NHTI
Concord's Community College

2014-2015 Catalog

nhti.edu

STUDENT CENTER

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 at www.nhti.edu. If you have questions or need help deciding on a program, contact the Admissions Office at (603) 230-4011 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, visit Financial Aid under the Admission tab to find out how to apply.

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) 230-4011 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) 230-4011 or (800) 247-0179
TTY/VO 603-223-2316
Website: www.nhti.edu
Email: nhtiadm@ccsnh.edu
Fax: (603) 230-9302

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** and click on Visit NHTI for dates and times.

Open Houses

July 31, 2014	5-7 pm
November 2, 2014	12 noon – 2:30 pm
January 5, 2015	5-7 pm

Table of Contents

Complete Listing of Academic Programs by Department

Academic Programs (Alphabetical)

Degree, Diploma and Professional Certificate Programs

Certificate and Advanced Certificate Programs

Course Descriptions at www.nhti.edu under Academics.

Academic Calendar

Fall Semester 2014

August
- 12   Tuition due for Fall 2014 semester
- 21   New Student Orientation/Registration

September
- 1   Residence Halls open to new and returning students at   12:00 Noon
- 1   Labor Day holiday – NHTI closed
- 2   Day, evening and online classes begin
- 2   Last day to add online classes without instructor permission
- 6   Saturday classes begin
- 8   Last day to add a class without instructor permission
- 8   Last day to withdraw from first ½ semester courses with a refund
- 9   Convocation - all NHTI
- 9   Activities Fair and Campus Barbecue
- 12   Last day to withdraw from a Saturday class with a refund
- 15   Last day to withdraw from full semester courses with a refund
- 19   Last day to resolve "I" grades from Summer 2014 semester

October
- 13   Columbus Day - All classes meet
- 24   First ½ semester courses end
- 27   Second ½ semester courses begin
- 27   Mid-Semester Warnings available on Student Information System
- 29   Symposium – No Day Classes

November
- 2   Open House at   12:00 Noon - 2:30 pm
- 2   Daylight Savings Time ends; set clocks back one hour
- 3   Last day to withdraw from second ½ semester courses with a refund
- 6   Last day to withdraw from a full semester course with a "W" grade
- 6   60% completion for Financial Aid requirements
- 11   Veterans' Day holiday – NHTI closed
- 22   Saturday classes end for 12 week classes
- 26   Residence Halls close at   5:00 pm
- 26   No Evening Classes
- 27-28   Thanksgiving holiday – NHTI closed No Weekend classes
- 30   Residence Halls re-open at   12:00 Noon

December
- 1   Classes Resume
- 13   Saturday Classes end for 14 week classes
- 15-18   Day Final Exams period
- 19   Snow day for Final Exams
- 19   Residence Halls close at   5:00 pm
- 19   Evening and Second ½ semester online courses end
- 24   Grades available on Student Information System
- 25-26   Christmas holiday observed – NHTI closed

Spring Semester 2015

January
- 1   New Year's holiday – NHTI closed
- 2   Tuition due for the Spring 2015 semester
- 7   New Student Orientation/Registration
- 7   Open House at   5:00 - 7:00 pm
- 19   Martin Luther King, Jr./Civil Rights Day holiday - NHTI closed
- 19   Residence Halls open at   12:00 Noon
- 20   Day, Evening and Online classes begin
- 20   Last day to add an online class without instructor permission
- 24   Saturday classes begin
- 26   Last day to add a class without instructor permission
- 26   Last day to withdraw from first ½ semester courses with a refund
- 30   Last day to withdraw from a Saturday class with a refund

February
- 2   Last day to withdraw from full semester courses with a refund
- 6   Last day to resolve "I" grades from Fall 2014 semester
- 16   Presidents' Day holiday - No Day Classes; Evening Classes Meet

March
- 9   Daylight Savings Time begins; set clocks ahead 1 hour
- 13   Residence Halls close at   5:00 pm
- 13   First ½ semester courses end
- 15-21   Spring Break; No Day of Evening Classes
- 16   Second ½ semester online courses begin
- 16   Mid-Semester Warnings available on Student Information System
- 22   Residence Halls re-open at   12:00 Noon
- 23   Classes resume
- 23   Second ½ semester courses begin
- 30   Last day to withdraw from second ½ semester courses with a refund
- 31   Last day to drop a full semester course or withdraw with a "W" grade
- 31   60% completion for Financial Aid requirements

April
- 14   Awards Day at   12:00 Noon
- 18   Saturday classes end for 12 week classes

May
- 2   Saturday classes end for 14 week classes
- 5-8   Day Final Exams period
- 8   Residence Halls close at   5:00 pm
- 8   Second ½ semester online courses end
- 11   Make up day for Final Exams
- 11   Evening classes end
- 14   Grades available on Student Information System
- 22   Commencement at   10:00 am

Summer Session 2015

May
- 12   First ½ semester online courses begin
- 12   Paramedic courses begin
- 18   Practical Nursing, LPN-RN Completion Option, Orthopaedic Technology, Radiologic Technology second year, Radiation Therapy, Dental Hygiene and Dental Assisting courses begin
- 25   Memorial Day holiday – NHTI closed
- 26   Diagnostic Medical Sonography second year courses begin

June
- 1   Summer Evening classes begin (end August 7)
- 1   Summer Continuing Education Day Session I begins (ends July 2)
- 8   Radiologic Technology first year courses begin
- 19   Last day to resolve "I" grades from Spring 2015 semester

July
- 2   Summer Continuing Education Day Session I ends
- 3   Independence Day holiday - NHTI closed
- 3   First ½ semester online courses end
- 6   Summer Continuing Education Day Session II begins (ends August 7)
- 6   Second ½ semester online courses begin

August
- 7   Summer Continuing Education Day Session II ends
- 7   Summer Evening classes end
- 28   Second ½ semester online courses end

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 65 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.

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.

Stephen Caccia, Interim President

My Best Wishes,
Stephen Caccia
Interim President

Mission/Vision/Values Statement

WE ARE ALL TEACHERS. WE ARE ALL LEARNERS.

MISSION

NHTI is a dynamic public institution of higher learning providing accessible, rigorous education, serving students, businesses, and the community by creating pathways for lifelong learning, career advancement, and civic engagement.

VISION

By strengthening and expanding partnerships across the education and business spectrum, NHTI will create an environment that fosters innovative teaching and learning, supports economic vitality, and meets the needs of a diverse community of global citizens.

VALUES

These values support our Mission and Vision:

- **Learning** — We foster intellectual curiosity and the application of knowledge to promote lifelong critical and creative thinking.
- **Mutual respect** — We encourage an environment in which civility, humor, kindness, and collegiality cultivate an open exchange of ideas.
- **Engagement** — We actively seek interaction, collaboration, and partnership with individuals, businesses, and community organizations for mutual enrichment in a diverse community and global economy.
- **Accountability** — We are committed to individual and institutional responsibility in the stewardship of our human, physical, and fiscal resources.
- **Innovation** — We support responsible risk-taking and the pursuit of new ideas to thrive in an evolving world.
- **Integrity** — We expect all members of the college community to demonstrate fairness, honesty, and ethical behavior in all of their actions and interactions.

Revised Fall 2013

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;

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;

3. demonstrates a process for gathering, evaluating and applying information rationally and consistently to guide moral and ethical behavior;

4. demonstrates an understanding of diverse ideas, emotions and modes of expression, as expressed through literature and the arts;

5. evaluates the effect of historical trends, events, institutions, and social systems on society;

6. recognizes own strengths and weaknesses as a learner, and develops strategies for time management, documentation, evaluation processes, and personal improvement;

7. performs mathematical operations necessary to be competent in both a personal and professional setting;

8. demonstrates scientific thought, both quantitatively and qualitatively, by learning to recognize and formulate questions for analysis of human and technical problems;

9. demonstrates basic applications of computer technology to be competent on both a professional and personal level.

Accreditations

Institutional

NHTI is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc., 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 (603) 230-4020. The most recent CIHE Accreditation Self-Study Report may be viewed at the NHTI Library or by contacting the Office of Academic Affairs.

Individuals may also contact the Association. Please send inquiries to New England Association of Schools and Colleges, Inc., 209 Burlington Road, Bedford, Massachusetts 01730-1433. The telephone number is (781) 271-0022.

NHTI has been accredited by NEASC, Inc. since 1969. Initial accreditation was through the Commission on Technical and Career Institutions (CTCI). In 2001, NHTI earned accreditation from NEASC, Inc's, Commission on Institutions of Higher Education (CIHE). To view NHTI's accreditation history with NEASC, Inc., please visit their website at http://cihe.neasc.org/about_our_institutions/roster_of_institutions #New Hampshire.

Specialized Accreditations

Accounting - Accreditation Council for Business Schools and Programs (ACBSP)*

Architectural, Computer, Electronic, Manufacturing and Mechanical Engineering Technologies - Accredited by the ETAC Commission of ABET, www.abet.org

Business Administration - Accreditation Council for 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)

Hospitality and Tourism Management - Accreditation Council for 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 Accreditation Commission for Education in Nursing (ACEN), formerly NLNAC (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000; acenursing.org)

Orthopaedic Technology - Recognized by 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, www.jrcert.org)

Radiologic Technology - Joint Review Committee on Education in Radiologic Technology (JRCERT, www.jrcert.org)

Sports Management - Accreditation Council for Business Schools and Programs (ACBSP)*

Teacher Education Conversion Programs - New Hampshire State Board of Education

*   *The most recent report to ACBSP on student learning and academic achievement in NHTI business programs is available at www.nhti.edu/docs/busstudassess.pdf*

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 17 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) 230-4011, (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/admissions/financial-aid.

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/student-life/residence-life*)*

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, 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/student-life/health-and-counseling-services/health-services.

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) 230-4011, the Learning Center at (603) 230-4027, 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 online at: www.nhti.edu/docs/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. A listing of insurance companies is available here: www.nhti.edu/docs/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/docs/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 dependent). 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/requirements-policies/inactive-status).*

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. College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE). Students seeking credit for their military experience will submit a hardcopy of their military transcript to the Admissions Office for the review/evaluation process;
7. International Baccalaureate (IB) exams will be considered for transfer credit only if score reports from the International Baccalaureate Organization are submitted. Of the two IB examination levels (Higher Level and Standard Level), only the Higher Level examinations where a score of 5, 6, or 7 has been achieved will be considered for transfer credit. Credit will not be given for Standard Level examinations;
8. CLEP and Advanced Placement exams will be considered for transfer credit only if score reports from the College Entrance Examination Board are submitted. Students who have taken both AP and IB examinations do not receive credit for both;
9. Challenge Exams, Credit by Exam and Pass/Fail courses taken at other institutions will not be considered for transfer credit;
10. Course descriptions, syllabi and course outlines may be requested;
11. The Director of Admissions, 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 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/requirements-policies)*

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/requirements-policies/change-program)*

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/admissions/general-admission-requirements/collaborative-high-school-programs

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/admissions/general-admission-requirements/collaborative-high-school-programs

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. High school equivalency or other testing, if applicable.

Contact the Director of Admissions with any questions regarding documentation and/or admission to NHTI programs at (603) 230-4011 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/student-resources/where-can-i-get-help-my-studies/clep-testing-service.

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/requirements-policies/enrollment-status)* 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) 230-4021. Names, telephone numbers, and email addresses for academic Department Heads may be found on the NHTI website at www.nhti.edu/community-visitors/campus-directory/academic-department-heads-listing.

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) 230-4011 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
   - ¾ 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) 230-4013 or from the website at www.nhti.edu/admissions/financial-aid.

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/admissions/financial-aid*)*

Tuition and Fees

The following table presents a summary of fees established for the 2013-2014 academic year. Fees for 2014-2015 will be set around July 1, 2014. For most current rates go to www.nhti.edu/student-resources/how-do-i-pay-my-tuition-and-fees/tuition-and-fees. 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.

ALL CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
For most current rates go to www.nhti.edu/student-resources/how-do-i-pay-my-tuition-and-fees/tuition-and-fees.

Tuition Costs

	NH Resident	NERSP*	Out of State/International
Per Credit Cost	$ 210	$ 315	$ 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 13)

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 x 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, ORTH 220, 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: ORTH 105 and ORTH 205

- **Orientation Fee: $30** (Mandatory one time charge for new, readmitted and transfer students upon matriculation into their degree or certificate program.)

- **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 addiction counseling, animation and graphic game programming, community social service, computer engineering technology, criminal justice, dental assisting, dental hygiene, diagnostic medical sonography, early childhood education, electronic engineering technology, gerontology, human service, information systems, landscape and environmental design, mental health, nursing, orthopaedic technology, paralegal, paramedic emergency medicine, radiation therapy, radiologic technology, and sports management. 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 2014 Semester	$ 2,730	$ 1,360	$ 75	$ 300	$ 4,165
Spring 2015 Semester	2,730	1,360	75	0	4,165
Total	$ 5,460	$ 2,720	$ 150	$ 300	$ 8,330
Single					
Fall 2014 Semester	$ 3,218	$ 1,360	$ 75	$ 300	$ 4,653
Spring 2015 Semester	3,218	1,360	75	0	4,653
Total	$ 6,436	$ 2,720	$ 150	$ 300	$ 9,306
Super Single (Available only when residence halls are not at full capacity)					
Fall 2014 Semester	$ 3,368	$ 1,360	$ 75	$ 300	$ 4,803
Spring 2015 Semester	$ 3,368	$ 1,360	$ 75	$ 0	$ 4,803
Total	$ 6,736	$ 2,720	$ 150	$ 300	$ 9,606

†   15-meal plan: $1360 ($1260 + $100 flex)/semester; 19-meal plan: $1480 ($1380 + $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.)

††   A room deposit of $300 per housing contract will be required in order to reserve a room in a residence hall. See details on the housing contract at www.nhti.edu/student-life/residence-life

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 tuition, fees and/or residence hall expenses online through their SIS account. (Log in. Select Student tab, Student Records, View Account Detail page.) Students will not receive a paper bill. Payments can be made by cash, check, MasterCard/VISA, Discover and Debit Card. When being page by check, NHTI reserves the right to put a financial hold on an account 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 charges, the "estimated" amount of aid. Any amount not covered is due by the payment due date. Students can check their financial aid status on the financial aid tab in their student account. 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/student-resources/bursar. Students will continue to see a balance due on their account until their financial aid is applied to their accounts and the student portion has been paid.

Military Benefit Recipients. If you are eligible to receive military education benefits you must complete all required paperwork through your military service and/or the VA. You must submit your VA eligibility paperwork to the Registrar's Office, TA authorizations and National Guard Waivers to the Bursar's Office. Once your education benefit amount has been approved, your student account will be credited to reflect that amount. It is the student's responsibility to verify their charges and education benefit credit on their student account at https://sis.nhti.edu and pay any charges not covered by their military benefit by the semester due date. For more information visit www.nhti.edu/student-resources/veterans.

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 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, and 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 may pay their accounts in full by logging into their SIS (Student Information System) accounts, in person at the Bursar's Office (Sweeney Hall), over the phone (603) 230-4012 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 may 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/student-resources/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 courses. The company must be willing to pay upon receipt of invoice. 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. See payment of tuition and fees above.

2. For NHTI to send an invoice to your company the letter must be on official letterhead and include <u>Your Name</u>, <u>Company Contact Name</u>, <u>Company Billing Address</u> and <u>Company Telephone</u>, and, if applicable, the course and/or maximum amount of tuition.

3. A separate letter is required for each semester.

If your company offers a reimbursement program, you are responsible for paying your tuition by the payment due date.

Delinquent Accounts 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 and other CCSNH colleges until they have paid their account in full.

For a collection balance at NHTI, after all financial obligations have been satisfied, students who wish to return to NHTI will be required to prepay in full for one semester at the time of registration. Students will only be able to defer payments when all financial aid requirements have been satisfied. Any remaining balance must be paid in full. After one semester, the student will be in good standing with NHTI. The student will then become eligible for the 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 may check the status of your refund by logging in to your Student Information System (SIS) account, View Account Detail page, Statement & Payment History. 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 financial aid and 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 course 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. Students may verify that course(s) are dropped by seeing the reversing charges posted on their View Account Detail page in their student account.

See Withdrawal sections:
www.nhti.edu/academics/requirements-policies/withdrawal-nhti
and
www.nhti.edu/admissions/financial-aid/standards-satisfactory-progress#withdrawal.

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**

alternative semester 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) 230-4013 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. There may be exceptions for certain programs or workshops due to enrollment restrictions so please consult the website, program flyers and/or contact the Business Training Center directly at (603) 230-4022.

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.

Residence Hall Policies

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. All housing services, including access to the room, begin on the designated Residence Hall opening day and end by 5:00 pm after a student's last final exam or cancellation of the agreement. Graduation, official withdrawal from NHTI, academic dismissal or suspension from NHTI, or mutual consent of the parties constitute 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 a cancellation of the agreement and charges assessed based on the refund schedule. Students residing at NHTI and enrolled at another College or University are subject to the same terms of agreement, payment, termination, and refund schedule as NHTI students.

