 2xx Sequential Survey Courses | 6 |
| EN 255 Shakespeare | 3 |
| EN 2xx Upper level electives | 6 |
| | 21 |

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

| General Requirements | Credits |
|--|----------------|
| 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 * MT 124 College Algebra <i>or</i> higher level math course | 4 |
| Social Sciences (three courses with AN, EO, HI, PS, PY, or SO prefix, excluding HI 104 and HI 105) | 2 |
| | 33-34 |
| Concentration | |
| MT 251 Statistics | 4 |
| BI 111 & BI 112 General Biology I & II | 8 |
| CH 103 & CH 104 General Chemistry I & II | 8 |
| | 20 |
| <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 |
| | 9-12 |
| General Electives | |
| 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

| General Requirements | Credits |
|---|----------------|
| 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 124 College 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 |
| | 36-37 |
| Core Requirements | |
| 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 |
| | 18 |
| Core Electives | |
| Three additional courses selected from the following areas: anthropology, history, political science, psychology or sociology | 9 |
| General Electives | 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.

Internship Considerations

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 internship, externship, practicum, 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.

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 *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 |
| TOTAL | 24 |

Other Required Courses for both Options

| | |
|---|----------|
| A. Computer Literacy (IT 102 or equivalent) | 3 |
| B. General Elective | 3 |
| TOTAL | 6 |

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) | 23-24 |
| TOTAL | 36-38 |
| TOTAL CREDITS | 66-68 |

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>) | variable |

And/Or

| | |
|--|------------|
| D. Coursework in a specific subject area ** (<i>must relate to experiential credit</i>) | minimum 15 |
| TOTAL | 36 |
| TOTAL CREDITS | 66 |

* *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.*

Internship Considerations

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 internship, externship, practicum, 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.

Visual Arts Program

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.

All studio classes are held at the Smokestack Realty Building, 254 North State Street, Unit M, Concord, NH.

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 |
| IT | 102 | PC Applications | 3 | 0 | 3 |
| # VRTS | 101 | Introduction to Drawing (studio) | 2 | 4 | 4 |
| # VRTS | 103 | Two-Dimensional Design (studio) | 2 | 3 | 3 |
| # VRTS | 111 | Survey of Western Art History I | 3 | 0 | 3 |
| | | | 17 | | |
| SPRING SEMESTER | | | | | |
| EN | xxx | English Elective | 3 | 0 | 3 |
| # SO | xxx | Social Science Elective* | 3 | 0 | 3 |
| # VRTS | 104 | Three-Dimensional Design (studio) | 2 | 3 | 3 |
| # VRTS | 112 | Survey of Western Art History II | 3 | 0 | 3 |
| # VRTS | 201 | Drawing II (studio) | 2 | 4 | 4 |
| | | | 16 | | |

SECOND YEAR

| FALL SEMESTER | | | CL | LAB | CR |
|-----------------|-----|---|-------|-----|-----|
| MT | xxx | Math Elective** | 4 | 0 | 4 |
| SO | xxx | Social Science Elective* | 3 | 0 | 3 |
| # VRTS | xxx | Studio Elective | 2 | 4 | 4 |
| # VRTS | xxx | FA (visual art only) Elective (may be studio or history) | 2-3 | 0-4 | 3-4 |
| XX | xxx | Lab Science Elective*** | 3 | 2 | 4 |
| | | | 18-19 | | |
| SPRING SEMESTER | | | | | |
| MT | xxx | Math Elective** | 3-4 | 0 | 3-4 |
| SO | xxx | Social Science Elective* | 3 | 0 | 3 |
| # VRTS | 290 | Visual Arts Capstone Practicum* | 1 | 0 | 1 |
| # VRTS | 2xx | Studio Elective (#2) | 2 | 4 | 4 |
| XX | xxx | Lab Science Elective*** | 3 | 2 | 4 |
| XX | xxx | General Elective | 3-4 | 0 | 3-4 |
| | | | 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 124 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.

+ The final studio course will serve as the capstone course during which the student will create a portfolio of work to be displayed at a public showing.

Internship Considerations

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 internship, externship, practicum, 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.



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 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.

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

www.nhti.edu/continuingeducation/crosscultural.html

The Cross-cultural Education and ESOL Office provides academic and socio-cultural advising, tutoring support services, and language courses to any second language and second culture students on campus. The Office also offers cultural competency training to businesses and organizations in the community. Please contact Dawn Higgins at (603)271-8928 or dhiggins@ccsnh.edu for more information.

Project Running Start

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 \$150/course. Contact Mary Snyder at (603)271-5213 or msnyder@ccsnh.edu.

Project Lead the Way

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 about concurrent enrollment contact Mary Snyder at (603)271-5213 or msnyder@ccsnh.edu. For questions pertaining to PLTW teacher training, or curriculum contact Robert Arredondo at (603)271-7741 or raredondo@ccsnh.edu.

**For more information contact
Continuing Education at (603)271-7122 or
www.nhti.edu/continuingeducation/**

Business Training Center

The Business Training Center, through the Office of Workforce Development, works with NH companies and their employees to upgrade job skills and integrate process improvement strategies. Our training programs focus on standard business applications, finance, customer relationships, management development and technical skills.

We offer a comprehensive training schedule at our centrally located campus. The Business Training Center also designs and delivers training on-site, working closely with management to ensure that training objectives address real workplace challenges and offer practical solutions.