II. **Deposit/ Payment**

NHTI will establish housing fees yearly and will announce these proposed fees for each academic year. All students intending to reserve a space in NHTI housing must pay a housing deposit at the time of application. Tuition, fees and housing charges are due three weeks prior to the first class day of the semester. It is the students' responsibility to view and verify their charges online through their student account. (Log in. Select Student. Select Student Records. View Account Detail.) NHTI does not send paper bills. Payments can be made online through the student's account, by phone (603-230-4012) or in the Bursar's Office. Payment methods include cash, check, MasterCard/VISA, Discover and Debit Card. All student accounts with outstanding charges at the end of the semester will be sent to collections. In addition, a hold will be placed on the student's account and they will not be able to register for future classes or receive official transcripts. For more payment information visit www.nhti.edu/student-resources/bursar.

III. **Cancellation/ Refund Schedule**

In order to ensure that accommodations are available to students wishing to live on campus, NHTI will refund the student's housing fee in accordance with the refund schedule. 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.

Academic Year Provisions:

A. 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 balance.

B. The deposit is refundable if a written cancellation from the student is received by the Director of Residence Life by the end of the last business day before the student takes occupancy of the assigned room. After the student has taken occupancy of the assigned room, the Residence Hall Refund Schedule applies.

C. If by Friday of the second week of classes, as designated by the academic calendar, the agreement is cancelled by mutual consent, or cancelled for any of the reasons in the Terms of Agreement, the student receives an 80% refund of the semester's housing fee.

If a student fails to occupy their room by the Friday after the start of classes, the student is considered a "no show." The housing assignment is rescinded and the housing deposit is forfeited. 100% of the housing and meal charges are credited back to the student's account in the event of a no show.

D. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after Friday of the second week of classes and before the fifth week, as designated by the academic calendar, will result in a 50% refund of the semester's housing fee.

E. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent up to the tenth week of classes, as designated by the academic calendar, will result in a 25% refund of the housing fee.

F. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after the tenth week of classes, as designated by the academic calendar, will result in no refund of the housing fee.

G. There are no refunds if a student is dismissed or suspended for student conduct violations.

H. If a student requests early termination of the housing contract at the end of the Fall semester, the request will be considered only if received in writing by the Director of Residence Life before the second Friday of January. Early termination is subject to the Terms of Agreement and Residence Hall Refund Schedule.

I. If the student is not enrolled at NHTI for the Spring semester and requests 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.

J. 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 the Refund Schedule (see above).

Summer Provisions:

A. Request for early termination of this agreement before the start of the summer session can be considered only if received in writing by the Director of Residence Life by the Friday before the start of the summer session.

B. If on or before the 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 housing fee.

C.   Cancellation for any of the reasons in the Terms of Agreement or mutual consent after the Friday of the first week will result in no refund of the housing fees.

IV.   Board Refunds

Board fees that are prorated for the remainder of the semester may be refunded when a resident student officially withdraws from housing. The fees 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 Residency Status

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 Education Benefits

The academic programs at NHTI, Concord's Community College have been approved by the NH Department of Education for Veterans Education benefits, for persons eligible for GI Bill and Federal Tuition Assistance. Students who have questions regarding their eligibility should contact the VA at 1-888-442-4551or their Education Service Specialist in their military branch. Any student who will be using VA educational benefits must contact NHTI's VA Certifying Official in the Registrar's Office to ensure that all necessary paperwork has been processed. For more information about Veterans educational programs visit: www.nhti.edu/student-resources/does-nhti-have-special-resources-veterans/veterans-educational-programs

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, click Student Resources and then click Where do I Buy My Books?

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 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 instructional lab - based on Biophilic design, Kinesthetic learning and Tablet technology - natural lighting, soft seating, numerous data ports and wireless connectivity creating a comfortable and dynamic environment for research and study. Tablets for use in the library may be checked out at the library's Services Desk. The library offers the services and collections of the traditional library while embracing technology and offering complete online and research services and capabilities which are also available remotely. Reference services are available both in the traditional manner as well as online. The library offers, among other things, an unparalleled collection of over 80,000 books, 200,000 eBooks, as well as numerous 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 (EDS) of over 90 carefully selected databases as well as a myriad of other library resources; bibliographic instruction (including the all-important evaluation of resources); copyright clearance; and 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 lecture 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 support to students who are deciding on a college major or career direction, exploring their interests, and seeking employment. Students and alumni can visit the Career Resources page on the NHTI website to support their college major selection and career development efforts including viewing job listings from area employers. The Career Resources page is located at www.nhti.edu under Student Resources.

NHTI encourages students to use these resources as one strategy for maximizing career success. Students who secure part-time positions related to their college major/career interests or have practicum or internship experiences while attending NHTI increase their chances of securing employment after graduation. Additionally, 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 Online and 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 Conference (YSCC), and the United States College Athletic Association (USCAA).

To learn more about the NHTI Lynx sports tradition, visit www.nhti.edu/student-life/athletics or call (603) 230-4041.

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 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 nine (9) credits. For details, go to www.nhti.edu/student-life/residence-life.

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.
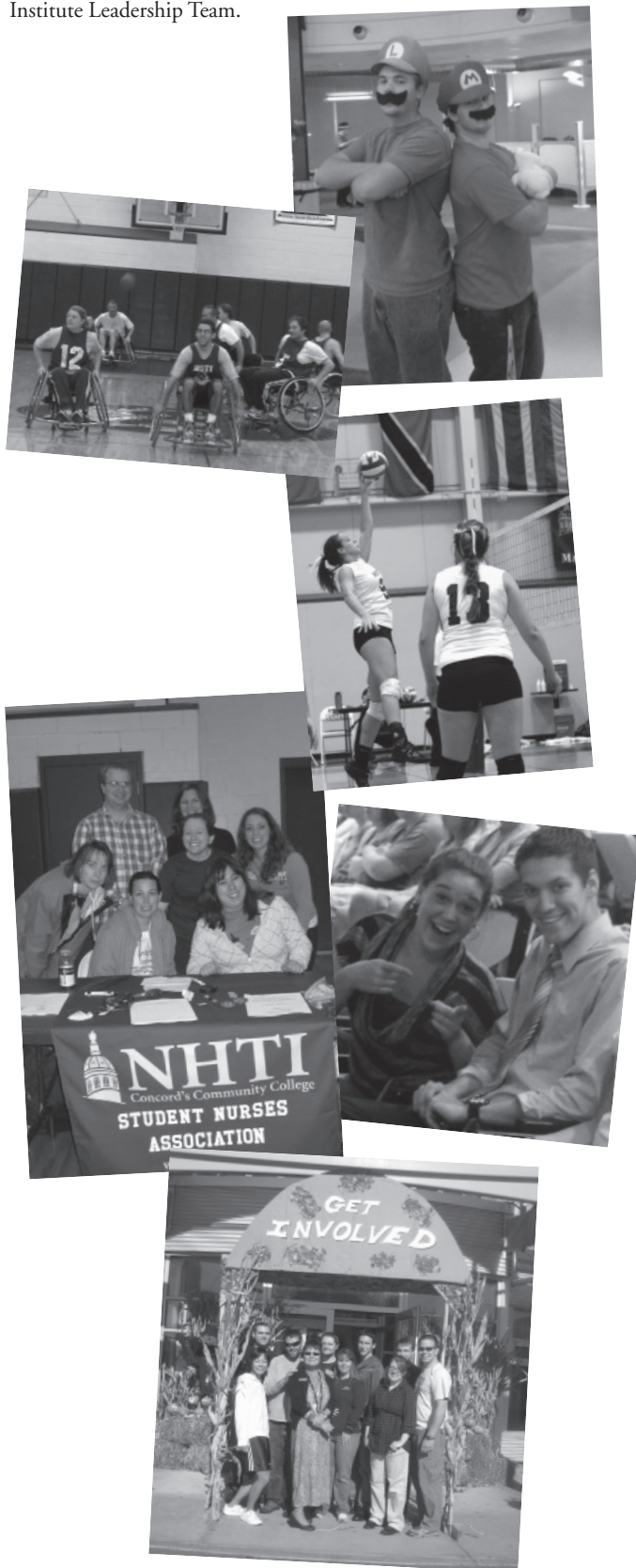
Campus Services

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 visit: www.nhti.edu, click Student Resources and then click Where do I Buy My Books?

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, issuing student ID's 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, volunteerism 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 Dining Hall 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 dining hall as their primary dining location. The Sweeney Hall Bistro provides light meals, snacks and beverages, and is open daily when school is in session. Dining Services also offers meal and flex cash plan options to commuting students, faculty and staff.

Health Services

Health Services staff consist of two full time nurses and one part-time nurse practitioner. We offer initial assessment and treatment for a broad spectrum of illnesses and injuries with appropriate follow-up care. Students are encouraged to make an appointment in advance and walk-ins will be seen as soon as possible.

We also offer simple lab procedures (rapid strep, pregnancy and urine dips), unit dose over the counter medications, health monitoring and health education at no cost. Physicals, immunization, TB testing and lab draws for antibody testing are available at a minimal fee.

The Health Services Office is also a resource center where students can learn healthy behaviors to ensure wellness for their lifetimes. We provide presentations and displays on various health topics pertinent to students. For more information, contact us at (603)230-4043 or stop in to the Health and Counseling office located in the Student Center.

Course Descriptions at www.nhti.edu under Academics.

Programs of Study

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/gainful-employment-disclosure

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/sites/default/files/content/documents/AcademicSectionsystempolicies-5-7-12WITHTABLE_000.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 120 CM Communicating MIndfully (3)
EN 125 Communication and the
    Literature of Science and Technology (3)*

FINE ARTS
DANC 101 Dance Survey I (2)
DANC 102 Dance Survey II (2)
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)
THTR 102 Acting II (3)
THTR 110 Introduction to the Theatre (3)
THTR 220 Playwriting (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 1 (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 101 STEM in the First Year Experience (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)*

+ **Note:** Fine Arts, Foreign Language, Visual Arts and English Literature courses can also be taken to meet the Humanities Elective requirement; contact your Advisor for assistance with course selection.

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 221A - 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 291B Comparative Issues and World Literature:
    Contemporary Spanish Literature (3)
EN 295A Creative Writing: Fiction (3)*
EN 295B Creative Writing: Poetry (3)
EN 295C Creative Nonfiction (3)
EN 295D Playwriting (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 208 Multivariable Calculus (4)
MT 210 Differential Equations (4)
MT 251 Statistics (4)
MT 271 Probability and Statistics for
    Engineers and Scientists (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 180 Tropical Ecology and Conservation (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 235 Principles of Evolution (3 no lab)
BI 259 Normal and Therapeutic
    Nutrition (4 no lab)
BI 260 Cell Biology (4)
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 (Algebra-Based) (4)
PH 135 Physics II (Algebra-Based) (3)
PH 231 Physics I (Calculus-Based) (4)
PH 232 Physics II (Calculus-Based) (4)
PH 233 Physics III (Calculus-Based) (4)
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 101 STEM in the First Year Experience (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 A.S. in Accounting degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The most recent report to ACBSP on student learning and academic achievement in NHTI business programs is available at www.nhti.edu/docs/busstudassess.pdf.

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	4
					17

SPRING SEMESTER

			CL	LAB	CR
# AC	102	Accounting II	3	0	3
EN	xxx	English Elective	3	0	3
IT	200	Spreadsheets	3	0	3
MT	125	Finite Math **or**			
MT	251	Statistics	4	0	4
XX	xxx	Science Elective*	3	2	4
					17

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 **or**			
EO	102	Microeconomics	3	0	3
					17

SPRING SEMESTER

			CL	LAB	CR
# AC	206	Intermediate Accounting II	4	0	4
# AC	230	Taxes	4	0	4
# BU	250	Principles of Finance	3	0	3
SO	xxx	Social Science Elective	3	0	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
					17
		TOTAL CREDITS			**68**

\# *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.

"The faculty at NHTI will help you reach your goals."

Sarah
Accounting 2009

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) 271-6484 x4202. 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.

			CL	LAB	CR
AC	101	Accounting I	3	0	3
AC	102	Accounting II	3	0	3
BU	170	Principles of Marketing	3	0	3
BU	225	Business Law I	3	0	3
IT	102	PC Applications	3	0	3
IT	200	Spreadsheets	3	0	3
		TOTAL CREDITS			**18**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6484 x4202. 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.

			CL	LAB	CR
AC	205	Intermediate Accounting I	4	0	4
AC	206	Intermediate Accounting II	4	0	4
AC	230	Taxes	4	0	4
AC	250	Cost Accounting	3	0	3
BU	250	Principles of Finance	3	0	3
BU	270	Principles of Management	4	0	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/gainful-employment-disclosure

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 A.S. in Business Administration degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The most recent report to ACBSP on student learning and academic achievement in NHTI business programs is available at www.nhti.edu/docs/busstudassess.pdf.

Specific Admission Requirements

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

FIRST YEAR

FALL SEMESTER

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

	AC 110	Managerial Accounting	3	0	3
#	BU 225	Business Law I	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 22.

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 A.S. in Business Administration with a Concentration in Sports Management degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The most recent report to ACBSP on student learning and academic achievement in NHTI business programs is available at www.nhti.edu/docs/busstudassess.pdf.

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 *or*			
MT	251	Statistics	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) 271-6484 x4211 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			CL	LAB	CR
AC	101	Accounting I	3	0	3
BU	101	Introduction to Business	3	0	3
BU	225	Business Law I	3	0	3
BU	270	Principles of Management	4	0	4
					13

*Choose **two** electives:*

BU	152	Foundations of Leadership	3	0	3
BU	170	Principles of Marketing	3	0	3
BU	174	Principles of Sales	3	0	3
BU	221	Health Care Management	3	0	3
BU	242	Business Ethics	3	0	3
BU	245	Organizational Behavior	3	0	3
BU	273	Human Resource Management	3	0	3
IT	270	Web Design & Development I	2	2	3
					6
		TOTAL CREDITS			**19**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6484 x4260. 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.

			CL	LAB	CR
SM	101	Introduction to Sports Management	3	0	3
SM	170	Sports Marketing	3	0	3
SM	180	Public Relations and Advertising for the Sports Industry	3	0	3
SM	210	Sports Facilities	3	0	3
SM	225	Sports Law	3	0	3
SM	250	Sport and Society	4	0	4
		TOTAL CREDITS			**19**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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 A.S. in Hospitality and Tourism Management degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The most recent report to ACBSP on student learning and academic achievement in NHTI business programs is available at www.nhti.edu/docs/busstudassess.pdf.

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

			CL	LAB	CR
	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

			CL	LAB	CR
	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

			CL	LAB	CR
	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 Online and 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 25.

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) 271-6484 x4100. 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.

		CL	LAB	CR
HT 101	Introduction to the Hospitality and Tourism Industry¥	3	0	3
HT 110	Introduction to Hotel Operations	3	0	3
HT 205	Quality Service Management	3	0	3
HT 225	Front Office Operations	3	0	3
HT 227	Legal Issues for the Hospitality Industry+ *or*			
BU 225	Business Law	3	0	3
HT 245	Event, Meeting and Convention Planning	3	0	3
HT 260	Hospitality Sales and Marketing+	3	0	3
HT xxx	Hospitality Elective*	3	0	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 Online and 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 25.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6484 x4100. 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.

		CL	LAB	CR
HT 101	Introduction to the Hospitality and Tourism Industry¥	3	0	3
HT 205	Quality Service Management	3	0	3
HT 227	Legal Issues for the Hospitality Industry+ *or*			
BU 225	Business Law	3	0	3
HT 245	Event, Meeting and Convention Planning	3	0	3
HT 260	Hospitality Sales and Marketing+	3	0	3
HT 270	Catering Operations	3	0	3
HT xxx	Hospitality Elective*	3	0	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 Online and 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 25.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6484 x4100. 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.

			CL	LAB	CR
HT	101	Introduction to the Hospitality and Tourism Industry¥	3	0	3
HT	140	Domestic and International Geography	4	0	4
HT	210	Information Technology for Tourism	2	2	3
HT	260	Hospitality Sales and Marketing+	3	0	3
HT	xxx	Hospitality Elective*	3	0	3
HT	xxx	Hospitality Elective*	3	0	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 Online and 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/gainful-employment-disclosure

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) 271-6484 x4100. 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.

			CL	LAB	CR
HT	101	Introduction to the Hospitality and Tourism Industry¥	3	0	3
HT	140	Domestic and International Geography	4	0	4
HT	210	Information Technology for Tourism	2	2	3
IT	102	PC Applications	3	0	3
IT	270	Web Design and Development I	2	2	3
IT	272	Web Design and Development II *or*			
IT	274	Internet (Electronic) Commerce	2	2	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/gainful-employment-disclosure

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 (AGGP) will be awarded upon successful completion the program.

Listen to Professor Simkin and an AGGP student on a radio station discussing the AGGP curriculum: http://media.podcastingmanager.com/7/2/9/1/3/141065-131927/Media/NHHEAF_09_16_12.mp3

The business of game development in the United States has passed $25 billion dollars in annual sales, with the majority ($15 billion) in software sales. The game development industry is growing, with a wide range of industry applications, such as simulation development in the medical fields, educational training and assessment, military training and deployment, advertising, entertainment and digital media, or any industry incorporating animation and graphics with computer programming skills. Recently, interactive animation development has exploded in the areas of web based multi-player interactions and hand held devices. These changes have been fueled by advancements in new technology, including the massive adoption of social networks and the increasing use of smart phones and other hand held devices, expanding ways to serve interactive content to users.

The AGGP degree program builds upon the skills of computer science, with a strong added emphasis on computer programming and interactive animated applications. For the AGGP students, creating computer programs is a challenging and fascinating process. Math and physics play a key role in animation development and are incorporated in all related courses. The program offers a unique course which blends math, physics, and interactive graphics programming. The students will be introduced to interactive animation development with Adobe Flash and Actionscript. An example of what is possible for students to create in the first course of the AGGP curriculum is available at the following link: http://www.metrocast.net/~mtibbals/.

From the very beginning of their program, AGGP students are challenged to create computer programs and animation graphics, incorporating the following curriculum content:

- Programming languages, including C++, C#, Java and Actionscript
- Utilizing local area networks and the internet for project development
- Advanced data structures for solving programming challenges
- Designing and incorporating data bases
- Math and physics represented in coding display solutions
- Using current industry standard 2D and 3D graphical engines
- Graphical user applications for creating art and animations
- Development on a wide range of platforms: PC, Mac, handheld, game consoles and TV
- Opportunities for game publication in the web marketplace
- Familiarity with tools for team software development

Key to the success of Animation and Graphic Game Programming graduates is the development of a web site portfolio which is used to display individual and team work capabilities. The portfolio is used for both obtaining a job and for entrance into schools.

The AGGP program prepares students for both entry level computer programming jobs and the opportunity for advanced education. Upon program completion, graduates of the program have successfully transferred to programs in computer science, computer game design, artistic animation and graphics.

The following schools have accepted student transfers from AGGP degree:

- University of New Hampshire Computer Science *Note1*
- Southern New Hampshire University *Note1*
- Daniel Webster College, NH *Note1*
- Digipen Institute of Technology, WA
- Rochester Institute of Technology, NY
- Savannah College of Art & Design, GA
- Worcester Polytechnic Institute, MA
- University of North Texas, TX
- Carnegie Mellon University, PA
- University of Southern California, CA
- The Art Institute, FL
- University of Advancing Technology, AZ
- Becker College, MA *Note 2*
- Guildhall at Southern Methodist U, TX *Note 2*

Note 1 Transfer agreements in place
Note 2 Working on transfer agreement

A sampling of game and graphic companies recently offering jobs to AGGP graduates include:

- Turbine Games
- Sucker Punch (Sony studio)
- Crowd Star
- Piehead
- Haromix Music
- LOLapps
- Moon Set Studios
- Disney Animation Studios
- Blizzard Entertainment
- Rampid Interactive
- Genuine Interactive
- Lineplot Productions
- Tank Design
- Hatchling Studios

(Earn your AGGP degree through the Division of Online & Continuing Education evenings option in four years. Contact Professor Simkin at tsimkin@ccsnh.edu for details.)

Visit www.nhti.edu/academics/programs-study/computer-programs/animation-and-graphic-game-programming-degree

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" 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
# AG 103	Introduction to Content Development	2	2	3
# CP 107	Introduction to Programming with C++	2	3	3
EN 101	English Composition	4	0	4
MT 124	College Algebra *or*			
MT 133	Elementary Functions *	4	0	4
				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 (Algebra-Based) **or*	3	2	4
XX xxx	Science Elective +	3-4	0-2	3-4
				18-19

SECOND YEAR

FALL SEMESTER

# AG 225	3-D Game Engine Application Development	2	3	3
# AG 255	Application Development and Software Prototyping	2	3	3
# AG 291	Project Definition and Portfolio Specifications	1	3	2
# 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	3
				18

SPRING SEMESTER

# AG 270	Emerging Game Technologies	2	3	3
# AG 292	Portfolio Development	2	3	3
# 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	3-4
				17-18
	TOTAL CREDITS			**71-73**

\#   *Indicates major field courses.*

*   *Recommend the combination of MT 133 Elementary Functions and PH 133 Physics I (Algebra-Based) 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, MT 205, MT 206, or MT 210.*

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

*** *Required to take VRTS 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: VRTS 103, VRTS 104, VRTS 120, VRTS 130, VRTS 133, VRTS 201 or VRTS 210.*

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

NOTE: In addition to listed prerequisites, students must earn grades of "C" or higher in each major field course and AGGP prerequisites to progress in the program.

Internship Considerations, see page 29.

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Information Technology

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The degree of Associate in Science with a major in Information Technology (IT) is awarded upon successful completion of the program. There are two options in this program:

- Applications Development
- Networking

The Information Technology Degree prepares students to start or advance their IT career or to transfer seamlessly to a 4-year college. If you enjoy working with computers, earning an IT degree will help you turn that interest into a professional career. Alumni who specialized in Networking are employed in a wide range of jobs such as configuring and repairing PCs, providing technical support, or designing and administering networks. Those who specialize in Applications Development are now programmers, database administrators or website programmers.

All degree candidates study core IT competencies including database design, home and small businesses networking, server administration, and personal computer hardware and software. In addition to these core competencies, students concentrate in either Network Design and Administration or Applications Development.

Students choosing the Networking option take the following Cisco Networking courses:

- Networking for Home and Small Businesses
- Working at a Small-to-Medium Business or ISP
- Introducing Routing and Switching in the Enterprise
- Designing and Supporting Computer Networks

These courses prepare students to sit for the Cisco Certified Entry Networking Technician (CCENT) exam and the Cisco Certified Networking Associate (CCNA) exam. NHTI's Information Technology Department is a Cisco Networking Academy and a VMware Academy.

The department also offers a course in Personal Computer Hardware and Software, 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 use the latest technologies and receive practical hands-on training to design and develop software applications. The program also prepares students for Microsoft Technology Associate (MTA) certification exams.

Topics of study include:

- Object-oriented programming (OOP)
- Data structures and algorithms
- Database management and design
- Mobile Applications Development
- Windows forms programming
- Web programming

Through team projects, a required internship, and capstone activities, students find junior or entry-level positions such as:

- Network Administrator
- Database Administrator
- Database Designer
- System Administrator
- Software Quality Assurance Engineer
- Systems Analyst
- Applications Development Engineer
- Web Programmer
- Computer Support Consultant
- Technical Support Specialist
- Help Desk Analyst

Some graduates continue their formal education by pursuing a bachelor's degree at another college. Others begin or continue their professional careers directly.

Specific Admission Requirements

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

Senior Internship

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

Transfer Opportunities

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

The dual admission program with UNH-Manchester requires you to apply only once. Starting at NHTI can save you money for both programs. Contact Department Head Tom Laurie (603) 271-6484 x4230 for more information.

FIRST YEAR

FALL SEMESTER			CL	LAB	CR
EN	101	English Composition	4	0	4
GS	100	College Success Seminar	1	0	1
# 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
					16

Applications Development Option

SPRING SEMESTER					
EN	120CM	Communications *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	118	Mobile Application Development	2	2	3
MT	125	Finite Mathematics	4	0	4
					16

Networking Option

SPRING SEMESTER					
EN	120CM	Communications *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 GS 100 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	280	Windows Server Operating System	2	2	3
# IT	293	IT Career Development	1	2	2
SO	xxx	Social Science Elective +	3	0	3
XX	xxx	Science Elective ++	3-4	0	3-4
					17-18

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					**64-66**

Networking Option

FALL SEMESTER					
# IT	250	Introducing Routing and Switching in the Enterprise	2	2	3
# IT	280	Windows Server Operating Systems	2	2	3
# IT	293	IT Career Development	1	2	2
# IT	xxx	Information Technology Elective	2	2	3
SO	xxx	Social Science Elective +	3	0	3
XX	xxx	Science Elective ++	3-4	0	3-4
					17-18

SPRING SEMESTER					
# IT	252	Designing and Supporting Computer Networks	2	2	3
# IT	262	Network Security I	2	2	3
# IT	266	Cisco Voice Over IP	2	2	3
# IT	294	Senior IT Internship	1	4	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
					15
TOTAL CREDITS					**64-66**

\# *Indicates major field courses.*
++ *BI 100, CH 100 and PH 100 do not meet this requirement.*

Internship Considerations, see page 29.

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 in a specialty area and need computer applications and programming courses to be more effective in using computer productivity tools for managerial decisions. 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.

			CL	LAB	CR
IT	110	Programming Fundamentals	2	2	3
IT	118	Mobile Application Development	2	2	3
IT	140	Database Design and Management	2	2	3
IT	210	Object Orientated Programming	2	2	3
IT	213	Introduction to Web Programming	2	2	3
IT	215	Advanced Windows Programming	2	2	3
IT	240	Advanced Web Programming	2	2	3
IT	xxx	IT Elective	2	2	3
		TOTAL CREDITS			24

Internship Considerations, see this page.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6424 x4230. 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.

			CL	LAB	CR
IT	108	Personal Computer Hardware and Software	2	2	3
IT	150	Networking for Home and Small Businesses	2	2	3
IT	152	Networking at a Small-to-Medium Business or ISP	2	2	3
IT	250	Introducing Routing and Switching in the Enterprise	2	2	3
IT	252	Designing and Supporting Computer Networks	2	2	3
IT	262	Networking Security I	2	2	3
IT	280	Windows Server Operating Systems	2	2	3
IT	xxx	IT Elective	2	2	3
		TOTAL CREDITS			24

Internship Considerations, see this page.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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.

			CL	LAB	CR
IT	102	PC Applications	2	2	3
IT	108	Personal Computer Hardware and Software	2	2	3
IT	140	Database Design and Management	2	2	3
IT	150	Networking for Home and Small Businesses	2	2	3
IT	152	Networking at a Small-to-Medium Business or ISP	2	2	3
IT	280	Windows Server Operating Systems	2	2	3
IT	294	Senior IT Internship	1	4	3
XX	xxx	Elective approved by Department Head	3	0	3
		TOTAL CREDITS			24

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

Internship Considerations for the Animation 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.

"I started here and ended up with a great career!"

Josh, Class of 2011
Information Technology,
Applications Developer,
FairPoint Communications

Course Descriptions at www.nhti.edu under Academics.

Autism Early Intervention Support Certificate

The Autism Early Intervention Support 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 Support 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 Sarah Henry, Program Coordinator, at (603) 271-6484 x4204 or shenry@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 Program Coordinator for typical layout of a part-time evening schedule.

Specific Admission Requirements

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

FALL SEMESTER		CL	LAB	CR
EC 101	Growth and Development of the Young Child	3	0	3
EC 225	Autism Spectrum Disorder	4	0	4
EC 242	Child, Family, and Community	3	0	3
				10
SPRING SEMESTER				
EC 167	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	4	0	4
EC 215	Infant/Toddler Development and Programming	4	0	4
EC 270	Teaching Young Children with Special Needs	3	0	3
				11
FALL SEMESTER				
EC 283	Early Intervention Practicum	2	7	4
				4
	TOTAL CREDITS			**25**

Early Childhood Education Scholarship Program, see page 36.

Internship, Health, Character and Technical Standards, see page 36.

Program Comments, see page 36.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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 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's 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) 271-6484 x4163. This program is *financial aid eligible.*

		CL	LAB	CR
ED 101	Introduction to Exceptionalities	3	0	3
ED 104	Foundations of Education	3	0	3
ED 204	Instructional Technology	3	0	3
ED 209	Curriculum and Assessment	4	0	4
ED 230	Essentials of Career and Technical Curriculum and Instruction	3	0	3
EN 101	English Composition	4	0	4
PY 209	Educational Psychology	3	0	3
PY 220	Human Growth and Development: The Life Span	3	0	3
	TOTAL CREDITS			**26**

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 Degree in Early Care and Education for Young Children with Disabilities (EYCD) will prepare students to begin working in the growing field of early intervention and early childhood special education (birth – 8 years). This degree responds to the increased diagnosis of young children with Autism Spectrum Disorders (ASD) and the need for qualified professionals to implement one to one instruction and therapeutic programs in various settings. This EYCD degree builds on the Autism Early Intervention Support Certificate so that graduates will be able to help improve educational outcomes for young children with other special educational needs, developmental delays, or low-incidence disabilities through additional courses and practicum experiences with children aged birth to three years and children aged three to five years.

All first year early childhood (EC) courses require a two-hour weekly lab component where students will actively engage with young children and their families to make connections between theory and practice, to carry out class assignments, and to learn through observation and play. (Please see individual course descriptions for second year EC courses to see the child/family/program participation requirements for each course.) Faculty encourage students to complete their degree in a time frame that allows them to be most successful. For typical day students who are also working part-time, 5 or 6 semesters often works best. Evening or online students working full time can typically plan on a longer time frame.

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 reflective educators who develop knowledge through interactive, play-based learning. Students will learn to value the family as the first and most important teacher of the child and will learn to provide family-centered services that are relationship based, evidence based, culturally responsive and delivered collaboratively as part of a team in natural environments. A focus of the program will be to enhance children's communication and social/emotional development by helping them to identify and express their own thoughts and feelings in order to develop meaningful relationships with adults and other children.

Graduates are prepared for immediate entry as competent professionals to work in a variety of early childhood settings including Family Centered Early Supports and Services or other early intervention teams, public schools, licensed child care centers, Early Head Start, Head Start, as well as home-based, community-based, or private settings. Some roles in these settings could include intake coordinator, *autism educational assistant, *home visitor, lead teacher in childcare, or *1-1 support aide/paraprofessional. Students wishing to pursue other opportunities in early intervention or early childhood special education may further their education at a four year college/university. 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.) The degree is offered both face-to-face and online.

*Actual job titles may vary depending on job position and placement.

Program Requirements

All students working towards an Associate in Science with a major in Early Care and Education for Young Children with Disabilities will be expected to have flexible weekly schedules during both the 105-hour Early Intervention Practicum and 105-hour Preschool Special Education Practicum. Students, along with the assigned practicum supervisor at these sites, will determine what the hours per week and daily schedule will be. This schedule may vary from week to week. It is not recommended

to be working full time during practicum to account for this flexibility in scheduling. Please note: there are no evening, weekend, or summer practicum hours.

EYCD Day Students:

1. Lab Hours - All day students will spend designated hours each week with infants, toddlers, or preschoolers at the Child and Family Development Center (CFDC) campus lab school while taking early childhood classes. These hours will be considered a component of class participation. The practicum site may act as the lab for EC classes taken concurrently with practicum.

2. Applicants are advised that the New Hampshire Bureau of Child Care Licensing requires certain paperwork to be on file for employees and others who regularly work in child care centers. Upon acceptance into the program, students must complete this paperwork before they participate with the children at the CDFC. This paperwork includes:
   - a complete set of electronic fingerprints completed by the Department of Safety;
   - submission of a criminal record check; the background check must come back as clear or non-disqualifying; please note that the cost associated with completion of the fingerprinting and criminal record check is the responsibility of the student;
   - completion of the licensing Child Care Personnel Health Form by a licensed health provider indicating that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children in a group setting;
   - signed CFDC confidentiality form;
   - signed Health, Character, and Technical Standards form; and
   - related CFDC lab paperwork.

3. Day students must have their own transportation to and from NHTI approved practicum sites in their senior year.

4. Students must have a flexible schedule that allows them to spend weekday mornings and/or afternoons at their practicum site while taking classes. There are no evening or weekend practicum placements. Students should be prepared to plan any work hours around their course schedule (including child care lab and practicum hours) knowing that these hours will change each semester.

5. All students must have access to a digital camera and video-capturing device to complete homework assignments. The college has some limited devices available for use at the CFDC.

6. All students must have access to Microsoft Office Student or higher.

EYCD Evening Students Working Full-time in Child Care:

1. Lab Hours – Evening students who are working full-time in a licensed child care facility may use their workplace for their child care lab hours during the semesters prior to practica. All evening students fulfilling the two semesters of practica will need to adjust their work schedule to account for the aforementioned flexibility.

2. 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. Upon acceptance into the program, evening students working full time in child care will be sent paperwork to complete and return to the Program Coordinator before starting classes. The paperwork must be completed by the end of the first week of classes and will include the following:
   - signed confidentiality form;
   - signed Health, Character, and Technical Standards form;
   - a checklist completed by the director of the child care program indicating that the student is a full-time employee of the facility, will be allowed to carry out class assignments in the program, will provide record-keeping and conduct video-taping as required by the program, has completed fingerprinting and has a clear or non-disqualifying criminal background check, and has a completed Child Care Personnel Health Form indicating that

the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children in a group setting on file at the program; and

- copies of signed NHTI photo/video releases from parents/guardians in the classroom where the student will complete assignments.

3. All students must have access to a digital camera and video-capturing device to complete homework assignments.
4. All students must have access to Microsoft Office Student or higher.

EYCD Evening Students <u>Not</u> Working in Child Care:
Please see the requirements listed under Day Students. These apply to evening students not working in child care.