For more information, please go to our website:
www.nhti.edu/businesstraining/

The Business Training Center also administers the following continuing education programs:

- **The Center for Nursing Professional Development**
www.nhti.edu/businesstraining/nursing/
- **Professional Development for Dental Hygienists & Assistants**
www.nhti.edu/businesstraining/dental/

**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**

**Visit our website:
www.nhti.edu/businesstraining/**



Directions to NHTI

From Points North or South

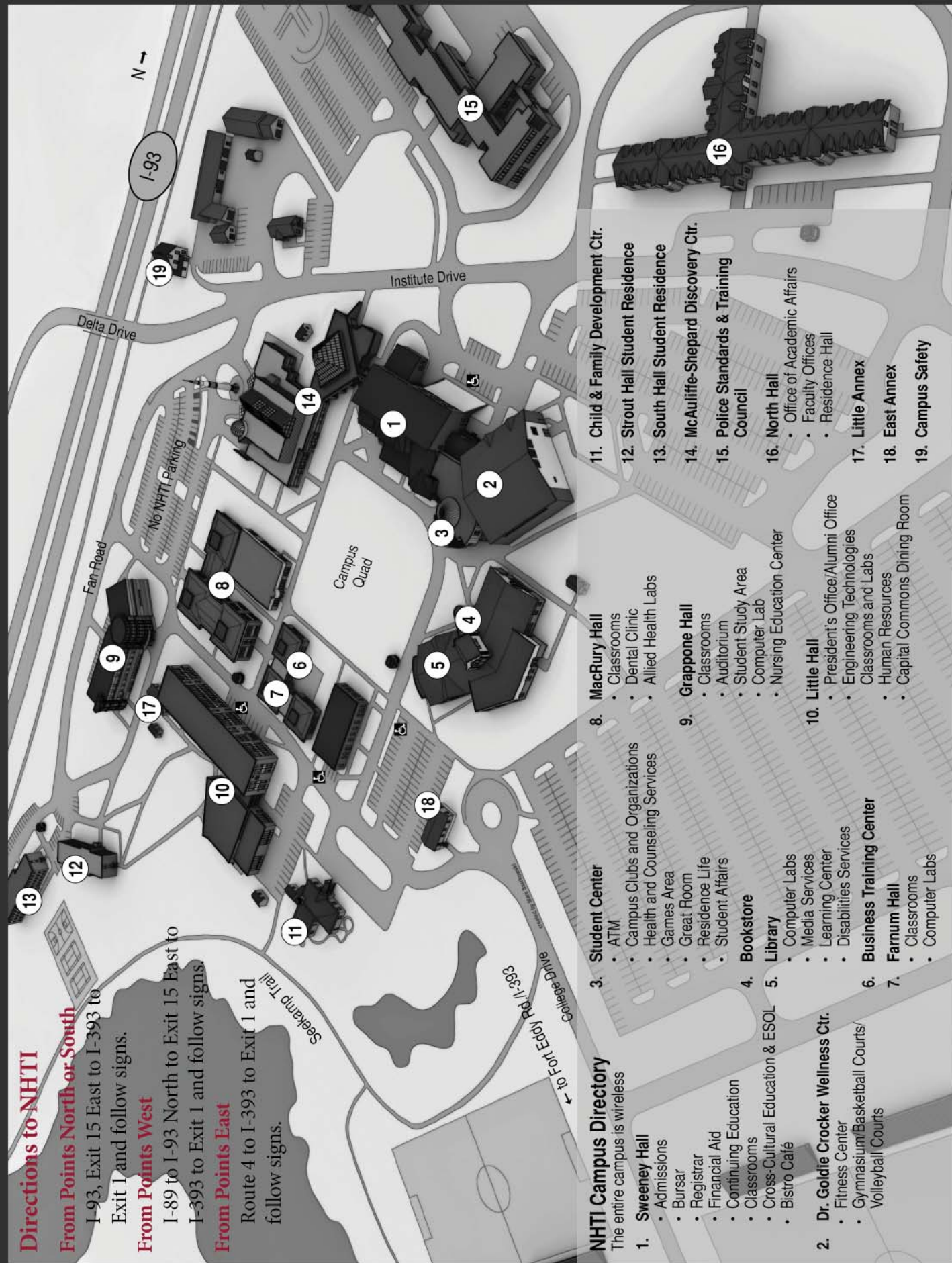
I-93, Exit 15 East to I-393 to Exit 1 and follow signs.

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.



NHTI Campus Directory

The entire campus is wireless

1. Sweeney Hall

- Admissions
- Bursar
- Registrar
- Financial Aid
- Continuing Education
- Classrooms
- Cross-Cultural Education & ESOL
- Bistro Café

2. Dr. Goldie Crocker Wellness Ctr.

- Fitness Center
- Gymnasium/Basketball Courts/Volleyball Courts

3. Student Center

- ATM
- Campus Clubs and Organizations
- Health and Counseling Services
- Games Area
- Great Room
- Residence Life
- Student Affairs

4. Bookstore

- Computer Labs
- Media Services
- Learning Center
- Disabilities Services

6. Business Training Center

- Farnum Hall
- Classrooms
- Computer Labs

8. MacRury Hall

- Classrooms
- Dental Clinic
- Allied Health Labs

9. Grappone Hall

- Classrooms
- Auditorium
- Student Study Area
- Computer Lab
- Nursing Education Center

10. Little Hall

- President's Office/Alumni Office
- Engineering Technologies Classrooms and Labs
- Human Resources
- Capital Commons Dining Room

11. Child & Family Development Ctr.

12. Strout Hall Student Residence

13. South Hall Student Residence

14. McAuliffe-Shepard Discovery Ctr.

15. Police Standards & Training Council

- Office of Academic Affairs
- Faculty Offices
- Residence Hall

17. Little Annex

18. East Annex

19. Campus Safety



Start Here... Go Anywhere!

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

(603) 271-7134
(800) 247-0179

nhtiadm@ccsnh.edu
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