Late afternoon or early morning Lab Hours can be scheduled at the CFDC to help accommodate work schedules. Please be advised that when taking practicum, 7 - 8 hours each week (at a minimum) must be planned for the fall and spring semesters at the two different practicum sites. These hours must be when children are actively engaged in the curriculum of the day or when families are available for home visits and must happen over the course of at least two different days each week. Evening students who are working full-time in a job outside of the field will need to have this flexibility with hours.

Specific Admission Requirements

1. NHTI placement testing; and
2. Satisfactory interview with Child and Family Studies program faculty.

NOTE: Applicants whose placement scores indicate the need for English 100 or Reading 100 or who have a low LASSI score may matriculate as EC* students. EC * students:

1. are advised by Child and Family Studies faculty;
2. begin their first year of study with EC 100 and 101x rather than EC 101;
3. participate at the campus Lab School with children as part of their EC 100 and 101x classes; and
4. complete a Change of Program Form to formally matriculate into the EYCD Degree upon successful completion of developmental classes.

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
IT	102	PC Applications	3	0	3
					16

SPRING SEMESTER

# EC	167	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	4	0	4
# EC	270	Teaching Young Children with Special Needs	3	0	3
# EC	272	Teaching Children with Low-incidence Disabilities	3	0	3
PY	105	Introduction to Psychology	3	0	3
XX	xxx	Lab Science Elective +	3	2	4
					17

SECOND YEAR

FALL SEMESTER

# EC	225	Autism Spectrum Disorder	4	0	4
# EC	242	Child, Family, Community	3	0	3
# EC	282	Preschool Special Education Practicum **	2	7	4
FL	104	American Sign Language for Beginners	3	0	3
MT	120	Topics in Applied College Mathematics	4	0	4
					18

SPRING SEMESTER

# EC	215	Infant/Toddler Development and Programming	4	0	4
# EC	283	Early Intervention Practicum **	2	7	4
EN	xxx	English Elective	3	0	3
XX	xxx	General Elective	3	0	3
XX	xxx	Social Science Elective ++	3	0	3
					17
		TOTAL CREDITS			**68**

\#   *Indicates major field courses.*
¥   *Students whose placement test scores suggest difficulty with lengthy and complex assignments are strongly advised to complete the program in 3 or more 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).*
*   *EC 101: Following consultation with the Program Coordinator, students may alternatively meet the requirement for EC 101 by completion of both EC 100 and EC 101X. 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).*
**   **NOTE:** *The two practica for this degree can be offered in both the fall and spring semesters. Course sequence will change depending on the semester in which students take each practicum. Students will work closely with their advisor to assure appropriate course sequence for each practicum.*

NH Family-Centered Early Supports and Services Tuition Assistance
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, see page 36.

Internship, Health, Character and Technical Standards, see page 36.

Program Comments, see page 36

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 (CFS) Department at NHTI is "Teaching, Learning, and Practice with Quality and Joy!" The faculty of the CFS department 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 and play.

Faculty value intellectual challenge as a key component in 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 first and most important teacher, and students practice forming strong relationships with families in order to support the child. The Early Childhood Education curriculum 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 Early Childhood Teacher Credential Level 5. (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 as paraeducators in elementary schools. Graduates may also decide to further their education at four year colleges. Courses are offered day, evening, and 100% online.

All early childhood (EC) courses except EC 288 require a weekly child care lab component where students will actively engage with young children to make connections between theory and practice, to carry out class assignments and to learn through observation and play. Students taking concurrent courses can use the same lab time for all courses. Students in practicum may use their practicum site as their lab hours for other courses taken concurrently with practicum. Faculty encourage students to complete their degree in a time frame that allows them to be most successful. For typical day students who are also working part-time, 5 or 6 semesters often works best. Evening or online students working full time can typically plan on a longer time frame.

Program Requirements

Day Students:
1. Lab Hours - All day students will spend designated hours each week with infants, toddlers, or preschoolers at the Child and Family Development Center (CFDC) campus lab school while taking early childhood classes. These hours will be considered a component of class participation. The practicum site may act as the lab for EC classes taken concurrently with practicum.
2. Applicants are advised that the New Hampshire Bureau of Child Care Licensing requires certain paperwork to be on file for employees and others who regularly work in child care centers. Upon acceptance into the program, students must complete this paperwork before they participate with the children at the CDFC. This paperwork includes:
   - a complete set of electronic fingerprints completed by the Department of Safety;
   - submission of a criminal record check; the background check must come back as clear or non-disqualifying; please note that the cost associated with completion of the fingerprinting and criminal record check is the responsibility of the student;
   - completion of the licensing Child Care Personnel Health Form by a licensed health provider indicating that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children in a group setting;

- signed CFDC confidentiality form;
- signed Health, Character, and Technical Standards form; and
- related CFDC lab paperwork.
3. Day students must have their own transportation to and from NHTI approved practicum sites in their senior year. (Students living on campus without transportation may complete their practicum at the CFDC.)
4. Students must have a flexible schedule that allows them to spend weekday mornings and/or afternoons at their practicum site while taking classes. There are no evening or weekend practicum placements. Students should be prepared to plan any work hours around their course schedule (including child care lab and practicum hours) knowing that these hours will change each semester.
5. All students must have access to a digital camera and video-capturing device to complete homework assignments.
6. All students must have access to Microsoft Office Student or higher.

Evening Students Working Full-time in Child Care:
1. Lab Hours - Evening students who are working full-time in a licensed child care facility may use their workplace for their lab hours. Students must be able to complete their school responsibilities during their work hours.
2. 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. Upon acceptance into the program, evening students working full time in child care will be sent paperwork to complete and return to the Department Head before starting classes. The paperwork must be completed by the end of the first week of classes and will include the following:
   - signed confidentiality form;
   - signed Health, Character, and Technical Standards form;
   - a checklist completed by the director of the child care program indicating that the student is a full-time employee of the facility, will be allowed to carry out class assignments in the program, will provide record-keeping and conduct video-taping as required by the program, has completed fingerprinting and has a clear or non-disqualifying criminal background check, and has a completed Child Care Personnel Health Form indicating that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children in a group setting on file at the program; and
   - copies of signed NHTI photo/video releases from parents/guardians in the classroom where the student will complete assignments.
3. Students always learn more when they complete their practicum in a site different from their workplace. If this is impossible, evening students who work full time in child care may request in writing to do their practicum at their workplace. All related paperwork must be completed to begin this process.
4. All students must have access to a digital camera and video-capturing device to complete homework assignments.
5. All students must have access to Microsoft Office Student or higher.

Evening Students Not Working in Child Care:
Please see the requirements listed under Day Students. These apply to evening students not working in child care.

Late afternoon or early morning Lab Hours can be scheduled at the CFDC to help accommodate work schedules. Please be advised that when taking practicum, 5 hours each week (at a minimum) must be planned for the fall semester and 10 hours (at a minimum) each week must be planned for the spring semester. These hours must be when children are actively engaged in the curriculum of the day and must happen over the course of at least two different days each week. Evening students who are working full-time in a job outside of the field will need to have this flexibility with hours.

Non-matriculated Students

Non-matriculated students taking early childhood classes must complete all appropriate paperwork. Students not working in child care must follow steps 2-6 under the Day Students section above. Students who are working in child care must follow the guidelines listed under Evening Students Working Full-time in Child Care.

100% Online Early Childhood Students:

Lab Hours – 100% online students living in the Concord, NH area may carry out lab hours at the CFDC. Please follow guidelines 2-6 under Day Students as well. 100% online students must have access to a digital camera and a video-capturing device to complete homework assignments.

100% online students working full time in child care should follow the guidelines under Evening Students Working Full-Time in Child Care.

100% online students not working full time in child care and living at a distance from the NHTI campus which prohibits coming to the CFDC will need to find a child care setting in which to carry out lab hours and practicum. The child care center must be licensed (preferably NAEYC accredited) and have been in operation for at least 3 years. Then follow guidelines 2–5 under Evening Students Working Full-Time in Child Care (excluding the full-time status if not applicable).

Out-of-state students who are taking classes 100% online will need to complete their state's fingerprinting and background check, complete their state's child health care form, and complete any other paperwork that is required by child care licensing in their state.

The CFS department cannot award a degree unless faculty have seen you working effectively with young children in practicum. Thus, 100% online students will be video-taping themselves in action with young children during practicum to share with their practicum teachers online.

Please check out the online learning information at the NHTI website to see if you are a good candidate for an online class.

Specific Admission Requirements

1. NHTI placement testing (see NOTE below); and
2. Satisfactory interview with Child and Family Studies program faculty;

NOTE: Applicants whose placement scores indicate the need for English 100 or Reading 100 or who have a low LASSI score may matriculate as EC* students. EC * students:

1. are advised by Child and Family Studies faculty;
2. begin their first year of study with EC 100 and 101x rather than EC 101;
3. participate at the campus Lab School with children as part of their EC 100 and 101x classes; and
4. complete a Change of Program Form to formally matriculate as an ECE major upon successful completion of EC 101x.

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 142	Curriculum and Environments 2	3	0	3
# EC 167	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	4	0	4
# EC 215	Infant/Toddler Development and Programming	4	0	4
IT 102	PC Applications	3	0	3
MT 120	Topics In Applied College Mathematics	4	0	4
				18

SECOND YEAR

FALL SEMESTER		CL	LAB	CR
# EC 188	Health, Safety and Nutrition in Early Childhood Education	3	0	3
# EC 242	Child, Family and Community	3	0	3
# 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
				18

SPRING SEMESTER				
# EC 270	Teaching Young Children with Special Needs	3	0	3
# EC 276	Practicum 2 - Exploring Teaching: Implementing Responsive Emergent Curriculum	2	10	5
# EC 288	The Early Childhood Professional	3	0	3
SO xxx	Social Science 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 3 or more years.*

\# *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).*

* *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).*

Early Childhood Education Scholarship Program, see page 36.

Internship, Health, Character and Technical Standards, see page 36.

Program Comments, see page 36.

Early Childhood Education Certificate

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. While students may be non-matriculated and still take early childhood courses, only matriculated students are eligible for federal financial aid. To matriculate, please see Specific Admissions Requirements below.

The courses in the Early Childhood Education Certificate meet the training and education requirements for the State of NH Early Childhood Teacher Credential Level 4. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.) The Early Childhood Education Certificate program is available days, evenings, and online and is *financial aid eligible*. For more information, contact Diana Menard, Department Head of Child and Family Studies, at (603) 271-6484 X4281 or dmenard@ccsnh.edu.

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
				6
SPRING SEMESTER				
EC 142	Curriculum and Environments 2	3	0	3
EC 167	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	4	0	4
				7
FALL SEMESTER				
EC 188	Health, Safety, and Nutrition in Early Childhood Education	3	0	3
EC 242	Child, Family and Community	3	0	3
				6
	TOTAL CREDITS			**19**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

Specific Admission Requirements

1. Satisfactory interview with CFS faculty; and
2. NHTI placement testing indicating college level reading skills and a readiness for EN 101, English Composition; reading, writing, and verbal skills are major considerations for acceptance into the Early Childhood Certificate Program.

Day and evening students not currently working in child care will spend two hours each week working with infants, toddlers, or preschoolers at the NHTI campus child care center, the Child and Family Development Center (CFDC) while taking early childhood classes. These hours will be considered a component of class participation. 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. Students must complete this paperwork before they participate with the children at the CFDC. This paperwork may include:

- a complete set of electronic fingerprints completed by the Department of Safety;
- submission of a criminal record check; the background check must come back as clear or non-disqualifying; please note that the cost associated with completion of the fingerprinting and criminal record check is the responsibility of the student;
- completion of the licensing Child Care Personnel Health Form by a licensed health provider indicating that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children in a group setting;

- Signed CFDC confidentiality form;
- Signed Health, Character, and Technical Standards form; and
- Related CFDC lab paperwork.

Students who work full time in child care may use their own workplace instead of the CFDC to carry out homework assignments with children. Completion of all related paperwork at the worksite will be verified.

100% online students not working in child care must connect with a licensed child care center (preferably NAEYC accredited and in operation for at least 3 years) to carry out their homework assignments with children. All related paperwork must be completed.

All students must have access to a digital camera and video-capturing device to complete homework assignments. All students must have access to Microsoft Office Student or higher.

After completing the certificate, students may continue on to the degree program.

Early Childhood Education Scholarship Program, see page 36.

Internship, Health, Character and Technical Standards, see page 36.

Program Comments, see page 36.

Early Childhood Education Advanced Certificate

Some students decide to begin their program of studies with the Early Childhood Education Advanced Certificate Program. It offers more early childhood courses than the basic certificate as well as a supervised practicum experience. Students must be matriculated students in order to participate in the practicum. To matriculate, please see Specific Admissions Requirements below. Upon completion of the Advanced Certificate, students may move on to the degree program if desired.

The courses in the Early Childhood Education Advanced Certificate meet the training and education requirements for the State of NH Early Childhood Teacher Credential Level 4. (Refer to the Early Childhood Professional Development System Guide for other criteria for this level.) The Early Childhood Advanced Certificate program is available days, evenings, and online and is *financial aid eligible*. For more information, contact Diana Menard, Department Head of Child and Family Studies, at (603) 271-6484 X4281 or dmenard@ccsnh.edu.

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
				9
SPRING SEMESTER				
EC 142	Curriculum and Environments 2	3	0	3
EC 167	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors	4	0	4
EC 270	Teaching Young Children with Special Needs	3	0	3
				10
FALL SEMESTER				
EC 188	Health, Safety and Nutrition in Early Childhood Education	3	0	3
EC 242	Child, Family and Community	3	0	3
EC 275	Practicum 1 – Observation, Interpretation, Assessment and Portfolio Documentation	2	5	3
				9
	TOTAL CREDITS			**28**

Specific Admission Requirements

1. Satisfactory interview with CFS faculty; and
2. NHTI placement testing indicating college level reading skills and a readiness for EN 101, English Composition; reading, writing, and verbal skills are major considerations for acceptance into the Early Childhood Education Advanced Certificate Program.

Day and evening students not currently working in child care will spend two hours each week working with infants, toddlers, or preschoolers at the NHTI campus child care center, the Child and Family Development Center (CFDC) while taking early childhood classes. These hours will be considered a component of class participation. 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. Students must complete this paperwork before they participate with the children at the CFDC. This paperwork may include:

- a complete set of electronic fingerprints completed by the Department of Safety;
- submission of a criminal record check; the background check must come back as clear or non-disqualifying: please note that the cost associated with completion of the fingerprinting and criminal record check is the responsibility of the student;
- completion of the licensing Child Care Personnel Health Form by a licensed health provider indicating that the student is in good physical health and has no mental or emotional disturbances that would prohibit him/her from caring for children in a group setting;
- Signed CFDC confidentiality form;
- Signed Health, Character, and Technical Standards form; and
- Related CFDC lab paperwork.

Students who work full time in child care may use their own workplace instead of the CFDC to carry out homework assignments with children. Completion of all related paperwork at the worksite will be verified.

100% online students not working in child care must connect with a licensed child care center (preferably NAEYC accredited and in operation for at least 3 years) to carry out their homework assignments with children. All related paperwork must be completed.

All students must have access to a digital camera and video-capturing device to complete homework assignments. All students must have access to Microsoft Office Student or higher.

After completing the advanced certificate, students may continue on to the degree program.

Early Childhood Education Scholarship Program, see this page.

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

Program Comments, see this page.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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.

Program Comments for the Autism Early Intervention Support Certificate, Early Care and Education for Young Children with Disabilities Degree, Early Childhood Education Degree, and related Early Childhood Education Certificate Programs

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;
   - 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.
3. 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.

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

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 PRAXIS™ Core Academic Skills for Educators test (http://www.ets.org/praxis/nh/requirements). 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™ Core Academic Skills for Educators test (www.ets.org/praxis/nh/requirements).

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 Bachelor 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 *or*			
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	3	0	3
# ED	208	Content Area Literacy *or*			
# ED	211	Reading and Language Development	2	0	2
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
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
					17

SECOND YEAR

FALL SEMESTER

			CL	LAB	CR
# ED	201	Legal Issues in Education	3	0	3
# ED	203	Teaching Strategies for Diverse Learners	3	0	3
ED	209	Curriculum and Assessment	4	0	4
EN	xxx	English Elective	4	0	4
SO	105	Introduction to Sociology	3	0	3
					17

SPRING SEMESTER

			CL	LAB	CR
# ED	204	Instructional Technology	3	0	3
ED	210	Cross-Cultural Education: Professional Learning Community	1	0	1
# ED	220	Field Experience in Education	1	6	3
XX	xxx	Lab Science Elective*	3	2	4
XX	xxx	General Elective	3	0	3
					14
		TOTAL CREDITS			**65**

\#   *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 this page.

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. In addition to some day and evening offerings, courses in this program are scheduled in the later afternoon-early evening, beginning at 5:00 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. For more information, contact Department Head Kelly Moore Dunn at (603) 271-6484 x4163 or kdunn@ccsnh.edu.

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

			CL	LAB	CR
ED	101	Introduction to Exceptionalities	3	0	3
ED	104	Foundations of Education	3	0	3
ED	201	Legal Issues in Education	3	0	3
PY	105	Introduction to Psychology	3	0	3
					12

SPRING SEMESTER

			CL	LAB	CR
ED	200	Supporting Students with Challenging Behaviors	3	0	3
ED	204	Instructional Technology	3	0	3
ED	209	Curriculum and Assessment	4	0	4
ED	210	Cross-Cultural Education: Professional Learning Community	1	0	1
PY	209	Educational Psychology	3	0	3
					14
		TOTAL CREDITS			**26**

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

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

Special Education Certificate

The Certificate in Special Education is designed for:

1. People interested in exploring careers in special education;
2. Current paraeducators looking to enhance their skills and possibly move toward degrees in regular or special education;
3. 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. 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. Contact Kelly Moore Dunn at (603) 271-6484 x4163 or kdunn@ccsnh.edu for additional information.

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

			CL	LAB	CR
ED	101	Introduction to Exceptionalities	3	0	3
ED	203	Teaching Strategies for Diverse Learners	3	0	3
EN	101	English Composition	4	0	4
					10

SPRING SEMESTER

			CL	LAB	CR
ED	200	Supporting Students with Challenging Behaviors	4	0	4
ED	204	Instructional Technology	3	0	3
ED	210	Cross-Cultural Education: Professional Learning Community	1	0	1
MT	120	Topics in Applied College Mathematics *or*			
MT	124	College Algebra	4	0	4
					12
		TOTAL CREDITS			**22**

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

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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 Service Coordinator at (603) 271-6484 x4117 and for TTY/VO call (603) 223-2316.

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 bachelor's degree, and are interested in ESOL as an initial certification.

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:

		CL	LAB	CR
TECP 50	Introduction to Exceptionalities	3	0	3
TECP 51	Foundations of Education	3	0	3
TECP 60	Supporting Students with Challenging Behaviors	4	0	4
TECP 61	Legal Issues in Education	3	0	3
TECP 63	Instructional Technology	3	0	3
TECP 66	Curriculum and Assessment	4	0	4
TECP 68	Content Area Literacy	2	0	2
TECP 69	Cross-Cultural Education: Professional Learning Community	1	0	1
TECP 80	Methods/Student Teaching for Middle/Secondary School Mathematics *or*			
TECP 81	Methods/Student Teaching for Middle/Secondary School Science	2	30	12
TECP 92	The Teaching Portfolio*	1	0	1
	TOTAL CREDITS			**35**

*   *If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92: The Teaching Portfolio (1 credit seminar) to complete the portfolio.*

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 School 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.

This program is *financial aid eligible*.

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™ Core Academic Skills for Educators test (www.ets.org/praxis/nh/requirements) before full acceptance into the TECP and the PRAXIS II in their specific content area before student teaching.
4. Candidates must have demonstrated knowledge of human growth and development (or take the NHTI course) while in TECP.
5. The candidate must maintain a cumulative grade point average of at least a 2.75.
6. A criminal record check will be required for working in the schools.
7. 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

Internship Considerations,

Course Descriptions at www.nhti.edu under Academics.

General Special Education Conversion Program
*(for candidates **holding** teaching certification)*

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:

			CL	LAB	CR
TECP	50	Introduction to Exceptionalities	3	0	3
TECP	60	Supporting Students with Challenging Behaviors	4	0	4
TECP	62	Teaching Strategies for Diverse Learners	3	0	3
TECP	63	Instructional Technology	3	0	3
TECP	67	Reading and Language Development	2	0	2
TECP	69	Cross-Cultural Education: Professional Learning Community	1	0	1
TECP	70	Special Education Assessment	3	0	3
TECP	71	Consultation/Collaboration and Individual Education Plans (IEPs)	3	0	3
TECP	82	Practicum Experience in General Special Education	2	15	7
TECP	92	The Teaching Portfolio*	1	0	1
		TOTAL CREDITS			**29**

* *If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92: The Teaching Portfolio (1 credit seminar) to complete the portfolio.*

After successful completion of the program, candidates are recommended to the NH State Department of Education - Bureau of Credentialing for General Special Education certification. NHTI also has transfer (articulation) agreements in place for student who may wish to pursue a Master's degree after completing their TECP program.

This program is *financial aid eligible.*

Specific Admission Requirements

1. Candidates must hold a Baccalaureate degree and 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™ Core Academic Skills for Educators test (www.ets.org/praxis/nh/requirements) before full acceptance into the TECP. 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

General Special Education Conversion Program
*(for candidates who **do not hold** teaching certification)*

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:

			CL	LAB	CR
TECP	50	Introduction to Exceptionalities	3	0	3
TECP	60	Supporting Students with Challenging Behaviors	4	0	4
TECP	61	Legal Issues in Education	3	0	3
TECP	62	Teaching Strategies for Diverse Learners	3	0	3
TECP	63	Instructional Technology	3	0	3
TECP	66	Curriculum and Assessment	4	0	4
TECP	67	Reading and Language Development	2	0	2
TECP	69	Cross-Cultural Education: Professional Learning Community	1	0	1
TECP	70	Special Education Assessment	3	0	3
TECP	71	Consultation/Collaboration and Individual Education Plans (IEPs)	3	0	3
TECP	83	Methods and Student Teaching in General Special Education	2	30	12
TECP	92	The Teaching Portfolio*	1	0	1
		TOTAL CREDITS			**41**

* *If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92: The Teaching Portfolio (1 credit seminar) to complete the portfolio.*

After successful completion of the program, candidates are recommended to the NH State Department of Education - Bureau of Credentialing for General Special Education certification. NHTI also has transfer (articulation) agreements in place for student who may wish to pursue a Master's degree after completing their TECP program.

This program is *financial aid eligible.*

Specific Admission Requirements

1. Candidates must hold a Baccalaureate degree.
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™ Core Academic Skills for Educators test (www.ets.org/praxis/nh/requirements) before full acceptance into the TECP. 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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:

		CL	LAB	CR
TECP 50	Introduction to Exceptionalities	3	0	3
TECP 51	Foundations of Education	3	0	3
TECP 60	Supporting Students with Challenging Behavior	3	0	3
TECP 61	Legal Issues in Education	3	0	3
TECP 63	Instructional Technology	3	0	3
TECP 69	Cross-Cultural Education: Professional Learning Community	1	0	1
TECP 86	Introduction to Linguistics	3	0	3
TECP 87	Language, Reading, and Literacy in ESOL	3	0	3
TECP 88	Curriculum & Design and Assessment in ESOL	4	0	4
TECP 90	Supervised Student Teaching/Theory, Practice, and Methods/Materials in ESOL Education *or*	2	30	12
TECP 91	Practicum, Methods/Materials, and Culture in ESOL Education	2	15	7
TECP 92	The Teaching Portfolio*	1	0	1
	TOTAL CREDITS			**33-38**

*   *If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92: The Teaching Portfolio (1 credit seminar) to complete the portfolio.*

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 demonstrate knowledge of human growth and developments or take the NHTI course.
3.   Candidates must successfully pass the PRAXIS™ Core Academic Skills for Educators test (www.ets.org/praxis/nh/requirements) before full acceptance into the TECP. 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.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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.

Advanced Manufacturing Processes Certificate

This certificate is designed to provide the entry level manufacturing technician or CNC operator with the basic knowledge of machining operations using traditional machine tools and basic CNC programming and CNC machine operation. Included are courses in related shop mathematics and engineering drawing interpretation. The laboratory component of the machining courses will provide the student with hands-on activities on actual machines in the machine shop and the CNC lab. The graduate of this certificate program will have a basic understanding of advanced manufacturing operations and may be able to be hired for entry level traditional machining or CNC machining operations.

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.

		CL	LAB	CR
MP 101	Manufacturing Processes	3	3	4
MP 104	Shop Mathematics	3	0	3
MP 105	Basic Engineering Drawings	3	0	3
MP 110	CNC Programming & Operations I	3	3	4
MP 112	CNC Programming & Operations II	3	3	4
	TOTAL CREDITS			**18**

Specific Admission Requirements

1. High school diploma or equivalent; submit official transcript/scores with application.
2. Mechanical aptitude and basic computer skills are recommended.

Employment Outlook

Careers in advanced manufacturing are high-quality, middle class jobs, and today's manufacturing employees earn higher wages and receive more generous benefits than many other working Americans. A recent study of New Hampshire employers identified a shortage of technician-level manufacturing production workers. As the aging workforce begins to retire there is already evidence of a skills gap in the current workforce. An adequate supply of skilled workers is needed to support the growth of advanced manufacturing in New Hampshire as well as the overall health of the state economy.

Over the past two decades, New Hampshire's manufacturing economy has been moving away from manual mill work and toward automated, "smart" manufacturing. The technology infusion and high productivity that dominate the advanced manufacturing landscape demand a smart, safe, and sustainable manufacturing workforce. This requires individuals with professionalism, applied science, technology, math, and engineering skills, as well as knowledge of manufacturing principles.

Expected Student Outcomes

Students who successfully complete the certificate will have mastered the following skills:

1. Basic shop mathematical skills necessary to solve manufacturing related technical problems. This includes basic algebra - solving equations, basic geometry, and right triangle trigonometry.
2. The ability to read and interpret basic engineering drawings typically used in the manufacturing industry.
3. Understanding of basic machining operations including turning, milling, drilling, grinding, and sawing, and knowing the various types of machines to accomplish these processes.
4. Basic CNC machine operation including tool offsets, work offsets, and G-code programming fundamentals.
5. A basic working knowledge of materials, including cutting tools and work piece materials and their interaction.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

Applied Career Fundamentals for Advanced Manufacturing Certificate

The Applied Career Fundamentals for Advanced Manufacturing Certificate will prepare the student to enter the workforce in an entry level position. It is designed for the student who seeks immediate employment and who may continue his/her education and pursue an Associate Degree in manufacturing. Courses/credit awarded in the Applied Career Fundamentals for Advanced Manufacturing Certificate may count towards a degree program at the issuing college. The colleges will agree to accept in transfer all 6 common core courses, and the 2 elective courses where applicable, through an articulation agreement. [Note: Students are strongly encouraged to consult with an academic advisor to select the courses most appropriate to the student's academic and career goals.]

Financial aid eligibility pending approval.

		CL	LAB	CR
BU 101	Introduction to Business	3	0	3
EN 101	English Composition	4	0	4
EN 120	Communications	3	0	3
IT 102	PC Applications *or*	3	0	3
CP 107	Introduction to Programming with C++	2	3	3
MT 120	Topics in Applied College Mathematics *or* Higher level math*	4	0	4
XX xxx	Any college level lab science course excluding BI 100, CH 100, PH 100**	3	2-3	4
XX xxx	Any course with an MP, MC, MF, or other approved designation, e.g., MP 101 Advanced Manufacturing Processes***	3-4	0-3	3-4
XX xxx	Any course with an MP, MC, MF, or other approved designation e.g., MC 105 Engineering Design***	3-4	0-3	3-4
	TOTAL CREDITS			**27-29**

* Students would be expected to take placement testing. Those who do not achieve a score consistent with success in college level math should be advised regarding remediation. In addition, students should be counseled concerning their academic and career goals to make the most appropriate course selection. It is possible that courses from other CCSNH colleges will meet these requirements. Higher level math (excluding MT 129).

** While any college level lab science course will meet this requirement, students should be counseled concerning their academic and career goals to make the most appropriate course selection. It is possible that courses from other CCSNH colleges will meet these requirements.

*** Students should be counseled concerning their academic and career goals to make the most appropriate course selections. It is possible that courses from other CCSNH colleges will meet these requirements.

Specific Admission Requirements

1. High School Diploma or GED required.
2. Must be 18 years or older.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

ADVANCED MANUFACTURING PARTNERSHIPS IN EDUCATION

This program is sponsored by (or in part by) a $19.97 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT Grant #TC-22504-ll-60-A-33. The Community College System of NH is an equal opportunity employer, and adaptive equipment is available upon request to persons with disabilities.

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) 271-6484 x4221 or lkhan@ccsnh.edu.

Graduates of the program are employed with architectural and engineering firms, contractors, surveyors, and in various governmental agencies. Accredited by the ETAC Commission of ABET, www.abet.org.

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 ETAC/ABET-accredited BS of Engineering Technology programs.)*

Specific Admission Requirements

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

FIRST YEAR
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 (Algebra-Based)	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
# AR	192	Revit Architecture	3	0	3
EN	101	English Composition	4	0	4
MT	134	Pre-Calculus	4	0	4
					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 (Algebra-Based)	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			CL	LAB	CR
# CV	201	Civil CAD	2	2	3
# CV	220	Surveying	2	3	3
# CV	240	Timber and Steel Design	3	2	4
EN	125	Communication and the Literature of Science and Technology	3	0	3
PH	135	Physics II (Algebra-Based)	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 47.

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 project presentations. For additional information, contact Department Head Liaquat Khan at (603) 271-6484 x4221 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			CL	LAB	CR
AR	101	AutoCad 2D	3	0	3
IT	102	PC Applications	3	0	3
					6

SPRING SEMESTER					
AR	102	AutoCAD 3D	3	0	3
AR	191	AutoCAD Architecture	3	0	3
					6

FALL SEMESTER					
AR	103	Architectural Graphics and Sketching	2	2	3
AR	194	Microstation	3	0	3
					6
		TOTAL CREDITS			**18**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6484 x4278 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. 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. Accredited by the ETAC Commission of ABET, www.abet.org.

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 ETAC/ABET-accredited BS of Engineering Technology programs.)*

Specific Admission Requirements

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

FIRST YEAR

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

SPRING SEMESTER					
# CP 235	Algorithms with Object Oriented Programming		3	3	4
# EL 144	Embedded Microsystems		3	3	4
EN 120	Communications *or*				
EN 125	Communication and the Literature of Science and Technology		3	0	3
MT 134	Pre-Calculus		4	0	4
PH 133	Physics I (Algebra-Based)		3	2	4
					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 (Algebra-Based)		3	2	4
XX xxx	Social Science Elective*		3-4	0	3-4
					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	3
					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 47.

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) 271-6484 x4278 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:			CL	LAB	CR
CP 235	Algorithms With Object Oriented Programming		3	3	4
					4

AND any three of the following
(check prerequisites in course descriptions):

CP 240	Programming for Windows Operating Systems		3	3	4
CP 222	Data Communications & Internetworking		3	3	4
CP 252	Networking and Internet Technologies		3	3	4
CP 260	Computer Real Time Interfacing		3	3	4
					12
TOTAL CREDITS					**16**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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. Accredited by the ETAC Commission of ABET, www.abet.org.

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) 271-6484 x4278 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 ETAC/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 ETAC/ABET-accredited BS of Engineering Technology programs.)*

Specific Admission Requirements

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

FIRST YEAR

FALL SEMESTER

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

SPRING SEMESTER

			CL	LAB	CR
# EL	102	Circuit Analysis	3	3	4
# EL	110	Electronics I	3	3	4
EN	120	Communications *or*			
EN	125	Communication and the Literature of Science and Technology	3	0	3
MT	134	Pre-Calculus	4	0	4
PH	133	Physics I (Algebra-Based)	3	2	4
					19

SECOND YEAR

FALL SEMESTER

			CL	LAB	CR
# EL	144	Embedded Microsystems	3	3	4
# EL	210	Electronics II	3	3	4
# EL	305	Design Project Preparation	1	5	3
MT	205	Calculus I	4	0	4
PH	135	Physics II (Algebra-Based)	3	2	4
					19

SPRING SEMESTER

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

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) 271-6484 x4278 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.

			CL	LAB	CR
EL	101	Electric Circuits	3	3	4
EL	102	Circuit Analysis	3	3	4
EL	110	Electronics I	3	3	4
EL	210	Electronics II	3	3	4
EL	215	Advanced Digital Electronics	3	3	4
		TOTAL CREDITS			**20**

Prerequisites:

			CL	LAB	CR
MT	133	Elementary Functions *(or equivalent background)*	4	0	4
		Demonstrated computer literacy			

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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 drawing/modeling 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) 271-6484 x4105 or rarredondo@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. Accredited by the ETAC Commission of ABET, www.abet.org. For information about transferring to other institutions see *Academic Requirements & Policies* at www.nhti.edu/academics/.

Specific Admission Requirements

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

FIRST YEAR

FALL SEMESTER		CL	LAB	CR
EN 101	English Composition	4	0	4
# MC 105	Engineering Design *or*	4	0	4
# MF 111	Manufacturing and Materials Processing	3	3	4
MT 133	Elementary Functions	4	0	4
PH 133	Physics I (Algebra-Based)	3	2	4
				16

SPRING SEMESTER				
EN 120	Communications *or*			
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 *or*	3	3	4
# MC 105	Engineering Design	4	0	4
MT 134	Pre-Calculus	4	0	4
PH 135	Physics II (Algebra-Based)	3	2	4
				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	3-4
				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).*

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 applications including computer-aided drawing/modeling 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) 271-6484 x4105 or rarredondo@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. Accredited by the ETAC Commission of ABET, www.abet.org. For information about transferring to other institutions see *Academic Requirements & Policies* at www.nhti.edu/academics/.

Specific Admission Requirements

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

FIRST YEAR

FALL SEMESTER		CL	LAB	CR
EN 101	English Composition	4	0	4
# MC 105	Engineering Design *or*	4	0	4
# MF 111	Manufacturing and Materials Processing	3	3	4
MT 133	Elementary Functions	4	0	4
PH 133	Physics I (Algebra-Based)	3	2	4
				16

SPRING SEMESTER				
EN 120	Communications *or*			
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 *or*	3	3	4
# MC 105	Engineering Design	4	0	4
MT 134	Pre-Calculus	4	0	4
PH 135	Physics II (Algebra-Based)	3	2	4
				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	3-4
				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	3-4
				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).*

Robotics and Automation Engineering Technology

The Robotics and Automation Engineering Technology (RAET) program is designed to prepare engineering technologists for employment in the field of advanced manufacturing.

Students master engineering fundamentals by taking courses in engineering design, manufacturing processes, computer programming, circuit theory, and digital electronics. Emphasis is also placed on the study of mathematics and physical science while English and social science courses broaden and improve the student's communication skills.

A series of more advanced/specialized courses focus on the application and integration of new and existing technologies to both product design and product manufacture. Topics include robotics, machine vision, process automations, programmable logic controllers, motion control, and the use of computers for design and manufacture.

The degree of Associate in Science in Robotics and Automation Engineering Technology is awarded upon successful completion of the program. Graduates will have the foundation necessary to pursue a bachelor's degree and to take advantage of opportunities for life-long learning and professional development.

Specific Admission Requirements

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

FIRST YEAR

FALL SEMESTER		CL	LAB	CR
EL 101	Electric Circuits	3	3	4
EL 115	Digital Electronics	2	3	3
EN 120	Communications *or*			
EN 125	Communication and the Literature of Science and Technology	3	0	3
MC 105	Engineering Design	4	0	4
MT 133	Elementary Functions	4	0	4
				18

SPRING SEMESTER				
CP 107	Introduction to Programming with C++	2	3	3
CP 215	Integrated Circuits & Interfacing	3	3	4
EN 101	English Composition	4	0	4
MT 134	Pre Calculus	4	0	4
# RB 110	Machine Tools & CNC Machines	3	3	4
				19

SECOND YEAR

FALL SEMESTER		CL	LAB	CR
MT 205	Calculus I	4	0	4
PH 133	Physics	3	2	4
# RB 205	PLC Programming	3	3	4
# RB 210	Robotics & Automation I	3	3	4
SO xxx	Social Science Elective*	3	0	3
				19

SPRING SEMESTER				
PH 135	Physics II	3	2	4
MF 210	Lean Manufacturing *or*			
MF 231	Production Systems	3-4	0	3-4
# RB 220	Robotics & Automation II	3	3	4
# RB 250	Major Field Project	3	0	3
XX xxx	Humanities/Fine Art/ Foreign Language Elective	3	0	3
				17-18
TOTAL CREDITS				**73-74**

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

AMPED ADVANCED MANUFACTURING PARTNERSHIPS IN EDUCATION

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.

Course Descriptions at www.nhti.edu under Academics.

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 sciences 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.

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 *or* Higher Level Math (excluding MT 129)	4	0	4
#	BI	111	General Biology I	3	2	4
						16

SPRING SEMESTER

				CL	LAB	CR
#	ENV	101	Fundamentals of 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	4
						16

SECOND YEAR

FALL SEMESTER

				CL	LAB	CR
#	BI	212	Ecology	3	2	4
	EN	125	Communication and the Literature of Science and Technology *or*			
	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	3
						17

SPRING SEMESTER

				CL	LAB	CR
#	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	4
						18
			TOTAL CREDITS			**67**

\#   Indicates major field course.
*   BI 116, BI 117, SC 107, SC 110 fit this requirement.

Internship Considerations, see page 49.

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	Identification 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

				CL	LAB	CR
#	AR	101	AutoCAD 2D	3	0	3
	EN	101	English Composition	4	0	4
#	ENV	101	Fundamentals of Environmental Science	3	2	4
#	LD	102	Identification and Uses of Shrubs, Groundcovers and Vines	3	0	3
#	LD	112	Landscape Drawing and Presentation Techniques	2	2	3
						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 this page.

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) 271-6484 x4315 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

				CL	LAB	CR
	LD	101	Identification and Uses of Trees	3	0	3
	LD	115	Landscape Architecture Design Theory	3	0	3
						6

SPRING SEMESTER

	LD	102	Identification and Uses of Shrubs, Groundcovers and Vines	3	0	3
	LD	112	Landscape Drawing and Presentation Techniques	2	2	3
						6

SECOND YEAR

FALL SEMESTER

	LD	109	Basic Site Grading and Surveying	2	2	3
	LD	220	Planting Design	3	0	3
						6

SPRING SEMESTER

	LD	217	Small Scale Design Project	2	2	3
	LD	225	Landscape Construction Details and Methods	2	2	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/gainful-employment-disclosure

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.

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/requirements-policies 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	6
	(two courses with AN, EO HI, PS, PY, or SO prefix, excluding HI 104 and HI 105)	
C.	Mathematics *	4
	(MT 120 or higher with the exception of MT 129; MT 129 does not meet the minimum math requirements in this category)	
D.	Lab Science	4
	(excluding BI 100, CH 100, and PH 100)	
E.	Humanities	6
	(EN xxx [excluding EN 100, EN 120 and EN 135] and XX xxx Humanities/Fine Arts/Foreign Language Elective)	
	TOTAL	**24**

Other Required Courses
for both Options

		Credits
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 *or*	1
	GS 102 Study Strategies	2
B.	Liberal Arts and Sciences electives	12
C.	Electives	23-24
	(courses to meet individual interests and goals; may include a certificate program)	
	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 **	variable
	(must relate to experiential credit)	

And/Or

D.	Coursework in a specific subject area **	
	(must relate to experiential credit)	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.

Coaching Certificate

The Coaching Certificate program focuses on enhancing the leadership skills of not only the coach but the athlete as well. Courses emphasize practical topics that foster successful coaching strategies at any level. This specialization is designed for those interested in athletic coaching opportunities, while also offering professional development for existing coaches, through an exploration of current, sports-relevant topics. Students have an opportunity to apply their interests and abilities in a variety of courses. The curriculum is designed to develop a working knowledge of the skills needed to coach successfully and to facilitate a transfer to a four-year college or university program. *Financial aid eligibility pending approval.*

FIRST YEAR

FALL SEMESTER		CL	LAB	CR
EN 120	Communications	3	0	3
HS 150	Introduction to Personal Wellness	1	1	1
PI 242	Contemporary Ethical Issues	3	0	3
				7
SPRING SEMESTER				
BI 129	Introduction to Sports Nutrition	3	0	3
HS 120	Care and Prevention of Athletic Injuries	3	2	4
HS 125	Coaching Principles I	3	0	3
				10
	TOTAL CREDITS			**17**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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 and certification in CPR (Health Care Provider - American Heart Association or Professional Rescuer - Red Cross Online COURSES NOT ACCEPTED; must be hands-on CPR); 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 23, 2015, for Fall 2015 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/academics/programs-study/health-and-science-programs/dental-assisting-professional-certificate or from the Admissions Office at (603) 230-4011.

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		CL	LAB	CR
# 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		CL	LAB	CR
# 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 64.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

**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/programs-study/health-and-science-programs/dental-hygiene-degree 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)230-4043 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 Online 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 23, 2015, for Fall 2015 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 2015 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/programs-study/health-and-science-programs/dental-hygiene-degree or from the Admissions Office at (603) 230-4011;

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/programs-study/health-and-science-programs/dental-hygiene-degree or from the Admissions Office at (603) 230-4011.

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	4
					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	3
					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	2
					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 Community 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	3
					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	3
					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 64.

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 23, 2015 for Fall 2015 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	4
				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	6
				15

SUMMER SEMESTER (10 weeks)		CL	LAB	CR
# DS 241	Principles of Vascular Ultrasound	3	2	4
# DS 297	DMS Clinic III	0	21	5
				9

SECOND YEAR

FALL SEMESTER		CL	LAB	CR
# DS 233	Seminars in Sonography	4	0	4
# DS 298	DMS Clinic IV	0	32	8
				12
	TOTAL CREDITS			**50**

\# *Indicates major field courses.*

Internship Considerations, on page 64.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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.

The Radiation Therapy Degree is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For further information, please contact JRCERT at 20 North Wacker Drive, Suite 2850, Chicago, IL 60606 or visit www.jcert.org.

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 March 13, 2015, (with the exception of the interview) for Fall 2015 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) 271-6484 x4226 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	120	Communications	3	0	3
# 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	1
# RTH	180	Radiologic Physics for the Radiation Therapist	2	0	2
					17

SPRING SEMESTER			CL	LAB	CR
BI	196	Anatomy and Physiology II	3	2	4
EN	101	English Composition	4	0	4
PI	242	Contemporary Ethical Issues	3	0	3
# RTH	150	Medical Imaging and Processing	2	0	2
# RTH	190	Clinical Practice I	0	16	3
					16

SUMMER SEMESTER			CL	LAB	CR
MT	133	Elementary Functions	4	0	4
# RTH	195	Clinical Practice II	0	18	3
# RTH	215	Sectional Anatomy and Pathology	3	0	3
					10

SECOND YEAR

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

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

SUMMER SEMESTER			CL	LAB	CR
IT	102	PC Applications	3	0	3
# RTH	280	Registry Review	1	0	1
# RTH	295	Clinical Practice V	0	23	4
					8
		TOTAL CREDITS			**78**

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 65.

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) 271-6484 x4332. 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 who 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 March 13, 2015, (with the exception of the interview) for Fall 2015 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) 271-6484 x4226 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	4
				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	4
				10
SUMMER SEMESTER				
RTH 215	Sectional Anatomy and Pathology	3	0	3
RTH 295	Clinical Practice V	0	23	4
				7

SECOND YEAR

FALL SEMESTER		CL	LAB	CR
RTH 296	Clinical Practice VI	0	32	6
RTH 280	Registry Review	1	0	1
				7
	TOTAL CREDITS			**42**

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 65.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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), 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.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program effectiveness data may be found at www.jrcert.org.

Specific Admission Requirements

Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 9, 2015, for Summer 2015 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 Admissions Office once the admission file is complete;
4. 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	3
					12

FALL SEMESTER

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

SPRING SEMESTER

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

SECOND YEAR

SUMMER SEMESTER (11 weeks)

			CL	LAB	CR
	PY 105	Introduction to Psychology	3	0	3
#	XR 165	Radiographic Clinical Procedures III	0	23	4
#	XR 203	Advanced Radiographic Procedures	3	0	3
					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	4
					13

SPRING SEMESTER

	PI 242	Contemporary Ethical Issues	3	0	3
#	XR 209	Clinical Seminars II	3	0	3
#	XR 295	Radiographic Clinical Procedures V	0	24	4
					10
	TOTAL CREDITS				**80**

\#   *Indicates major field courses.*

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 65.

Health Science

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

This program is designed to provide the foundation for any allied health field. The degree may be personalized to meet student interests in diverse careers, from healthcare administration to direct patient contact. The flexible curriculum can be used as a strong base in furthering educational pursuits – degrees in physical therapy, health information management, dietetics, public health, pharmacology, and exercise science, among others – or as a distinct, self-contained degree for professionals seeking career advancement.

Evaluation of credit received from a college or hospital-based program of study in a health-related field may result in 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 those shown in the table below.

I. General Education Core

		CL	LAB	CR
BI 195	Anatomy and Physiology I	3	2	4
BI 196	Anatomy and Physiology II	3	2	4
CH xxx	Chemistry Elective*	4	0	4
EN 101	English Composition	4	0	4
EN xxx	English Elective	3	0	3
IDS 120	Global Public Health (meets Social Science Requirement)	3	0	3
MT 120	MT 120 or higher Mathematics Elective**	4	0	4
PI 242	Contemporary Ethical Issues (meets HU/FL/FA requirement)	3	0	3
				27-29

II. Computer Literacy (IT 102 or equivalent)   3   0   3

III. Advanced Standing Credits   If appropriate

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

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.

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.

*   CH 100 does not meet this requirement.
**   MT 129 does not meet the minimum math requirements.
***   Courses identified as "institutional credit only" do not meet this requirement.

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.

Internship Considerations, see page 64.
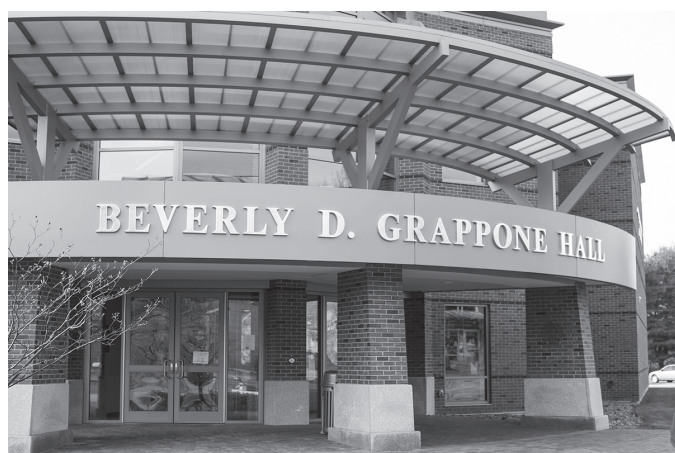
Medical Coding Certificate

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			CL	LAB	CR
HS	101	Medical Terminology	3	0	3
BI	120	Human Biology	3	2	4
					7

SPRING SEMESTER					
BI	122	Basic Pathophysiology	3	0	3
HS	104	Health Care Data Content and Delivery Systems	3	0	3
					6

SUMMER SEMESTER					
IT	102	PC Applications	3	0	3
					3

SECOND YEAR

FALL SEMESTER					
HS	116	Introduction to Hospital Coding	4	0	4
HS	117	Intermediate Hospital Coding	3	0	3
					7

SPRING SEMESTER					
HS	218	Advanced Hospital Coding	3	0	3
HS	219	Ambulatory Coding	4	0	4
					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/gainful-employment-disclosure

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 Accreditation Commission for Education in Nursing (ACEN), formerly NLNAC (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000; acenursing.org). 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 Completion 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 TEAS 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, Southern New Hampshire University, University of New England and the University of New Hampshire.

As a pre-clinical requirement, students will be required to undergo and successfully meet the Nursing Department's criteria for 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 nursing program and are responsible for all costs associated with these testing procedures. Drug and alcohol screening is required prior to clinical and randomly throughout the program.

Pathway to Advanced Nursing Degrees Through NHTI

NHTI offers a pathway to your Bachelor's and/or Master's in Nursing! Nursing students who are New Hampshire residents can apply for dual admission to the Online BSN/MSN programs at Southern New Hampshire University (SNHU). There is no extra cost for applying and you'll save time and money should you choose to continue with your nursing studies through the partnership with SNHU!

All classes taken in NHTI's nursing program can be applied toward an advanced degree at SNHU and you may apply up to 90 credits from NHTI toward the 120 credits required for a BSN, so that only 30 more credits need to be taken at SNHU. You can save money by taking more courses at NHTI, and receive a scholarship toward those you take at SNHU—and complete your advanced degree in as little as 13 months!

This program is financial aid eligible. For more information contact the NHTI Nursing Department at (603) 271-6484 x 4269 or nhtinursing@ccsnh.edu. or visit www.nhti.edu/nhti-snhu-advanced-nursing-partnership

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 23, 2015, for Fall 2015 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 14, 2014 may be considered for Early Action Admission into the Nursing program for Fall 2015.

Effective for the incoming class of 2015, only the TEAS testing results will be accepted.

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 ATI Test of Essential Academic Skills (TEAS) exam with a minimum score of 73.8% on Reading Comprehension, 70.0% on Mathematics, 52.1% on Science, 63.3% on English and Language Usage; information regarding testing locations and registration is available online is available online at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/nursing-associate-degree or contact the Admissions Office at (603) 230-4011 or (800) 247-0179;
5. Submit, on NHTI nursing reference forms two references from professionals, supervisors or teachers. The forms are available online at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/nursing-associate-degree or contact the Admissions Office at (603) 230-4011 or (800) 247-0179.

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

			CL	LAB	CR
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

			CL	LAB	CR
BI	202	Microbiology	3	3	4
MT	xxx	Math Elective*	4	0	4
# NU	116	Nursing IIA** *or*			
# NU	117	Nursing IIB**	6	15	11
					19

SPRING SEMESTER

			CL	LAB	CR
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			**74**

CL - Classroom
LAB - Clinical Resource Center
CR - Credits

\#   Indicates major field courses.

*   MT 124 or higher level math (excluding MT 129); students who wish to continue their education and pursue a Bachelor's or Master's degree in Nursing are encouraged to complete MT 251.

**   A $185 per semester testing fee will be assessed for all students taking NU 115. A $170 per semester testing fee will be assessed for all students taking NU 116, NU 117, NU 178 & NU 215. These fees 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.

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 65.

Program Comments:

1. Applicants are strongly encouraged to attend a group information session; please call the Admissions Office at (603) 230-4011 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) 230-4043 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, NU 178, 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 the nursing program must be either repeated or challenged; final decisions will rest with the Nursing Department Head.
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.

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

Patrick
Nursing 2010

LPN-RN Completion Option

(May start each year)

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

The LPN-RN Completion 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 two years of the date of entry in the first nursing course. Students will be readmitted to the nursing program only once during the two years. Applicants must meet the admission requirements and receive a satisfactory score on the ATI LPN STEP Proctored Assessment and ATI Dosage Calculation Test which are offered periodically throughout the year (see *Admission Requirements* below). Information regarding the admission test may be obtained from the Admissions Office at (603) 230-4011.

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 ATI LPN STEP Proctored Assessment and ATI Dosage Calculation Test scores (see #5 & #6 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 and successfully meet the Nursing Department's criteria for 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 nursing program and are responsible for all costs associated with these testing procedures. Drug and alcohol screening is required prior to clinical and randomly throughout the program.

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 March 6, 2015 for Summer 2015 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; all applicants must submit a copy of their current LPN license with their application for admission;
4. Submit, on NHTI nursing reference forms, two references from professionals, supervisors or teachers; friends and family members are not acceptable references; forms are available online at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/lpn-rn-completion-option or from the Admissions Office at (603) 230-4011;
5. ATI LPN STEP Proctored Assessment exam with a passing score of 66.7%. Information regarding this test is available from the Admissions Office at (603) 230-4011 or (800) 247-0179 or at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/lpn-rn-completion-option.
6. ATI Dosage Calculation Test with a score of 90% or higher. Information regarding this test is available from the Admissions Office at (603) 230-4011 or (800) 247-0179 or at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/lpn-rn-completion-option.
7. Completion of NHTI courses EN 101, PY 105, PY 220, BI 195 and BI 196 with a grade of "C" or higher (or the equivalent from another institution).

SUMMER SEMESTER		CL	LAB	CR
# NU 178	LPN-RN Completion	4	10	7
				7

FALL SEMESTER				
BI 202	Microbiology	3	3	4
MT xxx	Math Elective*	4	0	4
# NU 116	Nursing IIA+	6	15	11
				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				**72-73****

\# *Indicates major field courses.*

* *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; students who wish to continue their education and pursue a Bachelor's or Master's degree in Nursing are encouraged to complete MT 251.*

\+ *A $185 per semester testing fee will be assessed for all students taking NU 115. A $170 per semester testing fee will be assessed for all students taking NU 116, NU 117, NU 178 & NU 215. These fees will cover costs associated with remediation testing, detailed individualized remediation plans, and end of program testing to prepare students for licensure testing.*

** *Includes eleven (11) credits awarded from ATI LPN STEP Proctored Assessment score; transfer credit for the 5 prerequisite college courses will be evaluated on an individual basis and may result in an additional 17-18 credits being awarded.*

Please Note: *All students enrolled in a clinical course will be charged a $350 per semester clinical surcharge.*

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 65.

Program Comments:

1. Applicants are strongly encouraged to attend a group information session; please call the Admissions Office at (603) 230-4011 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)230-4043 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, NU 178, 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 Accreditation Commission for Education in Nursing (ACEN), formerly NLNAC (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000; acenursing.org). 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 Completion 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) 230-4011. 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 HESI Exam scores. References are considered critical to the admission process and are evaluated.

As a pre-clinical requirement, students will be required to undergo and successfully meet the Nursing Department's criteria for 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 nursing program and are responsible for all costs associated with these testing procedures. Drug and alcohol screening is required prior to clinical and randomly throughout the program.

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 12, 2014, for Spring 2015 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 references from professionals, supervisors or teachers; friends and family members are not acceptable references; forms are available online at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/practical-nursing-diploma or from the Admissions Office at (603) 230-4011;
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) 230-4011 or (800)247-0179 or at www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/practical-nursing-diploma. 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	9	7
PY	105	Introduction to Psychology	3	0	3
					17

SUMMER SEMESTER					
BI	109	Integrated Biology II*	2	0	2
# PN	102	Practical Nursing II	3	12	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					**41-42**

\# 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.
** Students taking PN 101 will be assessed a $30 testing fee, and an additional $60 fee for the ATI Dosage Calculation Module. Up to a $50 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 Considerations, see page 64.
Health, Character and Technical Standards, see page 65.

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 a required math course, MT 124 or higher, 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)230-4043 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/gainful-employment-disclosure

Orthopaedic Technology

The Associate in Science in Orthopaedic Technology program educates students in the care of orthopaedic patients through major field courses, combined with the breadth of a general education curriculum to provide students with a solid foundation for further education. 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 March 13, 2015, for Fall 2015 admission.

1. High school diploma or proof of high school equivalency;
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 (username: nhtiotc password: student) or from the Admissions Office at (603) 230-4011. If you have further questions please contact the Admissions Office at (603) 230-4011 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
BI	120	Human Biology	3	2	4
EN	101	English Composition	4	0	4
HS	101	Medical Terminology	3	0	3
PY	105	Introduction to Psychology	3	0	3
					14

SPRING SEMESTER					
EN	120	CM Communicating Mindfully *or*			
EN	xxx	English Elective *	3	0	3
MT	120	Topics in Applied College Mathematics *or*			
MT	xxx	Math Elective **	4	0	4
PY	220	Human Growth & Development	3	0	3
SO	105	Introduction to Sociology	3	0	3
					13

SUMMER SEMESTER					
IT	102	PC Applications	3	0	3
PI	242	Contemporary Ethical Issues	3	0	3
					6

SECOND YEAR

FALL SEMESTER			CL	LAB	CR
#	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 113	Orthopaedic Patient Care	2	2	3
					13

SPRING SEMESTER					
#	ORTH 102	Orthopaedic Anatomy & Physiology II	3	0	3
#	ORTH 104	Physical Assessment of the Orthopaedic Patient	3	2	4
#	ORTH 112	Traction	0	3	1
#	ORTH 114	Custom Bracing	1	2	2
#	ORTH 205	Casting and Splinting II ***	2	2	3
					13

SUMMER SEMESTER					
#	ORTH 220	Senior Externship and Capstone Experience+	1	16	6
					6
		TOTAL CREDITS			**65**

# Indicates major field courses.
* Does not include EN 100
** MT 120 or higher level MT course (excluding MT 129)
*** $500 specialty supplies fee will be added to the cost of ORTH 105 & ORTH 205.
+ A $350 per semester clinical surcharge fee will be added to the cost of ORTH 220.

NOTE: Students must achieve grades of "C" or higher in all general education courses, including HS 101 and IT 102, to be eligible to register for ORTH 101 and other major field courses.

Program Goals

1. Demonstrates the ability to apply entry level orthopaedic casts, splints and braces as specified by the orthopaedic provider according to the standards set by the National Board for Certification of Orthopaedic Technologists, Inc.;
2. Demonstrates the knowledge to safely care for orthopaedic patients, under the supervision of an orthopaedic provider, in the areas of casting, splinting, bracing, traction, orthopaedic anatomy and physiology, and physical assessment by passing the National Orthopaedic Certification Exam on the first attempt;
3. Reads, writes, speaks, and listens on a level that will facilitate the ability to work in the orthopaedic profession and participate and contribute to the care of orthopaedic patients;
4. Of those pursuing employment, students will demonstrate the skills to be gainfully employed within six months post-graduation;
5. Demonstrates basic applications of computer technology to be competent on a professional level when entering patient personal information, and how to maintain patient confidentiality;
6. Recognizes the importance of continued professional development through professional societies and/or attending seminars specific to the orthopaedic professional community;
7. Demonstrates professionalism in an orthopaedic environment by understanding diversity, emotions, and modes of expression, as expressed by the provider, the patient and/or his/her family;
8. Appreciates the value of providing service to the community, by volunteering at events that promote health and wellness.

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 to March 13, 2015, for Fall 2015 admission.

1. High school diploma or proof of high school equivalency;
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) 230-4011. If you have further questions please contact the Admissions Office at (603) 230-4011 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 113	Orthopaedic Patient Care	2	2	3
				16

SPRING SEMESTER		CL	LAB	CR
# ORTH 102	Orthopaedic Anatomy & Physiology II	3	0	3
# ORTH 104	Physical Assessment of the Orthopaedic Patient	3	2	4
# ORTH 112	Traction	0	3	1
# ORTH 114	Custom Bracing	1	2	2
# ORTH 205	Casting and Splinting II *	2	2	3
PI 242	Contemporary Ethical Issues	3	0	3
				16

SUMMER SEMESTER		CL	LAB	CR
# ORTH 220	Senior Externship and Capstone Experience**	1	16	6
				6
TOTAL CREDITS				**38**

*   *$500 specialty supplies fee will be added to the cost of ORTH 105 & ORTH 205.*

**   *A $350 per semester clinical surcharge fee will be added to the cost of ORTH 220.*

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 64.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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	1
					16

SPRING SEMESTER

			CL	LAB	CR
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	2
					18

SUMMER SEMESTER

			CL	LAB	CR
# PM	190	Introduction to Clinical Environment	1	0	1
# PM	194	Hospital Clinic	0	18	5
					6

SECOND YEAR

FALL SEMESTER

			CL	LAB	CR
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	3
					14

SPRING SEMESTER

			CL	LAB	CR
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	3
					17

TOTAL CREDITS   **71**

\#   *Indicates major field courses.*

Internship Considerations, see page 64.
Health, Character and Technical Standards, see page 66.

"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 51)

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 52)

The Department believes that students must be aware of the abilities and characteristics that are necessary to complete the dental hygiene program requirements and function as a dental hygienist. NHTI complies and respects Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, the Department will not discriminate on the basis of race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age or disability. Reasonable accommodations will be made for students with disabilities so long as they do not compromise the academic and performance standards of the program.

The Associate of Science degree in Dental Hygiene is awarded to those who successfully complete and prove competence in all program requirements. Therefore, the student must demonstrate the knowledge, skills and behaviors deemed essential for the practice of dental hygiene. The following technical standards describe the essential skills a student must possess in the areas of intellect, sensory function, communication, fine and gross motor function and behavior.

In order to assume the responsibilities and perform the duties of a dental hygienist, individuals must be able to satisfactorily possess/accomplish the following:

1. Intellectual abilities requiring reason, analysis, problem solving, critical thinking, self-evaluation and lifelong learning skills are required. Students must be able to learn, integrate, analyze and synthesize data. Comprehension of three-dimensional and spatial relationships is necessary. Consistent, accurate and quick integration of information is required, especially in emergency situations.
2. Somatic sensation and functional use of all senses is required. Exteroceptive (i.e. touch) and proprioceptive (i.e. position, pressure, movement) is mandatory. Students must also be able to observe demonstration at a distance and close at hand; performance of procedures in the classroom, lab and clinic is required. The student must be able to see fine detail, focus at several distances and discern variations in color, shape and texture in order to differentiate normal and abnormal structures. Students must be able to utilize tactile sense to perceive and interpret vibrations associated with clinical procedures. Visual and intellectual ability is necessary to acquire information from documents such as charts, radiographs, computer images and other modes of delivery.

   Sudents must have sufficient hearing in order to develop reasonable skills of percussion and auscultation.
3. Sufficient fine and gross motor function is required to perform a variety of clinical procedures essential to providing dental hygiene care for clients. Examples of essential motor skills include manipulation of small objects and materials, palpation, percussion, auscultation and other maneuvers. Fine motor ability is a critical necessary skill. Gross motor ability is required in order to perform functions such as basic life support, transfer and position of clients as well as the operator position around the patient and dental chair. Students must be able to operate both foot and hand controls.
4. Students must be able to communicate effectively with clients, peers, faculty and guests. Individuals must have sufficient command of the English language in order to retrieve information from textbooks, lectures, exams, etc. Students must be able to communicate in verbal, nonverbal and written form.
5. Students must possess the emotional health required for full utilization of his/her intellectual abilities, exercise of good judgment, and prompt completion of all responsibilities associated with the care of clients. The development of mature, sensitive, professional relationships with clients is essential. Professionalism, compassion, integrity, empathy and respect for clients are all personal qualities that are necessary for the dental hygienist. Students must be able to endure physically taxing workloads and function effectively under stress. A student must be able to accept constructive criticism and respond appropriately by modifying behavior.

Orthopaedic Technology Associate Degree (see Program page 61) & Certificate (see Program page 62)

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 (see Program page 55) **and Radiation Therapy Associate Degree** (see Program page 54) a**nd Radiation Therapy Certificate** (see Program page 55)

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) (see Program page 57), **LPN-RN Completion Option** (see Program page 57) **& PN Programs)** (see Program pages 60)

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 also must clearly communicate effectively verbally and in writing with instructors and other students in the classroom setting.
- **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 63)
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.

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

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

FIRST YEAR

FALL SEMESTER

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

SPRING SEMESTER

			CL	LAB	CR
# AD	205	Fundamentals of Dependency Counseling Skills	3	0	3
# AD	235	Physiology and the Pharmacology of Addiction	3	0	3
BI	120	Human Biology	3	2	4
# HU	242	Ethics and the Professional Helper	3	0	3
# PY	283	Group Counseling	3	0	3
					16

SECOND YEAR

FALL SEMESTER

			CL	LAB	CR
# AD	296	Addiction Practicum I	2	8	4
MT	120	Topics In Applied College Mathematics*	4	0	4
# PY	205	Crisis Intervention	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

			CL	LAB	CR
# 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
IT	102	PC Applications	3	0	3
# PY	220	Human Growth and Development: The Life Span	3	0	3
# SO	250	Conflict Resolution in Modern Society	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 70.

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.

"My internship gave me insight into what my career choice would be like."

Pachy
Human Service 2010
Now at University of New Hampshire

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 crosstrains 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) 271-6484 x4174.

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.

			CL	LAB	CR
AD	115	Fundamentals of Criminal Justice-Oriented Addiction Treatment	3	0	3
AD	120	Survey of Addictive Behaviors and Treatment	3	0	3
AD	215	Internship: Orientation to Addictive Behaviors Counseling with Criminal Justice Clients	2	8	4
CJ	101	Introduction to Criminal Justice	3	0	3
CJ	150	Criminology	3	0	3
CJ	215	Correction Operations	3	0	3
MH	187	The Helping Relationship: Communication Skills for Today's Professional	4	0	4
		TOTAL CREDITS			**23**

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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.

			CL	LAB	CR
CS	111	Introduction to Community Social Services	3	0	3
CS	112	Supportive Communication Skills	4	0	4
CS	115	Learning and Behavior	3	0	3
CS	116	Assessment & Individual Planning	3	0	3
CS	117	Community Social Service Practicum	2	8	4
PY	105	Introduction to Psychology	3	0	3
PY	220	Human Growth and Development: The Life Span	3	0	3
					23

Choose one elective:

			CL	LAB	CR
AD	120	Survey of Addictive Behaviors and Treatment	3	0	3
PY	210	Abnormal Psychology	3	0	3
PY	280	Individual Counseling: Theory and Practice	3	0	3
PY	283	Group Counseling	3	0	3
		TOTAL CREDITS			**26**

Internship Considerations,

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

MacRury Hall

Human Service

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

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

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

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

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

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

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 page 70 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

			CL	LAB	CR
BI	120	Human Biology	3	2	4
# HU	104	Introduction to Practicum Experience	2	0	2
# HU	242	Ethics and the Professional Helper	3	0	3
IT	102	PC Applications	3	0	3
# PY	283	Group Counseling	3	0	3
XX	xxx	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
					18

SECOND YEAR

Human Service Option

FALL SEMESTER

			CL	LAB	CR
# AD	120	Survey of Addictive Behavior and Treatment	3	0	3
# HU	195	Human Service Practicum I	2	8	4
MT	120	Topics In Applied College Mathematics*	4	0	4
# PY	280	Individual Counseling: Theory and Practice	3	0	3
SO	250	Conflict Resolution in Modern Society	3	0	3
					17

SPRING SEMESTER

			CL	LAB	CR
# AD	235	Physiology and Pharmacology of Addiction	3	0	3
EN	xxx	English Elective	3	0	3
# HU	298	Human Service Practicum II	2	8	4
PY	205	Crisis Intervention	3	0	3
PY	220	Human Growth and Development: The Life Span	3	0	3
					16
		TOTAL CREDITS			**68**

Mental Health Option

FALL SEMESTER

			CL	LAB	CR
# AD	120	Survey of Addictive Behavior and Treatment	3	0	3
# MH	195	Mental Health Practicum I	2	8	4
MT	120	Topics In Applied College Mathematics*	4	0	4
# PY	280	Individual Counseling: Theory and Practice	3	0	3
SO	250	Conflict Resolution in Modern Society	3	0	3
					17

SPRING SEMESTER

			CL	LAB	CR
# AD	235	Physiology and Pharmacology of Addiction	3	0	3
EN	xxx	English Elective	3	0	3
# MH	298	Mental Health Practicum II	2	8	4
PY	205	Crisis Intervention	3	0	3
PY	220	Human Growth and Development: The Life Span	3	0	3
					16
		TOTAL CREDITS			**68**

Gerontology Option

FALL SEMESTER		CL	LAB	CR
# AD 120	Survey of Addictive Behavior and Treatment	3	0	3
# GE 195	Gerontology Practicum I	2	8	4
MT 120	Topics In Applied College Mathematics*	4	0	4
# PY 280	Individual Counseling: Theory and Practice	3	0	3
SO 250	Conflict Resolution in Modern Society	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
PY 205	Crisis Intervention	3	0	3
PY 220	Human Growth and Development: The Life Span	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 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, River 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

1. Please refer to starred** statement on this page regarding mathematics graduation requirement.

FIRST YEAR

FALL SEMESTER			CL	LAB	CR
# CJ	101	Introduction to the Criminal Justice System	3	0	3
# CJ	121	Criminal Procedure	4	0	4
EN	101	English Composition	4	0	4
IT	102	PC Applications	3	0	3
PY	105	Introduction to Psychology	3	0	3
					17

SPRING SEMESTER			CL	LAB	CR
# CJ	123	Criminal Law	4	0	4
# CJ	210	Juvenile Justice Administration	3	0	3
EN	120	Communications *or*			
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			CL	LAB	CR
# 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* *or*	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			CL	LAB	CR
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* *or*	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 74.

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.

"Many of today's college students are focused solely on securing a job after graduation and are demanding the skills and technical know-how to get hired immediately after graduation. NHTI is the best value for a high-quality education."

-- James (Jay), '99

Jay is one of eight current NH Chiefs of Police who are graduates of NHTI's Criminal Justice program.

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. This program is 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) 230-4011 to request a copy in print).
5. Two confidential letters of reference (call (603) 230-4011 to request a copy in print).
6. Two-hundred word essay regarding reasons for choosing the Legal Nurse Consultant Program (used to help evaluate writing skills).
7. Submit official high school and college transcripts. (High School transcripts need only be submitted if applying for financial aid.)

		CL	LAB	CR
PL 101	Foundations of Paralegal Studies	2	0	2
PL 103	Causes of Action in Contract and Tort	2	0	2
PL 104	Legal Research+	3	0	3
PL 110	Litigation and Trial Preparation	3	0	3
LNC 101	Legal Nurse Consulting	1	0	1
LNC 102	Risk Management	1	0	1
LNC 103	Administrative Law	1	0	1
LNC 104	Healthcare Law	2	0	2
LNC 105	Legal and Healthcare Ethics	1	0	1
LNC 106	Internship	0	9	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 74.

For the Gainful Employment Disclosure Statement for this program, see: www.nhti.edu/gainful-employment-disclosure

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) 271-6484 x4274 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,

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) 271-6484 x4274 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. Two-hundred word essay regarding reasons for choosing the Paralegal Program (used to help evaluate writing skills).
4. Submit official high school and college transcripts.

			CL	LAB	CR
PL	101	Foundations of Paralegal Studies	2	0	2
PL	103	Causes of Action in Contract and Tort	2	0	2
PL	104	Legal Research+	3	0	3
PL	110	Litigation and Trial Preparation	3	0	3
PL	221	Real Estate	3	0	3
PL	231	Business Organizations and Bankruptcy	3	0	3
PL	241	Family Law	1	0	1
PL	251	Probate Estates and Trusts	3	0	3
PL	261	Criminal Process	1	0	1
PL	270	Internship (Optional)	0	9	3
PL	271	Legal Writing	1	0	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/gainful-employment-disclosure

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

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; and then move to the options in life sciences or social behavioral science. Also available is an Associate Degree in Arts with a Major in Liberal Arts with a Concentration in English.

Specific Admission Requirements

1. 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.

General Requirements	Credits
EN 101 English Composition	4
EN xxx English Elective	3
(excluding EN 100 and EN 120)	
Computer Literacy	3
(IT 102 or equivalent)	
GS 100 College Success Seminar *or*	1
GS 102 Study Strategies	2
Humanities	9
(XX xxx Humanities/Fine Arts/	
Foreign Language Elective)	
Mathematics *	8-9
MT 124 College Algebra *or*	
higher level math course *and* MT xxx	
Science (with lab)	8
(excluding BI 100, CH 100, and PH 100)	
Social Sciences	9
(three courses with AN, EO, HI, PS, PY,	
or SO prefix, excluding HI 104 and HI 105)	
	45-47

Arts and Science Electives	15

Courses selected from Humanities
(Literature, Western Civilization, Fine Arts, Foreign Languages, Philosophy), Mathematics, Sciences, Social Sciences, and English

General Electives	6

Courses to meet individual interests and goals

Minimum of 64 credits required for Graduation

* **MT 129 does not meet the minimum math requirements in this category.**

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

Life Sciences Option

General Requirements	Credits
EN 101 English Composition	4
EN xxx English Elective	3
(excluding EN 100 and EN 120)	
Computer Literacy	3
(IT 102 or equivalent)	
GS 100 College Success Seminar *or*	1
GS 102 Study Strategies	2
Humanities	9
(XX xxx Humanities/Fine Arts/	
Foreign Language Electives)	
Mathematics *	4
MT 124 College Algebra *or*	
higher level math course	
Social Sciences	9
(three courses with AN, EO, HI, PS, PY,	
or SO prefix, excluding HI 104 and HI 105)	**33-34**

Concentration

		Credits
MT 251 Statistics		4
BI 111 & BI 112 General Biology I & II		8
CH 103 & CH 104 General Chemistry I & II		8
		20

Three of the following:

		Credits
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	3
(excluding EN 100 and EN 120)	
GS 100 College Success Seminar **or**	1
GS 102 Study Strategies	2
IT 102 PC Applications	3
MT 124 College Algebra *	4
(or higher level math course)	
MT 251 Statistics	4
XX xxx Humanities/Fine Arts/	
Foreign Language Electives	9
XX xxx Laboratory Science	8
(excluding BI 100, CH 100 and PH 100)	
	36-37

Core Requirements	
AN 101 Introduction to Cultural Anthropology	3
EO 101 Macroeconomics **or**	
EO 102 Microeconomics	3
HI 120 United States History to 1870 **or**	
HI 121 United States History, 1870-Present **or**	
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.

Liberal Arts with a Concentration in English

The degree of Associate in Arts in Liberal Arts with a Concentration in English will be awarded upon successful completion of the program.

This English concentration falls under the Liberal Arts program. Twenty-one credits to be taken in Literature, the credits to be divided up on such a way as to provide students with a working knowledge of genres and history while also allowing room for more concentrated course work in a student's particular interest.

By the end of the program the successful student will have a basic understanding of the characteristics of literature produced during the generally understood periods (Renaissance, Enlightenment, Romantic, Modernist and Contemporary) as well as a broad sense of western history and of its epistemic changes over time, a sense of the meaning and function of genre (drama, fiction, poetry, nonfiction), and an understanding of place and function of literature in the contemporary world.

Specific Admission Requirements

1. 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

General Requirements	Credits
EN 101 English Composition	4
EN 1xx English Elective [excluding EN 100 and EN 120]	3
Computer Literacy	3
(IT 102 or equivalent)	
GS 100 College Success Seminar **or**	1
GS 102 Study Strategies	2
Humanities	9
HI 104 Western Civilization I and	
HI 105 Western Civilization II and	
XX xxx Humanities/Fine Arts/Foreign Language Elective	
Mathematics *	9
MT 124 College Algebra **or**	
higher level math course **and** MT xxx	8-9
Science (with lab)	8
(excluding BI 100, CH 100, and PH 100)	
Social Sciences	9
(three courses with AN, EO, HI, PS, PY, or SO prefix, excluding HI 104 and HI 105)	
	45-47

Concentration	
EN 1xx Introductory Genre courses	6
EN 2xx and 2xx Sequential Survey Courses	6
EN 255 Shakespeare	3
EN 2xx Upper level electives	6
	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.

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.

The degree of Associate in Science in General Studies will be awarded upon successful completion of the program.

Mathematics Program

The degree of Associate in Science in Mathematics will be awarded upon successful completion of the program.

The Associate in Science in Mathematics degree will provide students with the first two years of study required for a bachelor's degree in many STEM disciplines, including applied mathematics, mathematics education, physics, statistics, and engineering. Upon graduation with this degree, students will have completed most, if not all, of the math, physics, and computer programming requirements for an engineering focus at the baccalaureate level. The degree will also prepare students for employment upon graduation in STEM positions and, for students currently working in STEM fields, the Associate in Science in Mathematics degree can advance their careers.

FIRST YEAR

FALL SEMESTER

			CL	LAB	CR
#	CP 107	Introduction to Programming with C++	2	3	3
	IDS 101	STEM in the First Year Experience	3	0	3
	IT 102	PC Applications	3	0	3
#	MT 205	Calculus I	4	0	4
#	PH 231	Physics I (Calculus-Based)	3	3	4
					17

SPRING SEMESTER

			CL	LAB	CR
	EN 101	English Composition	4	0	4
#	CP 235	Algorithms with Object Oriented Programming *or*	3	3	4
#	MT 2xx	Math Elective	4	0	4
#	MT 206	Calculus II	4	0	4
#	PH 232	Physics II (Calculus-Based)	3	3	4
					16

SECOND YEAR

FALL SEMESTER

			CL	LAB	CR
	EN 125	Communication and the Literature of Science and Technology	3	0	3
#	MT 208	Multivariable Calculus	4	0	4
	MT 2xx	Math Elective	4	0	4
	PH 233	Physics III (Calculus-Based)	3	3	4
	XX xxx	Social Science Elective	3	0	3
					18

SPRING SEMESTER

			CL	LAB	CR
#	MT 210	Differential Equations	4	0	4
#	MT 290	Senior Project/Internship	0	12	4
	XX xxx	Humanities/Fine Arts/Foreign Language Elective	3	0	3
	XX xxx	General Liberal Arts Elective	3-4	0	3-4
					14-15
		TOTAL CREDITS			**65-66**

\# *Indicates major field courses.*

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

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	CL	LAB	CR
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	CL	LAB	CR
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.

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) 230-4001 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/student-life/campus-safety
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/student-life/campus-safety
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/admissions/financial-aid www.ccsnh.edu/about-ccsnh/financial-aid-Scholarships
Academic Requirements and Policies Information about academic requirements and policies, including graduation, graduation rates and retention.	www.nhti.edu/academics/requirements-policies
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/academics/registrars-office/confidentiality-student-records
Tuition and Fee Payment Information about payment due date, how to see your account charges, how to pay your charges, refunds and non-payment information.	www.nhti.edu/student-resources/bursar
Alcohol and Other Drug Policies Information about Alcohol and Other Drug Policies at NHTI.	www.nhti.edu/student-life/campus-safety/alcohol-and-other-drug-policies
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/student-life/student-handbook
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.	http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=14305&demoKey=d&catalogId=10001

Statement of Nondiscrimination

NHTI 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 NH and NHTI, Concord's Community College 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 1990; Section 402 of the Vietnam Era Veterans' 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 Mike O'Bryant, Civil Rights/Equity Coordinator at NHTI, Concord's Community College, 31 College Drive, Concord, NH 03301, (603) 271-6484 x4269, or to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, (603) 230-3503. 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.

Options for Nontraditional Learners

The Division of Online & Continuing Education allows students to earn Associate Degrees and Certificates in a flexible format, completing courses during the evening, online, and in a hybrid format.

- **Flexible class format.** We offer many options for students with busy schedules including courses in the evening, on weekends, and 100% online.
- **Affordability.** We offer the most affordable college education in New Hampshire.
- **Begin or continue your college experience at NHTI.** Many courses are transferable to four-year colleges and universities.
- **Considering changing careers?** NHTI offers over 65 programs from which to choose.
- **We're here to help.** Educational counseling services are available in the evening, during the day and online.
- **Extensive summer offerings.** We offer over 200 courses during our summer session including day, evening, online, hybrid and one-week classes.

NHTI Online

"Taking courses online at NHTI allowed me to not only work at my own pace, but to determine when during the week I could work on the assignments."

**- Cindy, Accounting,
Class of 2013**

Now Offering 5 Degree Programs Entirely Online

- **General Studies**
- **Business Administration**
- **Early Childhood Education**
- **Hospitality & Tourism Management**
- **Criminal Justice**

**For more information, contact our Academic Advising Center at
(603) 230-4021 or nhtiadvctr@ccsnh.edu**

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.

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

- **The Center for Nursing Professional Development**
- **Professional Development for Dental Hygienists & Assistants**

Our clients say:

"Creating and maintaining a comprehensive training program for our manufacturing employees has continuously been a goal for our organization. We realized that for us to be most effective and efficient, we needed to look outside our organization and teamed up with NHTI. Together we created a Manufacturing Fundamentals course which allowed us to inject our own needs and requirements into the course which was delivered on site. This experience has been a positive one for our team and we look forward to working with NHTI in the future."

– Kerry Dubois, Human Resources Manager
Eptam Plastics

**For more information and to receive our latest training schedule, please contact
(603) 230-4022 or nhtibtc@ccsnh.edu or visit our website at www.nhti.edu/business-training/**

N ↑

I-93

Delta Drive

Institute Drive

No NHTI Parking

Fan Road

Campus Quad

Seekamp Trail

to Fort Eddy Rd./I-393

College Drive

15

16

19

14

1

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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**

5. **Library**
   - Computer Labs
   - Media Services
   - Learning Center
   - Disabilities Services

6. **Business Training Center**

7. **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**

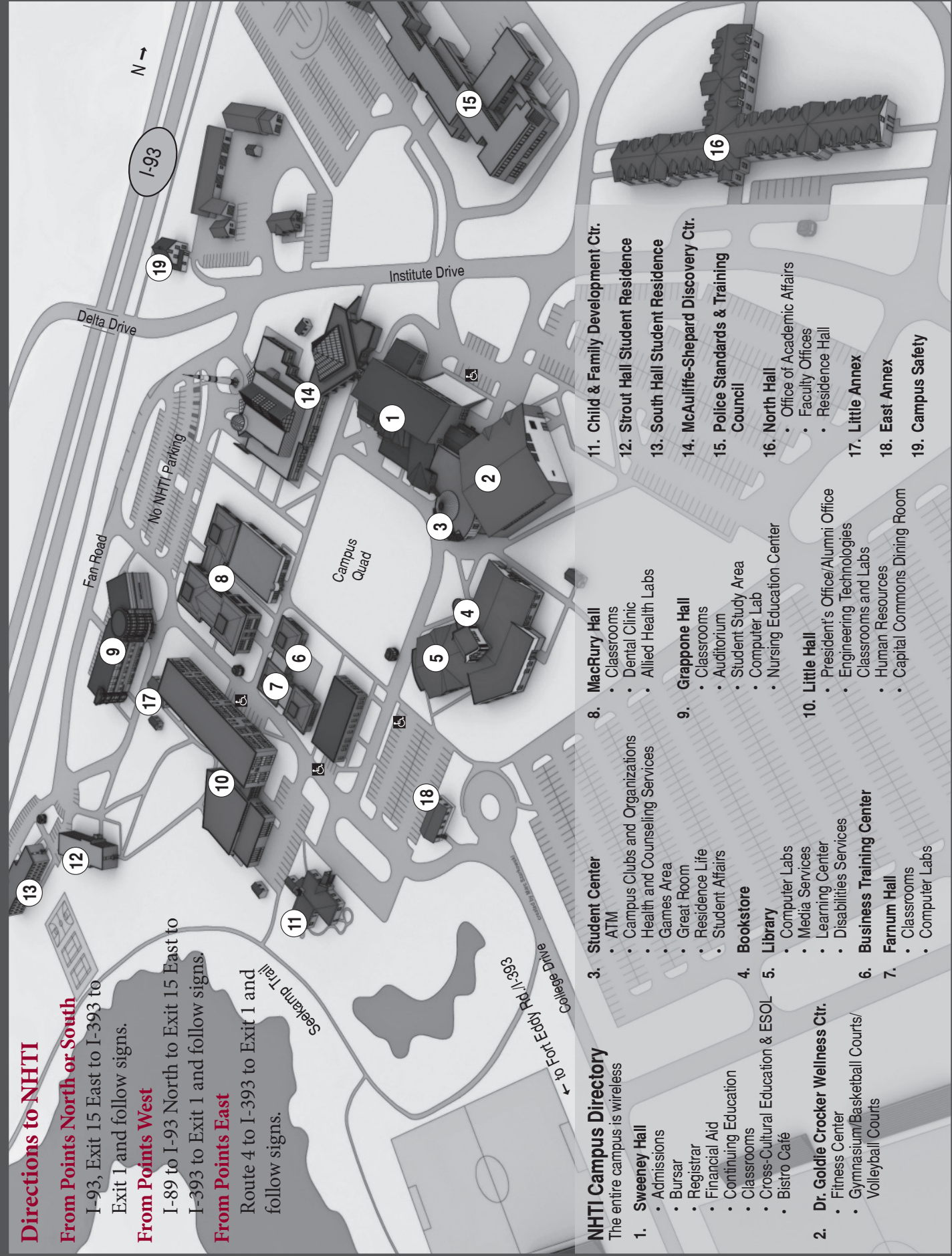13. **South Hall Student Residence**

14. **McAuliffe-Shepard Discovery Ctr.**

15. **Police Standards & Training
    Council**

16. **North Hall**
    - 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) 271-6484 (NHTI)
(800) 247-0179

Admissions
(603) 230-4011
nhtiadm@ccsnh.edu
nhti.edu